



**Procedure for PHRC medical services delivered at Real Change**

Host site address	96 S Main St., Seattle, WA 98104
Host site operating hours	8am-4pm M/Th/F 8am-12pm T/S 8am-6pm W
Host site point of contact name, title and contact information	Rebecca Marriott, Vendor Program Manager, <a href="mailto:rebeccam@realchangenews.org">rebeccam@realchangenews.org</a> , 206-441-3247 ext.221
PHRC point of contact name, title and contact information	<b>Emily Laskowski</b> , PHRC Coordinator, <a href="mailto:phrc@kingcounty.gov">phrc@kingcounty.gov</a> , 206-263-6903
Volunteer entrance/access/parking instructions	No parking on site, limited street parking, light rail
Recurring days/times for PHRC medical services	2 <sup>nd</sup> 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	<del>10-20</del> <u>Unknown-Site launches in January 2020</u>
# / 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 off main entrance, open space off main entrance, larger community room in the back
Description of space provided for secure storage of PHRC supply cart	Locked office
How to notify each other of late breaking changes in operations / scheduling	Contact Rebecca/Emily
How PHRC should notify on-site management of an immediate life safety issue	Contact site staff in the office space
Host site evacuation and other emergency procedures	Emergency Captains <u>will guide staff and clients to,</u> evacuate through nearest exit
Process to replenish medical supplies	Real Change will replenish supplies