

SITE JOURNAL

Encampment Response Team

SITE JOURNAL CONTENTS

Completed Site Journal

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

Site:	Airport Way S & S Fore		Date of First Inspection: 11			
Site Address:	Airport Way S & S Fore	est St		Date of C	Clean-Up:	11-20-17
Inspection By:	Jeff Horan			SERIS #		
Referred By:	SERIS, Community				Photos to F	FAS? ⊠ Yes □ No
SITE OCCUPAN	CY DATA					
Date of Inspecti	ion Tents	Structures	Bed Rolls		Vehicles	TOTAL COUNT
11-14-17	2	0	0		0	2
SITE CHARACT	TERISICS		HEALTH CON	NDITIONS		
Park		☐ Yes ⊠ No	Disorganized			⊠ Yes □ No
Sidewalk		☐ Yes ⊠ No	Garbage/Bagge	d		⊠ Yes □ No
Within 50ft of a v	water body or we tland	☐ Yes ⊠ No	Garbage/Loose			⊠ Yes □ No
Roadway		⊠ Yes □ No	Garbage/Bulky	Items		⊠ Yes □ No
Within 50ft of a G	Guardrail	⊠ Yes □ No	Garbage/Metal			⊠ Yes □ No
Heavy Traffic		⊠ Yes □ No	Human Waste			☐ Yes ⊠ No
Near Industrial Zo	one	⊠ Yes □ No	Rats/Mice			☐ Yes ☒ No
Forested Area		☐ Yes ⊠ No	Hazardous Mat	erials		⊠ Yes □ No
PlayArea		□ Yes ⊠ No	Falling Tree or L	imbs		□ Yes ⊠ No
Rented Area		□ Yes ⊠ No	Che mi cal Waste	9		⊠ Yes □ No
Slope		□ Yes ⊠ No	Fires			⊠ Yes □ No
Sli de Zone		□ Yes ⊠ No	Criminal Activit	у		☐ Yes ⊠ No
Fire		□ Yes ⊠ No	Weapons			☐ Yes ⊠ No
Other:		□ Yes ⊠ No	Open Alcohol			☐ Yes ⊠ No
Other:		□ Yes ⊠ No	Sharps			☐ Yes ⊠ No
Other:		☐ Yes ⊠ No	Property Dama;	ge		□ Yes ⊠ No
	TOTAL COUNT:	4			TOTAL COUN	0

EXHIBIT A: SITE INSPECTION PHOTOS

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

Cross Street Signs

- Photos of Individual Tents
- Obstructions or Hazards

- General Photos of the Encampment
- Debris Fields

Vehicles/RVs /License Plates



SITE JOURNAL

Encampment Response Team

	A	141/16	. A T	ΩN	TEANA.	ASSESSMENT		
	□ Obstructi	_		_		Hazard Removal		☐ Cleared by scheduled
a.i. z.i.a.ipiiielie aleaii op	_ 5556466		v a		16-31	.a_ara nemovar		contractors- FAS
	☐ Tent on s	ide wa	alk			Safety of Occupant		
	□ Blocking i	ntende	ed us	e of	\boxtimes	Safety of other near	and	☐ Remand to SPU
	facility					ind camp		
PRE-JOB SITE ASSESSMEN		стіо			Spe	cifications/Notes		
Uneven Terrain (Fall Protection Re		□ Yes		No				
Waste Hauling to Dump		⊠ Yes		No				
Waste Hauling to Other Location		□ Yes	\boxtimes	No				
SPU ASSESSMENT & INSTI	RUCTIONS	Dat	t e				Regu	irements:
☐ Litter removed - area more tha								eld Coordinator accessed
active camp								
☐ Illegal Dumping -Encampment	Related Trash							
B. RESOURCE PLAN	NING							
SITE CREW ASSESSMENT of FIELD	CONDITIONS							
JOB SITE INSTRUCTIONS					Spe	cifications/Notes		
Fall Protection Required		Yes	\boxtimes	No				
Waste Hauling to Dump	\boxtimes	Yes		No				
Waste Hauling to Other Location		Yes	\boxtimes	No				
Vegetation Pruning		Yes	\boxtimes	No				
Biohazard Waste		Yes		No				
EXTERNAL CONTRACTORS	То	tal		Desc	ription			
Number of Labor Crew Involved		4		Casc	ca dia			
Number of Hazmat Crew Involved		1						
Number of Truck Drivers Approved		1						
Number of Full Time Days On-site A	pproved	1						
Number of Partial Days On-site App		0						
Total Hours Approved		8						
			_					
INTERNAL CLEAN UP TEAMS	S To	tal		Desc	cription			
Number of Heavy Teams		0	_ ,					
Number of Light Teams		0	_ ,					
Number of Full Time Days On-site A	pproved	0	_ ,					
Number of Partial Days On-site App	roved	0						
Total Hours Approved		0						
074 01N 0 1 0 C 1 7 C 1								
STAGING LOCATION	00.55	_						
Date: 11-20-17 Time:	08:30	Loca	tion:	: Air	rport Way	S & Forrest		

C. PRE-CLEAN UP ACTIVITIES



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Encampment Response Team

EXHIBIT B: SITE POSTING PHOT	HOTOS
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General Photos of the Encampment

- □ Regular Encampment Clean-up: 72-hour Notice
- ☐ **Obstruction or Hazard Clean-up:** Notice of Immediate Removal
- Cross Street Signs

- Postings on Individual Tents
- Postings within the Vicinity
- Documentation of the Actual Obstruction or Hazard

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 J. Lohman			
CHECKLIST for ENCAMPMENT CLEAN UP			
Notice posting is 72 hours in a dvance of cleanup (Date:)	11-14-17	⊠ Yes □ No	
Cleanup is occurring on date specified in notice			
Outreach was provided before the cleanup (Date:)	11-16-17	⊠ Yes □ No	
Outreach team is present at cleanup site			
Personnel are ready to identify and collect belongings		⊠ Yes □ No	
SPD or WSP officers are present to support cleanup		⊠ Yes □ No	
Crewis present and ready to support cleanup		⊠ Yes □ 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
11-20-17	1	0	0	0	1

STORAGE SUMMARY

Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES			
OWNER PRESENT	0	ABANDONED TENT	0
Accepted Storage	U	Content Storable	U
OWNER PRESENT	0	ABANDONED TENT	0
Removed Tent	U	Content Not Storable	U
OWNER PRESENT	0	ABANDONED TENT	0
Removed tent but stored contents	0	Storable	U
OWNER PRESENT	1	ABANDONED TENT	0
Asked FC to Discard Tent	1	Not Storable	U



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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 a bout each tent/structure that is at the clean-up site. This includes regular, obstruction and hazard clean-ups.

Exhibit A: Site Inspection

















NOTICE/AVISO

ORDER TO REMOVE ALL PERSONAL PROPERTY ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES

LOCATION/ UBICACIÓN

Airport Way S. & S. Forrest St

This is not an authorized area for storage or shelter. Any material here will be removed by the rity at the following date and time. / Esta no es una zona autorizada para almacenamiento o refuglo. Cudad retirará cualquier material que se encuentre aquí en la fecha y hora siguientes.

08:30a	11-20-17	Monday/Lunes
START TIME (RA	DATE(S)/ FECHA(S)	DAY(S)/ DÍA(S)
amada para:	impieza de la zona está progra	Area Cleanup Is Scheduled for / La limpieza de la zona está programada para:
a y nora siguientes.	que se encuentre aquí en la fech	a Ciudad retirará cualquier material que se encuentre aqui en la fecha y nora siguientes.

ANGE)/ (RANGO) Belongings found by the City and authorized for storage will be kept for 70 days at no charge. To recover or ask about storage of belongings, call 206-459-9949. 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. Para recupera o preguntar acerca del almacenamiento de sus pertenencias, llame al 206-459-949. La Ciudad le entregará las pertenendas almacenadas. Las pertenencias se almacenan en: 4200 Airport Way South.

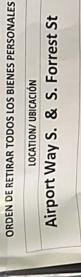
FOR OUTREACH AND HOUSING SUPPORT CALL:

Para asistencia sobre contactos con la comunidad y sobre la vivienda, llame al:

211 or 206-461-3222

ated	POST DATE Fecha de publicación	Post Time Hora de publicación	Verify
1	11-14-17	1400	9



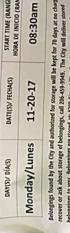


ORDER TO REMOVE ALL PERSONAL PROPERTY

NOTICE/AVISO

City of Seattle

This is not an authorited area for storage or shelter. Any material here will be removed by the City at the following date and time. Lists no es tun sown autorizeds para almacenamiento o refugito Coudad refural categories material que se encuestra aqui en la techa y hora alguientes. Area Cleanup Is Scheduled for Li la limpiera de la sono esta processmanda avec.

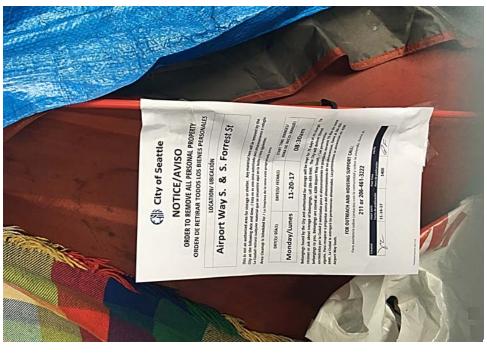


Belongings found by the City and authorited for storage will be kept for 70 days at no recover or ask about storage to Belongings, cal 206-559-596. The City will deliner sta belongings to you. Belongings are stored at c.100 Airport Way South, I Las persensesia encontradas por la Citada y autoritadas pare at almacemaniento segundaria manera 78 dia algino. Jean recaperar o pregunta acres del almacemaniento de sus persensendas. Este 1999, la La Citada de centregardi las pertenencias almacematas. Las persensendas se almacema Airport Way South.

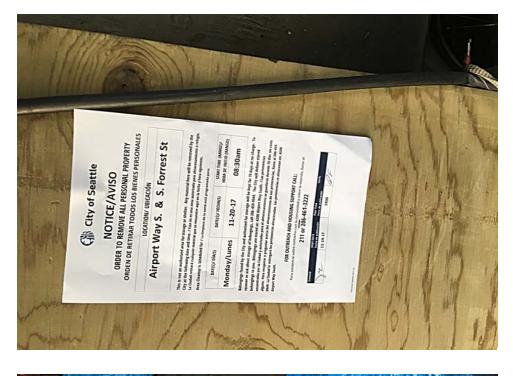












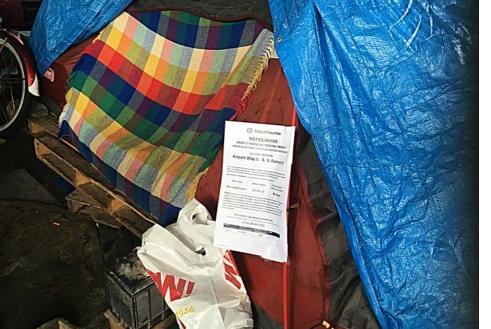




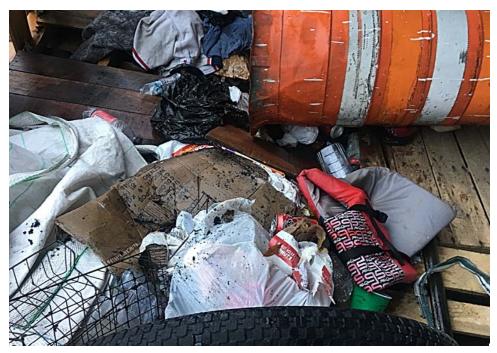


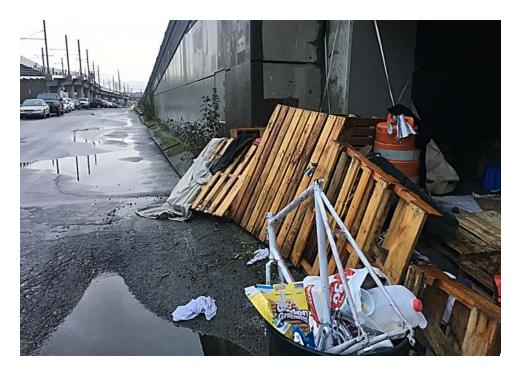
Exhibit D: Site Clean up









































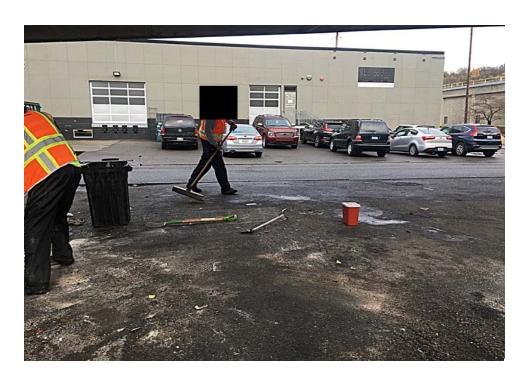






EXHIBIT E: STORAGE INFO

Encampment Response Team

Site Name:	Airport Way S & S Forrest St	Date of Clean Up:	11/20/2017
_			

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? Check All That Apply	# of Bins	# of Bikes	# of Luggage	# of Large Items	Short Description
Nothing Storable	☐ Yes ☐ No	☐ Accepted ☐ Declined ☐ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged					
	☐ Yes ☐ No	☐ Accepted ☐ Declined ☐ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged					
	☐ Yes ☐ No	☐ Accepted ☐ Declined ☐ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged					
	☐ Yes ☐ No	☐ Accepted ☐ Declined ☐ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged					
	□ Yes □ No	☐ Accepted ☐ Declined ☐ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged					