

SITE JOURNAL CONTENTS

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- Exhibit A: Site Inspection Photos
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A. SITE INSPECTION

To be filled out by the Field Coordinator prior to any Full Encampment Clean Up and as part of any Obstruction or Hazard Removal. Site Journals and photos should be saved in the appropriate folder in the Encampments directory.

Site Name:	LaVilla Meadows	Date of Inspection:	03/28/17
Site Address:	Fisher Place NE & Lake City Way	Date of Clean-Up:	4/12/17
Inspection By:	Vera McDaniels	SERIS #	2220-02
Referred By:	Community, Parks and Recreation	Photos to FAS?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SITE OCCUPANCY DATA

Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
5	6	0	0	11

SITE CHARACTERISTICS

- | | | |
|--|---|--|
| Park | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sidewalk | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Within 50ft of a water body or wetland | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Roadway | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Within 50ft of a Guardrail | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Heavy Traffic | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Near Industrial Zone | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Forested Area | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Play Area | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Rented Area | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Slope | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Slide Zone | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Fire | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Other: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

TOTAL COUNT:	5
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HEALTH CONDITIONS

- | | | |
|-----------------------|---|--|
| Disorganized | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Garbage/Bagged | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Garbage/Loose | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Garbage/Bulky Items | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Garbage/Metal | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Human Waste | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Rats/Mice | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Hazardous Materials | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Falling Tree or Limbs | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Chemical Waste | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Fires | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Criminal Activity | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Weapons | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Open Alcohol | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sharps | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

TOTAL COUNT:	12
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EXHIBIT A: SITE INSPECTION PHOTOS

During a site inspection, Field Coordinators should take photos of the following and store the photos in the appropriate G:Drive folder:

- Cross Street Signs
- Photos of Individual Tents
- Obstructions or Hazards
- General Photos of the Encampment
- Debris Fields
- Vehicles/RVs /License Plates

NAVIGATION TEAM ASSESSMENT

- Full Encampment Clean Up
 Obstruction Removal
 Hazard Removal
 Litter Pick Only

PRE-JOB SITE ASSESSMENT & INSTRUCTIONS

- | | | |
|---|---|-----------------------------|
| Uneven Terrain (Fall Protection Required) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Waste Hauling to Dump | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Waste Hauling to Other Location | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

Specifications/Notes

Bio hazard materials

B. RESOURCE PLANNING

SITE CREW ASSESSMENT *of* FIELD CONDITIONS

JOB SITE INSTRUCTIONS

Fall Protection Required	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Waste Hauling to Dump	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Waste Hauling to Other Location	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Vegetation Pruning	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Biohazard Waste	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Specifications/Notes

EXTERNAL CONTRACTORS

	Total	Description
Number of Labor Crew Involved	4	Belfor for both Hazmat & Clean Up Assistance
Number of Hazmat Crew Involved	4	
Number of Truck Drivers Approved	0	
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Teams	0	1 Light Parks Dept Crew
Number of Light Teams	1	
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

STAGING LOCATION

Date: 4/12/17 Time: 8:30 am Location: Meadowbrook CC

C. PRE-CLEAN UP ACTIVITIES

EXHIBIT B: SITE POSTING PHOTOS

- Regular Encampment Clean-up:** 72 hour Notice
 Obstruction or Hazard Clean-up: Notice of Immediate Removal

- Cross Street Signs
- Postings on Individual Tents
- Documentation of the Actual Obstruction or Hazard
- General Photos of the Encampment
- Postings within the Vicinity

Field Coordinators should take photos and collect photos from the Navigation Officers and store them photos in the appropriate G:Drive folder:

EXHIBIT C: OUTREACH REPORT

The Outreach Coordinator will provide a consolidated report for both pre-engagement and day-of activities of the outreach and Navigation team.

D. DAY OF CLEAN-UP

For **regular encampment clean-ups**, all checklist items must be marked “Yes” at the start time of the event in order proceed with the clean-up. If for any reason the of the following questions are answered “No” – **the Field Coordinator must immediately halt the clean-up activities**. Hazard and Obstruction clean-ups are excluded from this .

FIELD COORDINATOR Marlan Teeters

CHECKLIST *for* ENCAMPMENT CLEAN UP

Notice posting is 72 hours in advance of cleanup	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Cleanup is occurring on date specified in notice	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Outreach was provided before the cleanup	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Outreach team is present at cleanup site	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Personnel are ready to identify and collect belongings	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
SPD or WSP officers are present to support cleanup	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Crew is present and ready to support cleanup	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

EXHIBIT D: CLEAN-UP PHOTOS

Field Coordinators are responsible for ensuring that photos are taken to document the clean-up event and saved to the appropriate G:Drive folder. This includes pictures of site conditions, tents, storage and before/after photos.

- Cross Street Signs
- Photos of Tent ID Numbers
- Photos of Storage Bin Contents
- General Photos of the Encampment
- Individual Tent Contents
- After Photos

STORAGE SUMMARY

TOTAL TENTS/STRUCTURES	OWNER PRESENT Accepted Storage	OWNER PRESENT Declined Storage	NOT PRESENT Storable	NOT PRESENT Not Storable
3	0	0	0	3

STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
0	0	0	0

EXHIBIT E: STORAGE INFO

Field Coordinators are responsible for ensuring that we log information about each tent/structure that is at the clean-up site. This includes regular, obstruction and hazard clean-ups.

EXHIBIT A: SITE INSPECTION







NO OUTREACH DUE TO CAMPERS LEAVING
PRIOR TO WHEN OUTREACH ARRIVED

From: [St Louis, Jackie](#)
To: [Kim, Giyen](#)
Subject: Fwd: Fisher Place/La-Villa Meadows/Lake city Way
Date: Monday, April 17, 2017 8:45:13 AM

Sent from my iPhone

Begin forwarded message:

From: Brenton Zachry <brentonz@etsreach.org>
Date: April 17, 2017 at 8:31:28 AM PDT
To: "St Louis, Jackie" <Jackie.StLouis@seattle.gov>
Cc: Brenda Frazier <brendaf@etsreach.org>, "Zerr, Eric" <Eric.Zerr@seattle.gov>
Subject: Re: Fisher Place/La-Villa Meadows/Lake city Way

We were on our way out there and officers were on site and they told us that all of the campers had left before the clean and only litter remained so we did not make it there.

Sent from my iPhone

On Apr 17, 2017, at 8:27 AM, St Louis, Jackie <Jackie.StLouis@seattle.gov> wrote:

Hello to you all and good morning.

Did any of you perform outreach to this location: Fisher Place/La-Villa Meadows/Lake city Way

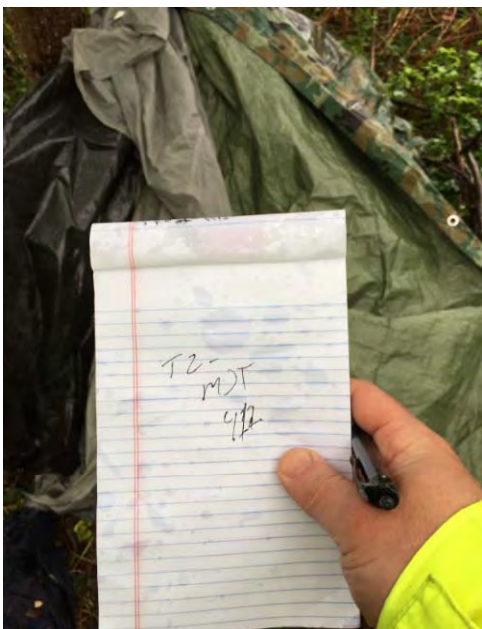
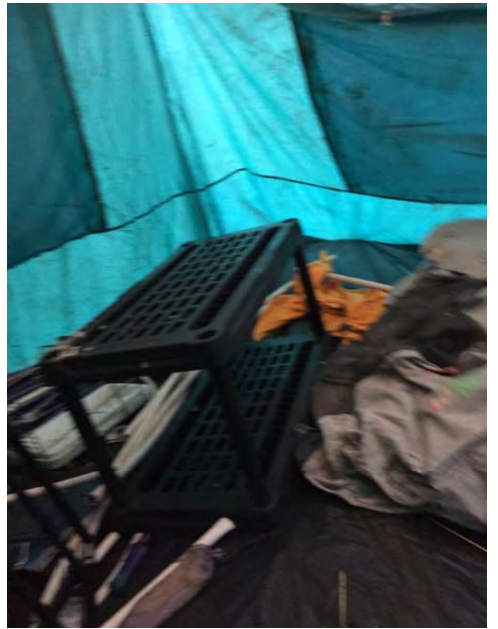
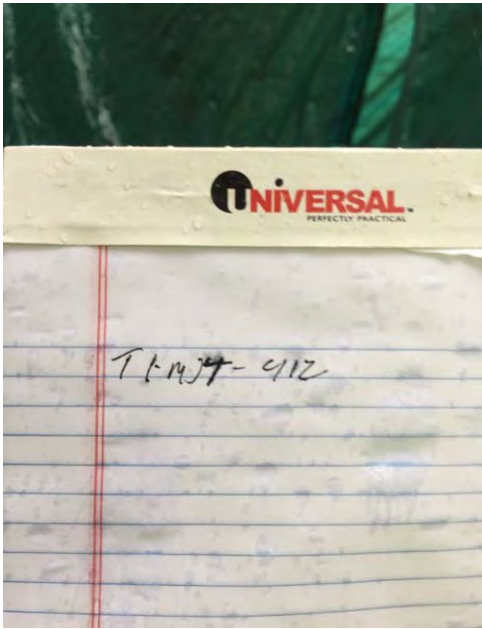
Jackie K. St. Louis, MSC, LMHC

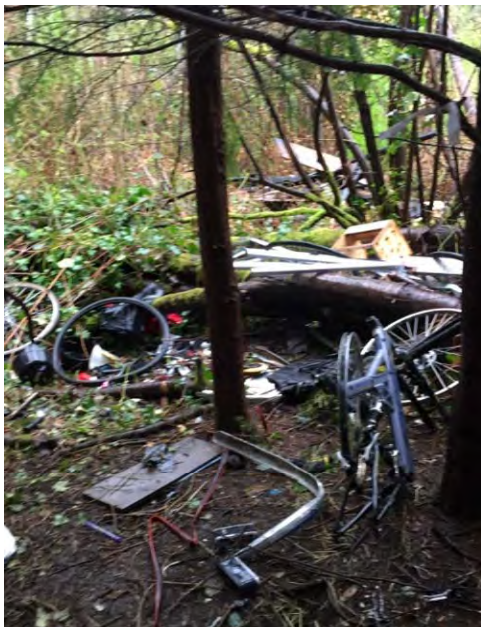
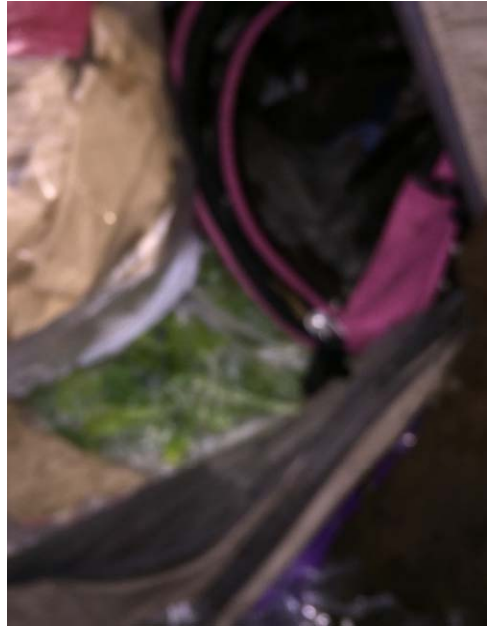
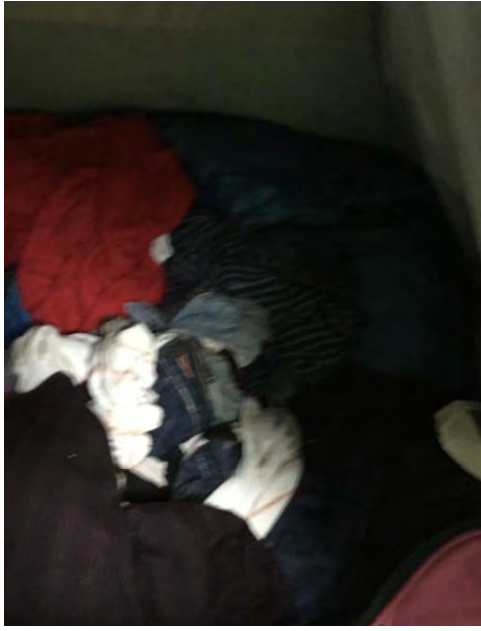
Outreach Coordinator

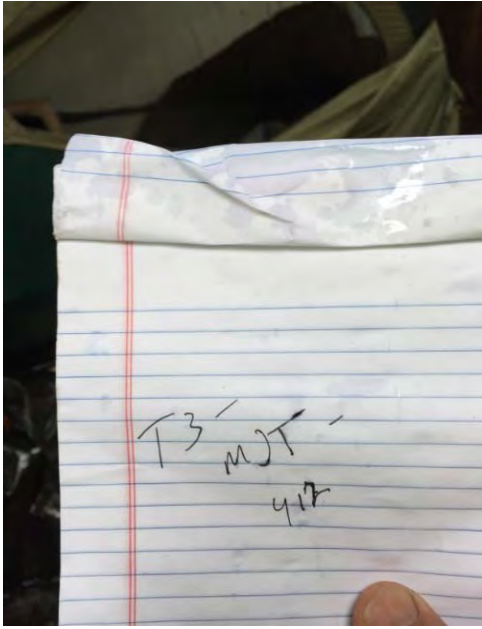
Department of Finance and Administrative Services

Seattle Municipal Tower

700 Fifth Avenue, Suite 5200









Site Name: La Villa Meadow

 Date of Inspection: 4/12/17

 Field Coordinators are responsible for completing this form as part of the *Site Journal*. You should log the following –

- Tent owners who present and accept storage
- Tent owners who are present and indicate that they want their tent/belongings disposed of
- Abandoned tents or items found in debris that we are storing
- Abandoned tents that we are disposing of

Each tent/structure should occupy one line so we can document if storage was offered, accepted or to explain why we disposed or stored items. After this form is complete, you will use the totals from this form to fill out the Storage Summary and Totals information.

Tent Naming Convention: T#-Initials-MonthDay

Example: T1-JH-0428

Owner Name or Tent/Structure #	Owner Present?	Storage?	Not Storable? <i>Check All That Apply</i>	# of Bins	# of Bikes	# of Luggage	# of Large Items	Short Description
T1-MJT-412	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged Beyond Repair	0	0	0	0	Large green tent w/pallets and gas container. Tent damaged.
T2-MJT-412	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged Beyond Repair	0	0	0	0	Tent damage. Tent filled with food items and soiled clothing and magazines. Strong odor.
T3-MJT-412	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged Beyond Repair	0	0	0	0	Collapsed tent w/garbage inside and out in the middle of a debris field.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair					