



Procedure for PHRC medical services delivered at Recovery Cafe

Host site address	2022 Boren Ave, Seattle, WA 98121
Host site operating hours	12-6pm
Host site point of contact name, title and contact information	Jean Adler Stean , Community Engagement Manager jean@recoverycafe.org , 206-374-8731 ext 131
PHRC point of contact name, title and contact information	Emily Laskowski , PHRC Coordinator, phrc@kingcounty.gov , 206-263-6903
Volunteer entrance/access/parking instructions	Main entrance located on Boren No parking lot- street parking or public transit ADA accessible entrance
Recurring days/times for PHRC medical services	4 th Friday of every month
Services to be delivered (general medical and/or foot care)	General medical and foot care
Typical client volume on days PHRC visits	15-20
# / types of volunteers PHRC will strive to provide on-site at those times	4-5 Registered Nurses
Description of space provided for PHRC services	The “know” room- large room off the main area
Description of space provided for secure storage of PHRC supply cart	Supplies are located in a locked cabinet in a back room- the key is in Jean’s office
How to notify each other of late breaking changes in operations / scheduling	Contact Jean or Emily
How PHRC should notify on-site management of an immediate life safety issue	Contact staff at the front desk
Host site evacuation and other emergency procedures	Evacuate out nearest exit
Process to replenish medical supplies	Recovery Café will replenish supplies