



Procedure for PHRC medical services delivered at Congregations for the Homeless

Host site address	515 116th Ave NE Ste 150, Bellevue, WA 98004
Host site operating hours	24 hours
Host site point of contact name, title and contact information	Sarah Bustad, Volunteer Coordinator, sarahb@cfhomeless.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	Parking lot on site
Recurring days/times for PHRC medical services	Third Wednesday of the month
Services to be delivered (general medical and/or foot care)	General Medical and Foot Care
Typical client volume on days PHRC visits	15
# / types of volunteers PHRC will strive to provide on-site at those times	3 medical and one support volunteer
Description of space provided for PHRC services	Room off of the main day center
Description of space provided for secure storage of PHRC supply cart	Always located in the regular room or in the donation room
How to notify each other of late breaking changes in operations / scheduling	Email PHRC Coordinator at phrc@kingcounty.gov and email Sarah at sarahb@cfhomeless.org OR call the CFH outreach number: 425-516-9546
How PHRC should notify on-site management of an immediate life safety issue	Contact site staff located at the front desk in the day center
Host site evacuation and other emergency procedures	Emergency plan posted
Process to replenish medical supplies	TBD