

**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 <G:\FAC\Encampments\Encampment clean ups> directory.

|                       |  |                                  |   |
|-----------------------|--|----------------------------------|---|
| <b>Site:</b>          | NB I-5 NE 50th-NE 65th including ramps & NE Ravenna Blvd under I-5 | <b>Date of First Inspection:</b> | 10/27/17  |
| <b>Site Address:</b>  | NB I-5 NE 50th-NE 65th including ramps & NE Ravenna Blvd under I-5 | <b>Date of Clean-Up:</b>         | 10/31/2017-11/1/2017  |
| <b>Inspection By:</b> | Christina Korpi & Jeff Horan                                       | <b>SERIS #</b>                   | 2515-01, 129-03, 2394-02, 975-03, 2346-02, 2541-02                  |
| <b>Referred By:</b>   | SERIS, Community   | <b>Photos to FAS?</b>            | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

**SITE OCCUPANCY DATA**

| Date of Inspection | Tents | Structures | Bed Rolls | Vehicles | TOTAL COUNT |
|--------------------|-------|------------|-----------|----------|-------------|
| 10/27/17           | 3     | 5          | 3         | 0        | 11          |
|                    |       |            |           |          |             |
|                    |       |            |           |          |             |
|                    |       |            |           |          |             |
|                    |       |            |           |          |             |

**SITE CHARACTERISTICS**

- |  |   |  |
|--|---|--|
| Park                                   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Sidewalk                               | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Within 50ft of a water body or wetland | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Roadway                                | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Within 50ft of a Guardrail             | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Heavy Traffic                          | <input checked="" type="checkbox"/> Yes | <input 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 checked="" type="checkbox"/> No |
| Other:                                 | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Other:                                 | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |

**HEALTH CONDITIONS**

- |                       |   |  |
|-----------------------|---|--|
| Disorganized          | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Garbage/Bagged        | <input checked="" type="checkbox"/> Yes | <input 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 type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Chemical Waste        | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Fires                 | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Criminal Activity     | <input type="checkbox"/> Yes            | <input checked="" 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            |
| Property Damage       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

|                     |   |
|---------------------|---|
| <b>TOTAL COUNT:</b> | 6 |
|---------------------|---|

|                     |    |
|---------------------|----|
| <b>TOTAL COUNT:</b> | 11 |
|---------------------|----|

**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   |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Full Encampment Clean Up                     | <input type="checkbox"/> Obstruction Removal                        | <input type="checkbox"/> Hazard Removal                        |
|  | <input type="checkbox"/> Tent on side walk                          | <input type="checkbox"/> Safety of Occupant                    |
|  | <input type="checkbox"/> Blocking intended use of facility          | <input type="checkbox"/> Safety of other near and around camp  |
|  |   | <input type="checkbox"/> Cleared by scheduled contractors- FAS |
|  |   | <input type="checkbox"/> Remand to SPU                         |
| <b>PRE-JOB SITE ASSESSMENT &amp; INSTRUCTIONS</b>                                |   | <b>Specifications/Notes</b>                                    |
| 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 | _____  |
| <b>SPU ASSESSMENT &amp; INSTRUCTIONS</b>   | <b>Date</b>   | <b>Requirements:</b>   |
| <input type="checkbox"/> Litter removed -area more than 20 feet from active camp |   | <input type="checkbox"/> Field Coordinator accessed            |
| <input type="checkbox"/> Illegal Dumping -Encampment Related Trash               |   |  |

## B. RESOURCE PLANNING

### SITE CREW ASSESSMENT of FIELD CONDITIONS

#### JOB SITE INSTRUCTIONS

- |                                 |   |
|---------------------------------|---|
| Full 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

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#### EXTERNAL CONTRACTORS

|   | Total | Description |
|---|-------|-------------|
| Number of Labor Crew Involved             | 5     | Cascadia    |
| Number of Hazmat Crew Involved            | 1     |             |
| Number of Truck Drivers Approved          | 1     |             |
| Number of Full Time Days On-site Approved | 2     |             |
| Number of Partial Days On-site Approved   | 0     |             |
| Total Hours Approved                      | 16    |             |

#### INTERNAL CLEAN UP TEAMS

|   | Total | Description |
|---|-------|-------------|
| Number of Heavy Teams                     | 1     | WSDOT       |
| Number of Light Teams                     | 0     |             |
| Number of Full Time Days On-site Approved | 2     |             |
| Number of Partial Days On-site Approved   | 0     |             |
| Total Hours Approved                      | 16    |             |

#### STAGING LOCATION

Date: 10-31-17 Time: 08:30 Location: NB I-5 50<sup>th</sup> St on-ramp

## 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.

| Date       | Day of Week | Type     | Location         | Male Outreach | Female Outreach | Total Number of People Contacted | Males who took Shelter | Females who took Shelter | Total Taking Shelter |
|------------|-------------|----------|------------------|---------------|-----------------|----------------------------------|------------------------|--------------------------|----------------------|
| 10/27/2017 | Friday      | Outreach | i-5 50th to 65th | 0             | 0               | 0                                | 0                      | 0                        | 0                    |
| 10/30/2017 | Monday      | Outreach | i-5 50th to 65th | 3             | 1               | 4                                | 0                      | 0                        | 0                    |
| 10/31/2017 | Tuesday     | Clean    | i-5 50th to 65th | 4             | 0               | 4                                | 1                      | 0                        | 1                    |
| 10/31/2017 | Tuesday     | Clean    | i-5 50th to 65th | 2             | 0               | 2                                | 1                      | 0                        | 1                    |

## 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** Jeff Horan

### CHECKLIST for ENCAMPMENT CLEAN UP

- |  |          |   |
|--|----------|---|
| Notice posting is 72 hours in advance of cleanup (Date:) | 10-26-17 | <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 (Date:)         | 10-27-17 | <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

### SITE OCCUPANCY DATA

| Day of Clean-up    | Tents | Structures | Bed Rolls | Vehicles | TOTAL COUNT |
|--------------------|-------|------------|-----------|----------|-------------|
| 10-31-17 & 11-1-17 | 5     | 2          | 0         | 0        | 7           |


### STORAGE SUMMARY

Total should equal total in Occupancy Data

| TOTAL TENTS/STRUCTURES                            |   |   |   |
|---|---|---|---|
| OWNER PRESENT<br>Accepted Storage                 | 0 | ABANDONED TENT<br>Content Storable            | 1 |
| OWNER PRESENT<br>Removed Tent                     | 1 | ABANDONED TENT<br>Content & tent Not Storable | 5 |
| OWNER PRESENT<br>Removed tent but stored contents | 0 | ABANDONED TENT<br>Storable                    | 0 |
| OWNER PRESENT<br>Asked FC to Discard Tent         | 0 | ABANDONED TENT<br>Not Storable                | 0 |

**STORAGE TOTALS**

| Number of Bins | Bikes | Large Luggage Items | Large Items |
|----------------|-------|---------------------|-------------|
| 2              | 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





















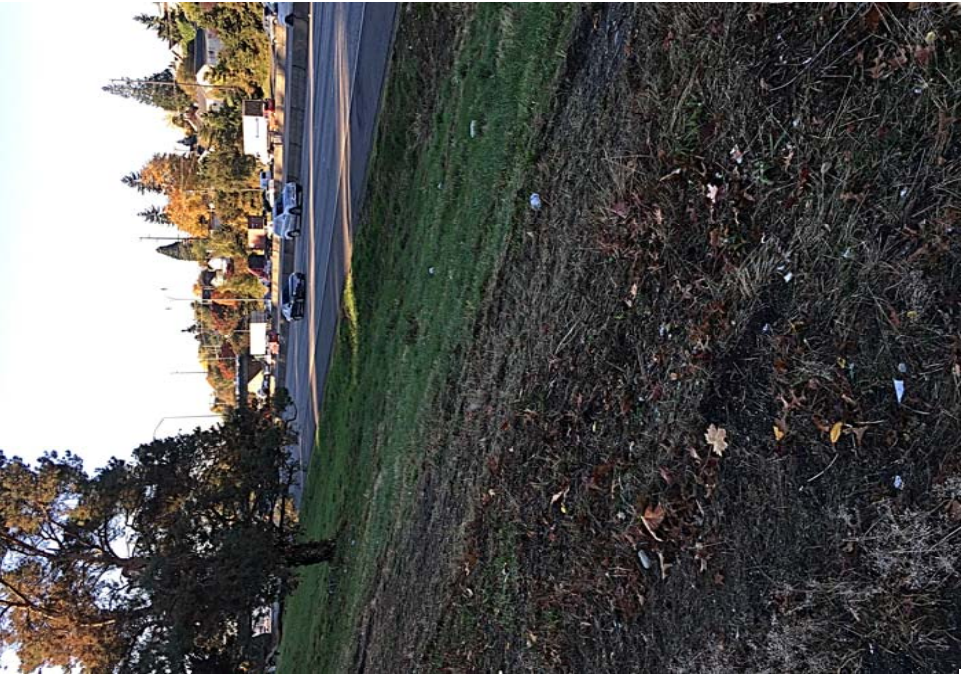
















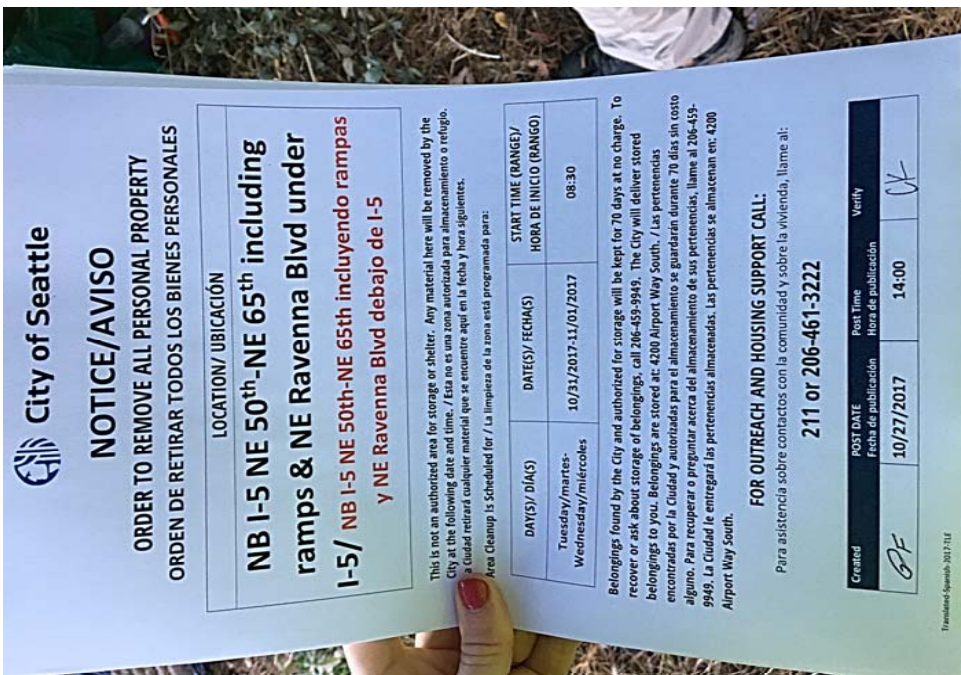




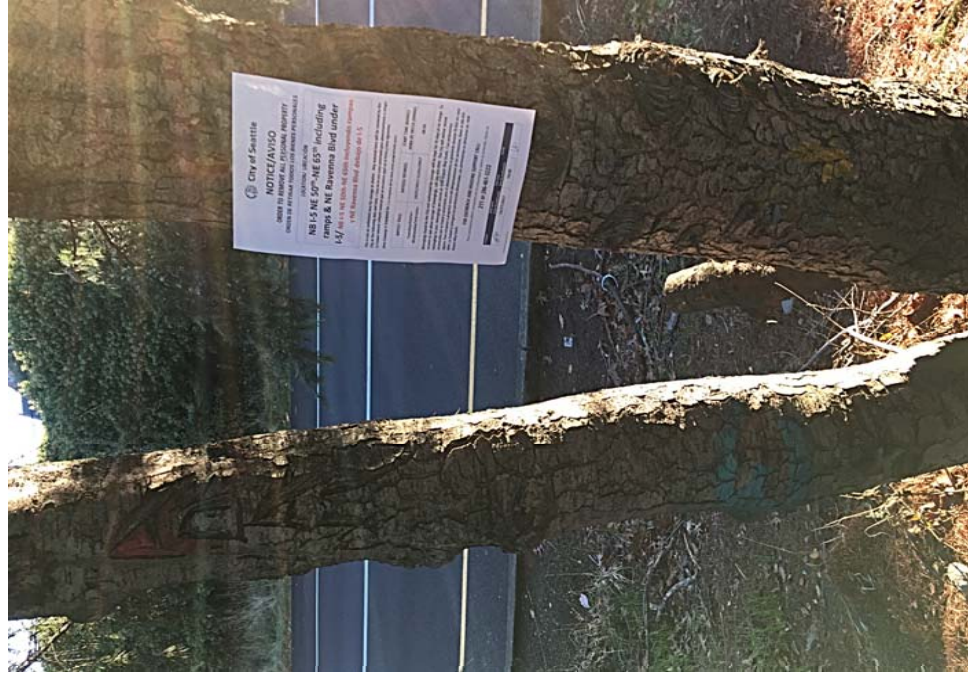




Exhibit B: Site Posting



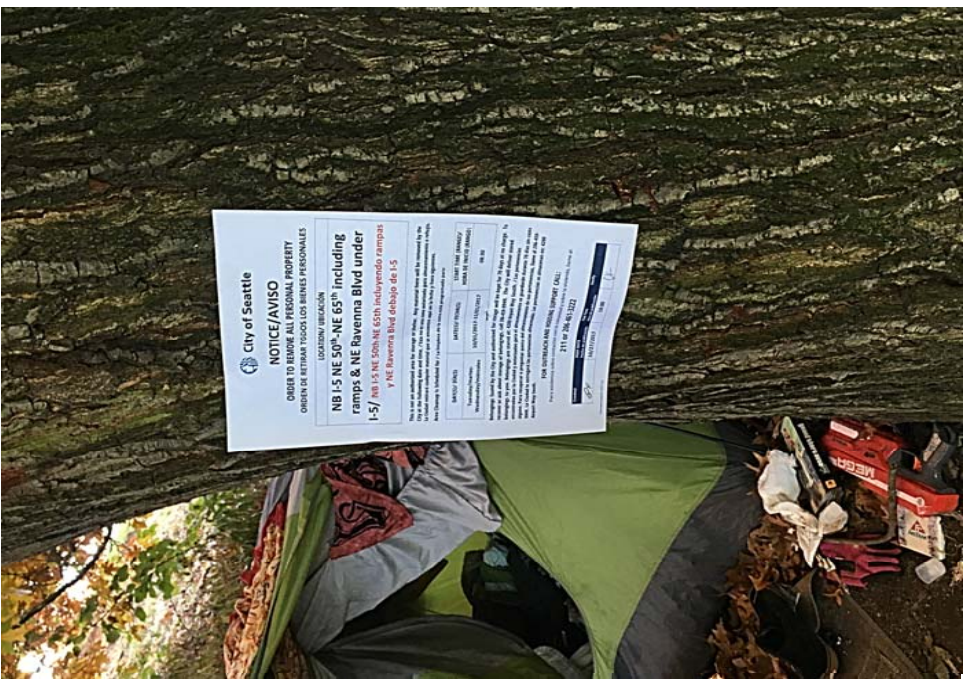




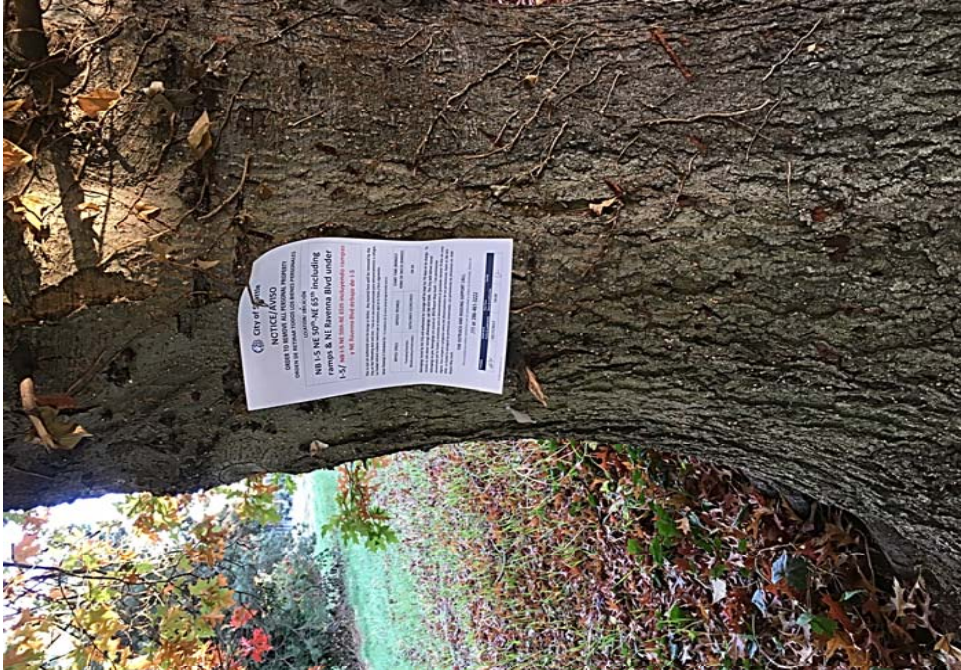




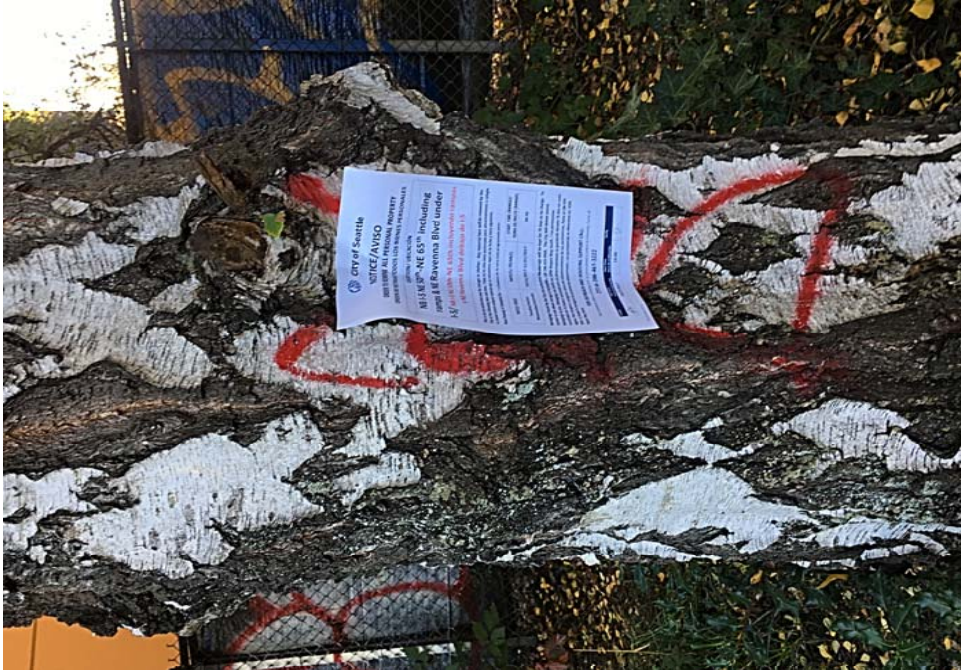




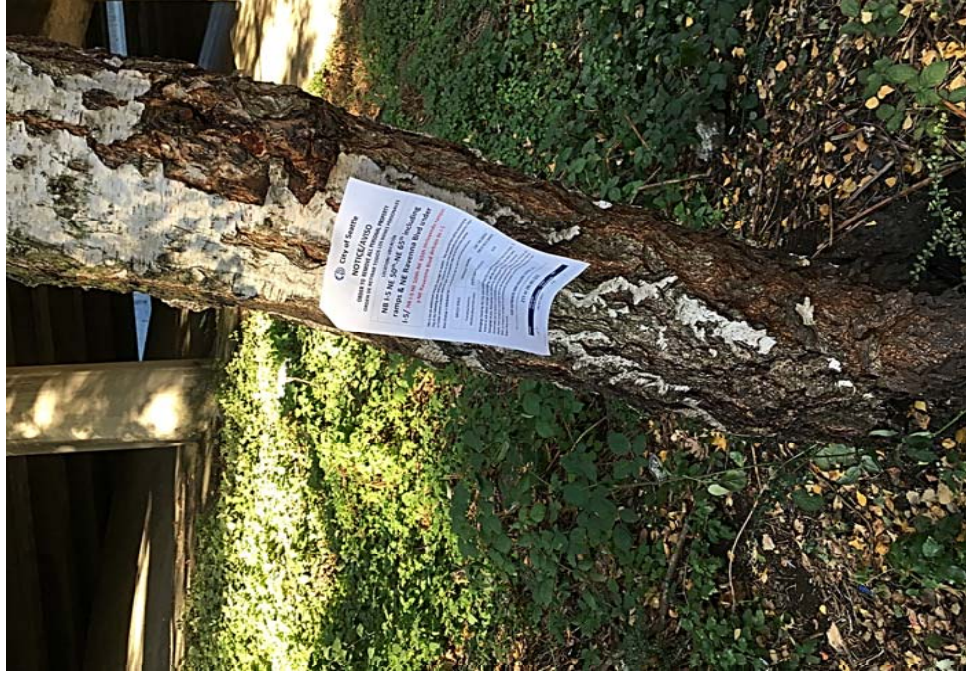
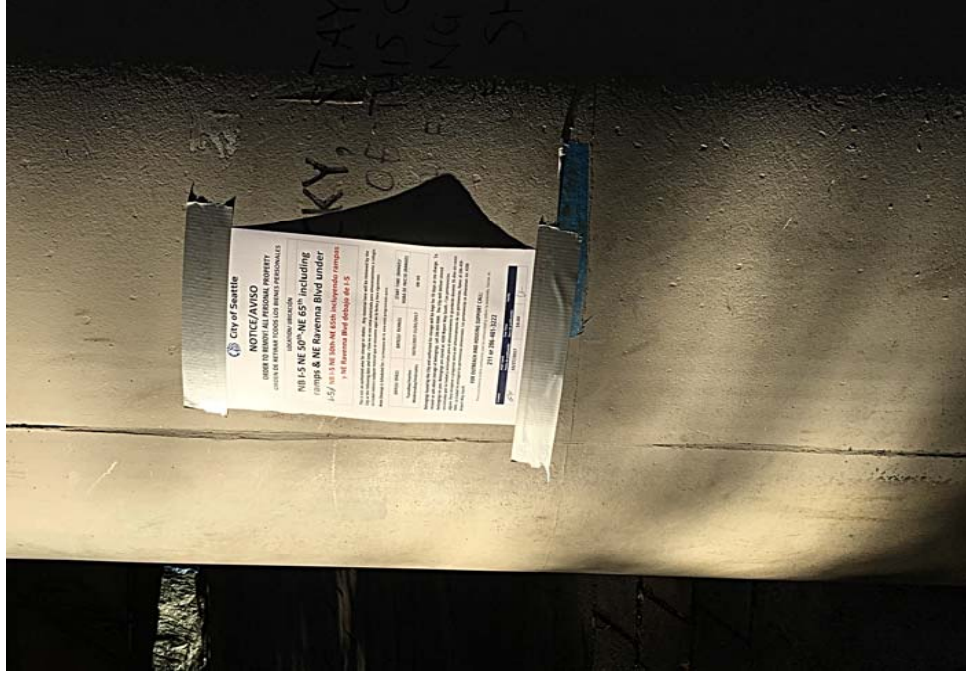




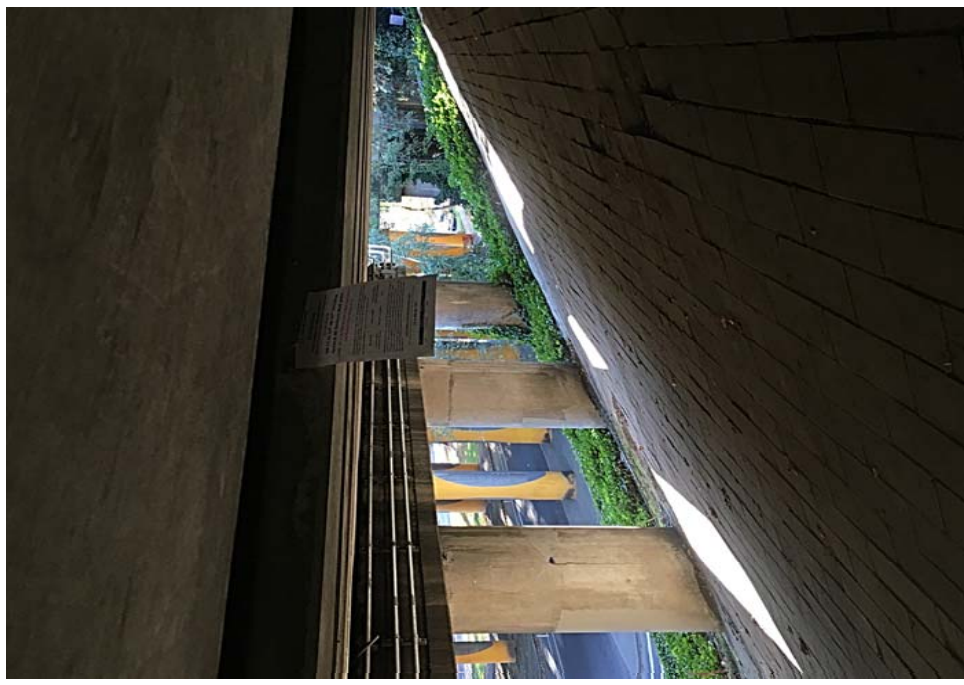
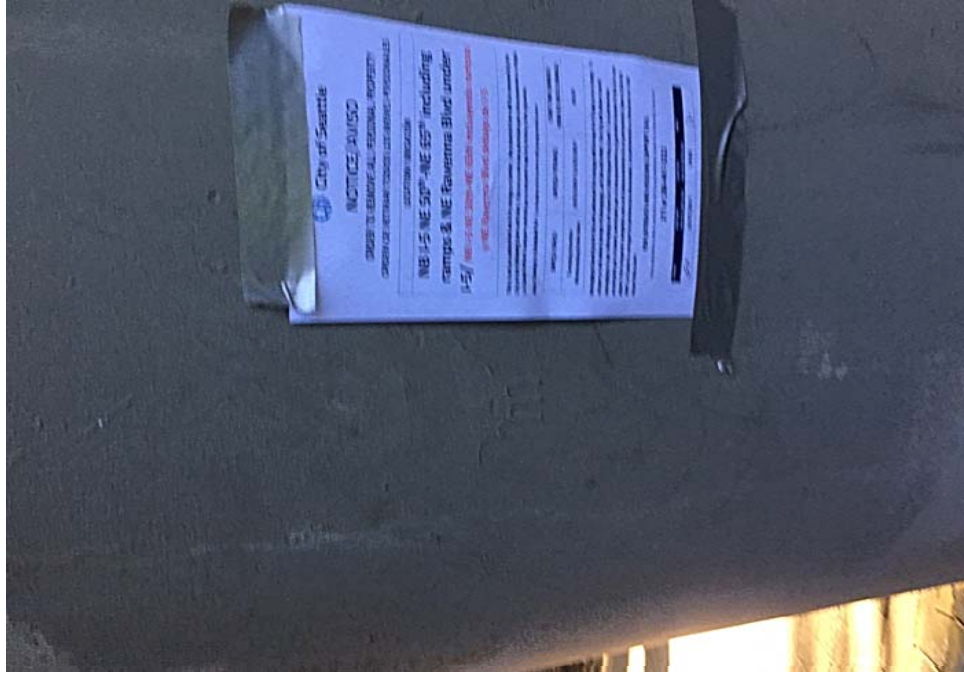
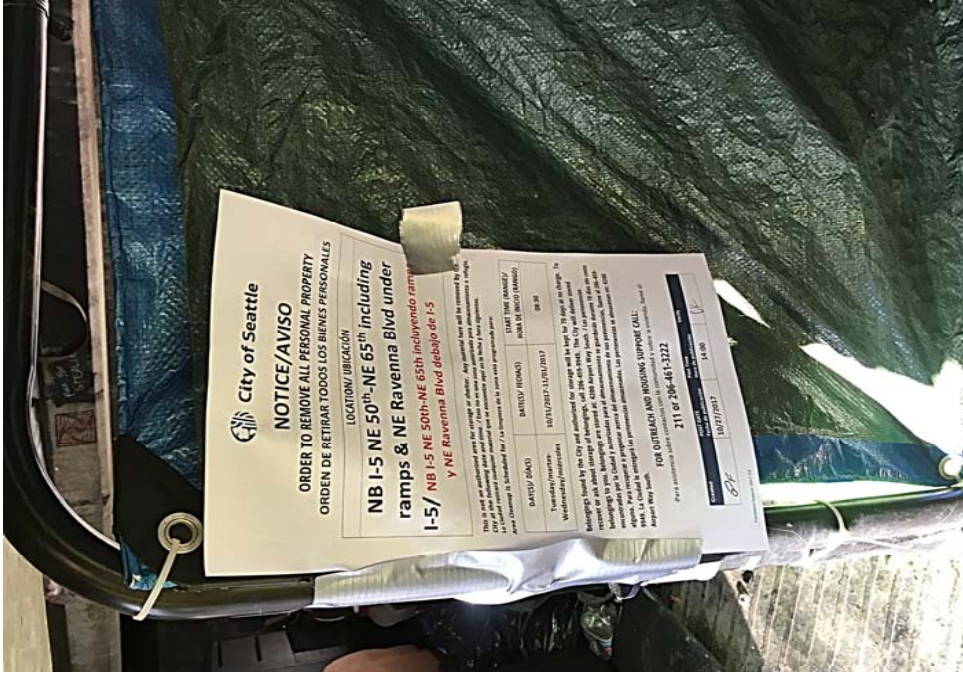




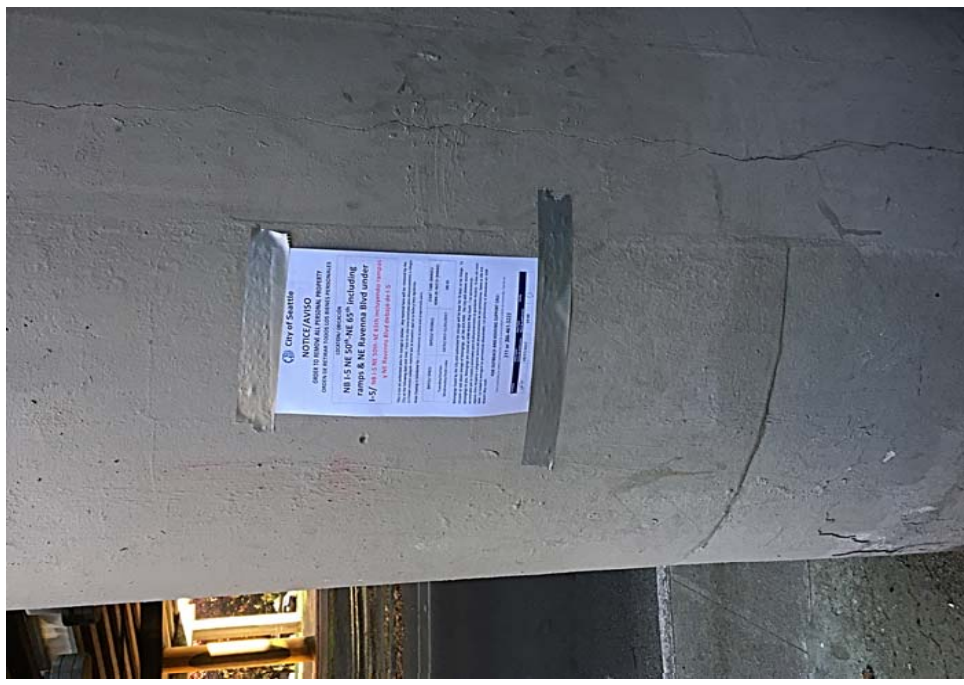
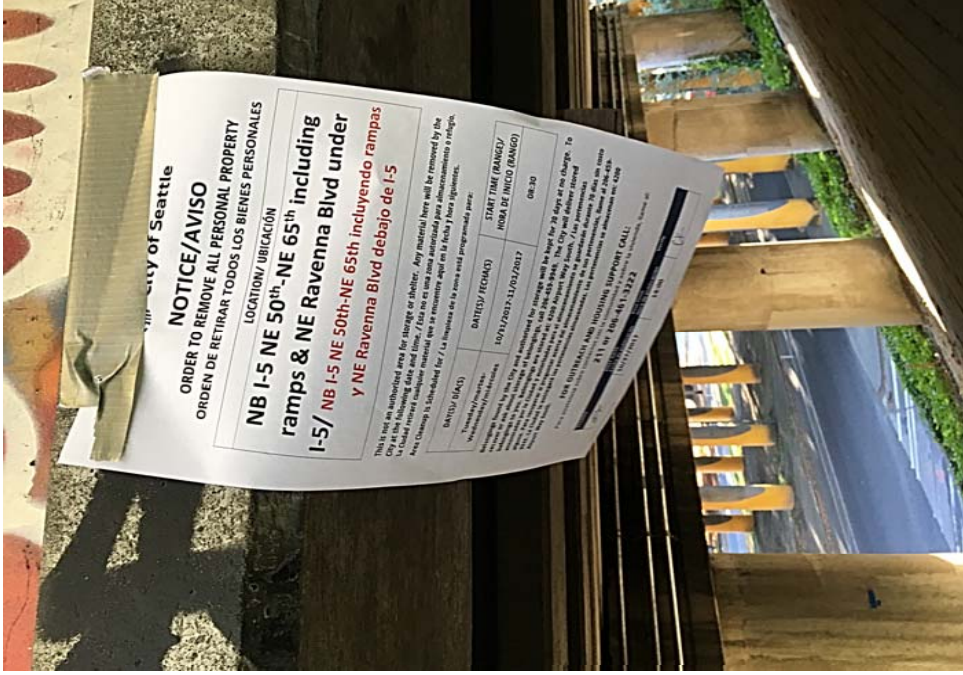














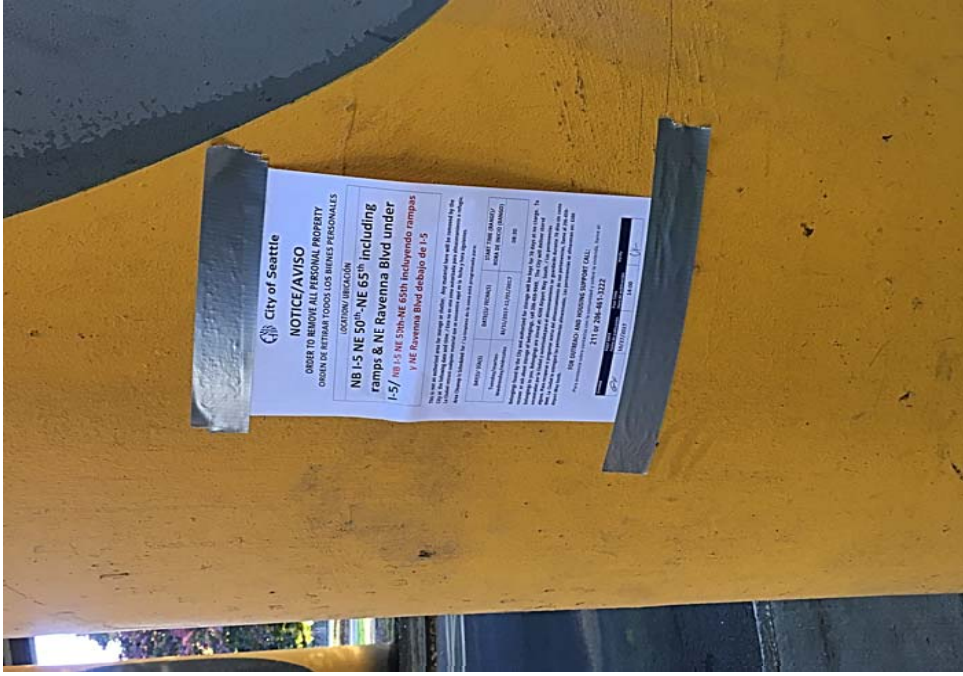




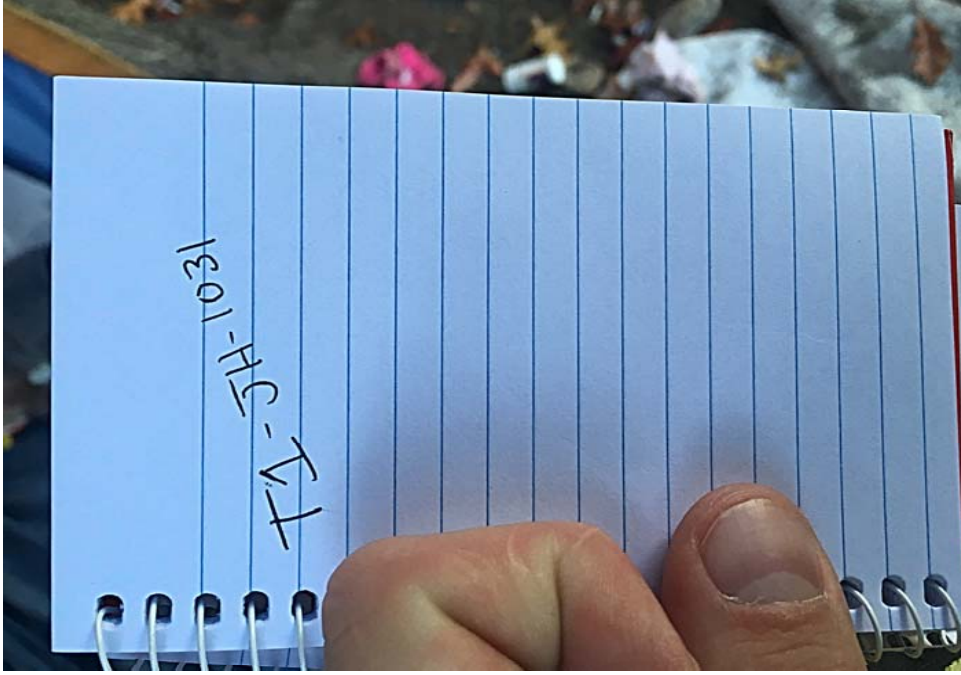
Exhibit D: Site Clean up











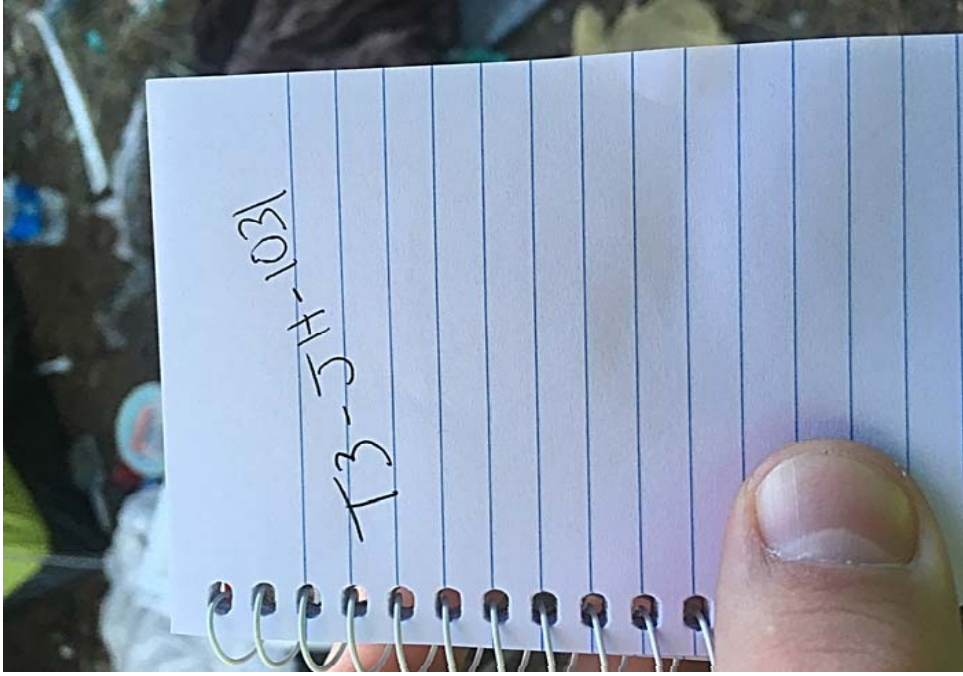




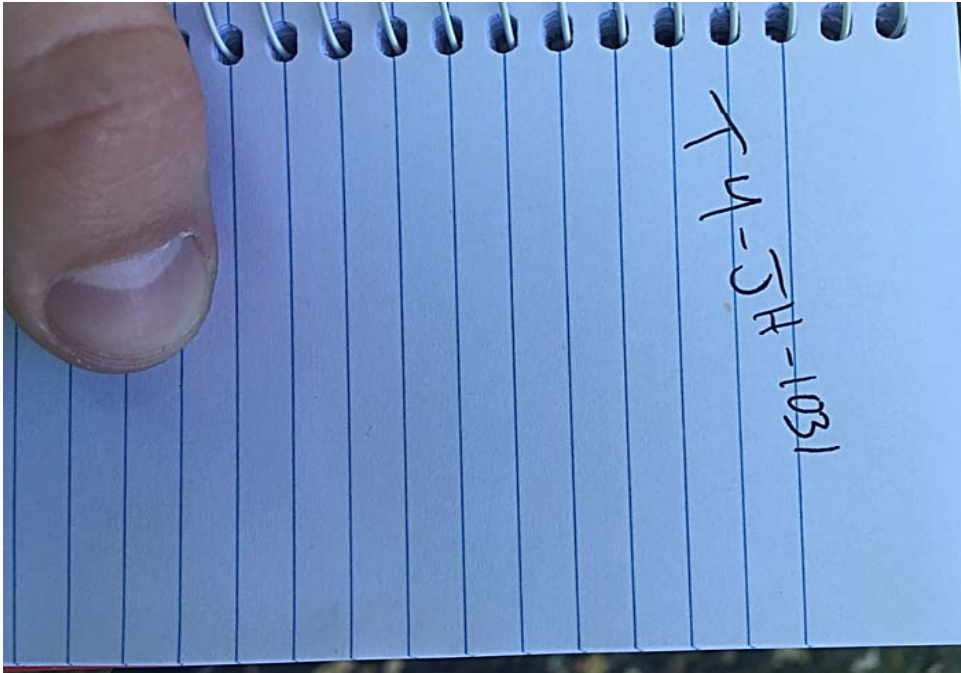
T2-JC-21



















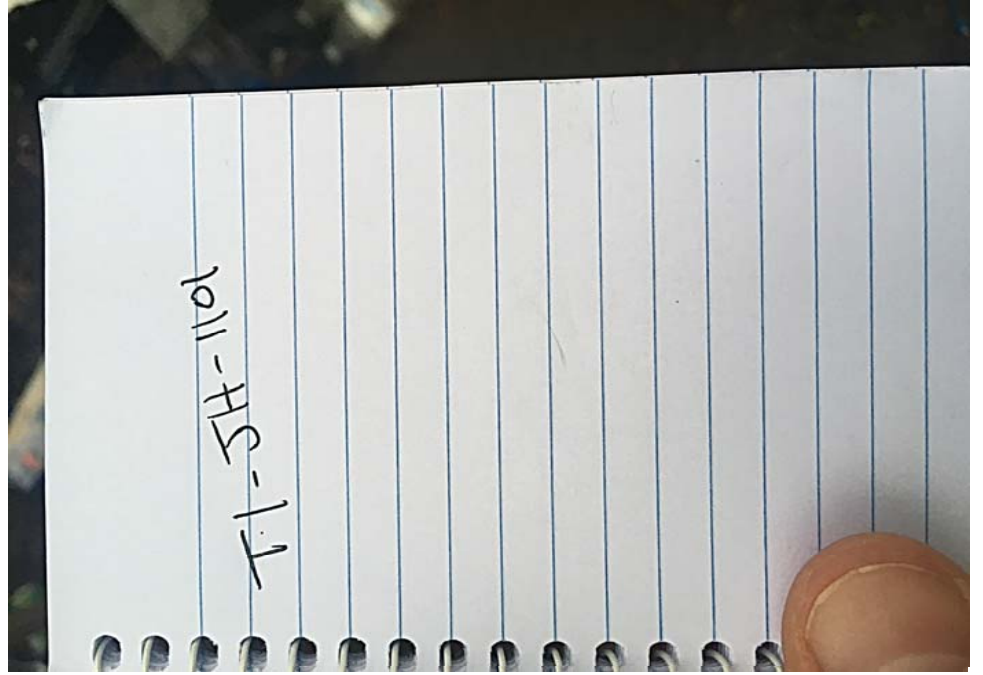




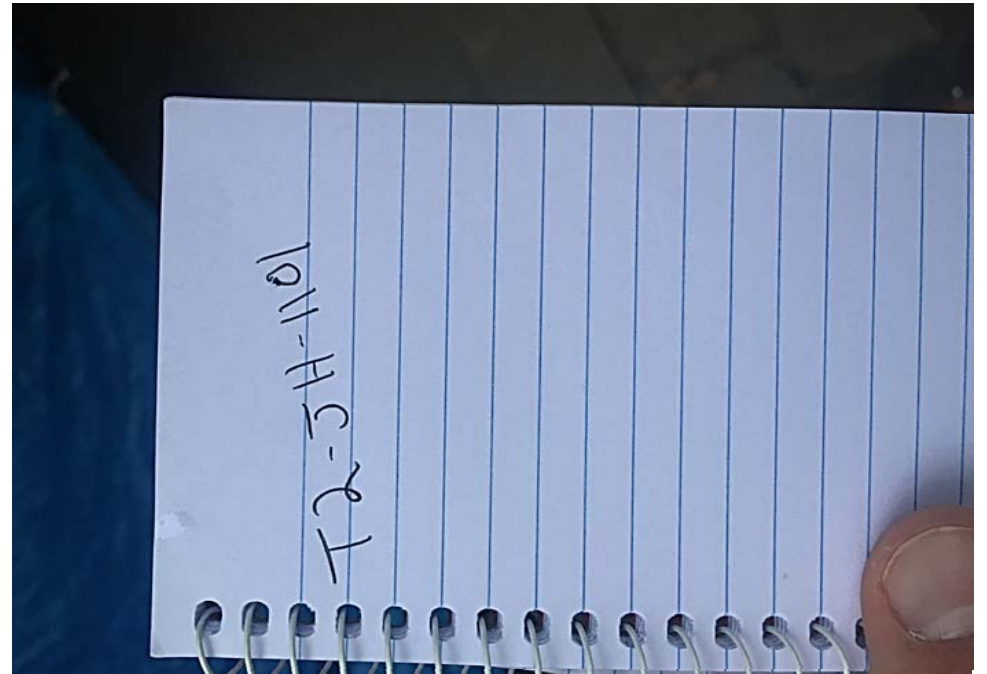








































**City of Seattle**

**NOTICE OF CLEANUP / AVISO DE LIMPIEZA**

| CLEANUP DATE / FECHA DE LIMPIEZA | LOCATION/ UBICACIÓN  |
|----------------------------------|--|
| 11-1-17                          | NB I-5 NE 50th-NE 65th including ramps & NE Ravenna Blvd under I-5 |

This is not an authorized area for storage or shelter. Material found here was removed by the City. / Esta no es una zona autorizada para almacenamiento o refugio. El material que se encontró aquí fue retirado por la Ciudad.

**BELONGINGS ARE IN STORAGE:**  
Las Pertenenencias Están En Almacenamiento

**YES / SÍ**      **NO / NO**

**TO RECOVER OR ASK ABOUT BELONGINGS**      **206-459-9949**  
PARA RECUPERAR SUS PERTENENCIAS, LLÁME AL:

Belongings found by the City and authorized for storage will be kept for 70 days at no charge. The City will deliver stored belongings to you. Belongings are stored at: 4200 Airport Way South. / Las pertenencias encontradas por la Ciudad y autorizadas para el almacenamiento se guardarán durante 70 días sin costo alguno. La Ciudad le entregará las pertenencias almacenadas. Las pertenencias se almacenan en: 4200 Airport Way South.

**FOR OUTREACH AND HOUSING SUPPORT CALL:**  
Para asistencia sobre contactos con la comunidad y sobre la vivienda, llame al:  
**211 or 206-461-3222**













**Site Name:** NB I-5 NE 50<sup>th</sup>-NE 65<sup>th</sup> including ramps & NE Ravenna Blvd under I-5

**Date of Clean Up:** 10-31-17 & 11-1-17

 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?<br><i>Check All That Apply</i>  | # of Bins | # of Bikes | # of Luggage | # of Large Items | Short Description   |
|--------------------------------|--|---|---|-----------|------------|--------------|------------------|---|
| T1-JH-1031                     | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | <input type="checkbox"/> Accepted<br><input type="checkbox"/> Declined<br><input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material<br><input type="checkbox"/> Human Waste<br><input checked="" type="checkbox"/> Damaged            | 0         | 0          | 0            | 0                | Tent was not stored due to being ripped. Inside was had garbage and nothing storable.   |
| T2-JH-1031                     | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | <input type="checkbox"/> Accepted<br><input type="checkbox"/> Declined<br><input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material<br><input type="checkbox"/> Human Waste<br><input checked="" type="checkbox"/> Damaged            | 0         | 0          | 0            | 0                | Outreach stated that they talked to the camper yesterday and he was packing up and stated that anything left behind was garbage.<br><br>Tent was damaged and had nothing storable inside. |
| T3-JH-1031                     | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | <input type="checkbox"/> Accepted<br><input type="checkbox"/> Declined<br><input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material<br><input type="checkbox"/> Human Waste<br><input checked="" type="checkbox"/> Damaged            | 0         | 0          | 0            | 0                | Tent was not stored due to being ripped. Inside was had garbage and nothing storable  |
| T4-JH-1031                     | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | <input type="checkbox"/> Accepted<br><input type="checkbox"/> Declined<br><input checked="" type="checkbox"/> N/A | <input checked="" type="checkbox"/> Hazardous Material<br><input checked="" type="checkbox"/> Human Waste<br><input type="checkbox"/> Damaged | 0         | 0          | 0            | 0                | Tent and belongings inside were not stored due to being soiled and having a urine smell   |
| T1-JH-1101                     | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | <input type="checkbox"/> Accepted<br><input type="checkbox"/> Declined<br><input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material<br><input type="checkbox"/> Human Waste<br><input type="checkbox"/> Damaged<br>N/A                | 0         | 0          | 0            | 0                | Outreach stated that they took the owner [REDACTED] to a shelter yesterday and he took what he wanted.<br><br>Structure was tarps over shopping carts and had nothing storable inside.    |



| Owner Name <i>or</i><br>Tent/Structure # | Owner Present?   | Storage?  | Not Storable?<br><i>Check All That Apply</i>  | # of Bins | # of Bikes | # of Luggage | # of Large Items | Short Description  |
|--|--|---|---|-----------|------------|--------------|------------------|--|
| T2-JH-1101                               | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | <input type="checkbox"/> Accepted<br><input type="checkbox"/> Declined<br><input checked="" type="checkbox"/> N/A | <input checked="" type="checkbox"/> Hazardous Material<br><input type="checkbox"/> Human Waste<br><input type="checkbox"/> Damaged    | 2         | 0          | 0            | 0                | Tent was not stored due to being damaged and having needles inside. Stored 2 bags of clothes, empty blk bag and a red bag with ropes inside. |
|  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No            | <input type="checkbox"/> Accepted<br><input type="checkbox"/> Declined<br><input type="checkbox"/> N/A            | <input type="checkbox"/> Hazardous Material<br><input type="checkbox"/> Human Waste<br><input type="checkbox"/> Damaged               |           |            |              |                  |  |
|  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No            | <input type="checkbox"/> Accepted<br><input type="checkbox"/> Declined<br><input type="checkbox"/> N/A            | <input type="checkbox"/> Hazardous Material<br><input type="checkbox"/> Human Waste<br><input type="checkbox"/> Damaged               |           |            |              |                  |  |
|  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No            | <input type="checkbox"/> Accepted<br><input type="checkbox"/> Declined<br><input type="checkbox"/> N/A            | <input type="checkbox"/> Hazardous Material<br><input type="checkbox"/> Human Waste<br><input type="checkbox"/> Damaged               |           |            |              |                  |  |
|  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No            | <input type="checkbox"/> Accepted<br><input type="checkbox"/> Declined<br><input type="checkbox"/> N/A            | <input type="checkbox"/> Hazardous Material<br><input type="checkbox"/> Human Waste<br><input type="checkbox"/> Damaged               |           |            |              |                  |  |
|  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No            | <input type="checkbox"/> Accepted<br><input type="checkbox"/> Declined<br><input type="checkbox"/> N/A            | <input type="checkbox"/> Hazardous Material<br><input type="checkbox"/> Human Waste<br><input type="checkbox"/> Damaged               |           |            |              |                  |  |
|  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No            | <input type="checkbox"/> Accepted<br><input type="checkbox"/> Declined<br><input type="checkbox"/> N/A            | <input type="checkbox"/> Hazardous Material<br><input type="checkbox"/> Human Waste<br><input type="checkbox"/> Damaged               |           |            |              |                  |  |
|  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No            | <input type="checkbox"/> Accepted<br><input type="checkbox"/> Declined<br><input type="checkbox"/> N/A            | <input type="checkbox"/> Hazardous Material<br><input type="checkbox"/> Human Waste<br><input type="checkbox"/> Damaged Beyond Repair |           |            |              |                  |  |
|  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No            | <input type="checkbox"/> Accepted<br><input type="checkbox"/> Declined<br><input type="checkbox"/> N/A            | <input type="checkbox"/> Hazardous Material<br><input type="checkbox"/> Human Waste<br><input type="checkbox"/> Damaged               |           |            |              |                  |  |