

Procedure for PHRC medical services delivered at Bridge Shelter

Host site address	100 23rd Avenue S Seattle, WA 98144
Host site operating hours	24/7
Host site point of contact name, title and contact information	Eddy Matlock-Mahon- Program Director, eddymm@ccsww.org ,
PHRC point of contact name, title and contact information	Emily Laskowski , PHRC Coordinator, phrc@kingcounty.gov , 206-263-6903
Volunteer entrance/access/parking instructions	No Parking on site, limited street parking and pay-to-park lots
Recurring days/times for PHRC medical services	4 th Wednesday of the Month 1pm-4pm
Services to be delivered (general medical and/or foot care)	General Medical and Foot Care
Typical client volume on days PHRC visits	Unknown – site launches Jan 2020
# / types of volunteers PHRC will strive to provide on-site at those times	3 medical, one support
Description of space provided for PHRC services	Office Space on the first floor off main area, or conference room 201
Description of space provided for secure storage of PHRC supply cart	Locked in management offices
How to notify each other of late breaking changes in operations / scheduling	Email Eddy/Emily Bridge Front Desk: 206-956-9563
How PHRC should notify on-site management of an immediate life safety issue	Staff are always watching cameras, can always contact staff at the front desk. Volunteers can be provided with a radio
Host site evacuation and other emergency procedures	Meet up at the parking garage next door Currently creating a book of emergency procedures
Process to replenish medical supplies	Bridge Shelter will support supplies