



SITE JOURNAL CONTENTS

- Completed Site Journal
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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 location.

**Encampment:** Julia Lee's Park

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**Site Address:** \_\_\_\_\_ **Date of Inspection:** 1/21/2022

\_\_\_\_\_ **Date of Clean-Up:** 1/21/2022

\_\_\_\_\_

**Final Inspector:** Kwame Robinson **CSR #:** \_\_\_\_\_

**Referred By:** \_\_\_\_\_ **Photos to HSD?**  Yes  No

CPT/Bike SPD Response?  Yes  No

**Date of Call to Duty Officer :** \_\_\_\_\_ **Time of Call to Duty Officer:** \_\_\_\_\_

**Date of Call to FC :** \_\_\_\_\_ **Time of Call to FC:** \_\_\_\_\_

**Date of FC Response :** \_\_\_\_\_ **Time FC arrived on site:** \_\_\_\_\_

**Time of FC departure from site:** \_\_\_\_\_ **Action:** \_\_\_\_\_

**System Navigator Called?**  Yes  No **Name of SN:** \_\_\_\_\_

**Date of Call to SN :** \_\_\_\_\_



Time SN arrived on site: \_\_\_\_\_ Time of Call to SN: \_\_\_\_\_
Offer of Shelter Made?:  Yes  No

SITE OCCUPANCY DATA

Table with 6 columns: Date of Inspection, Tents, Structures, Bed Rolls, Vehicles, TOTAL COUNT. Row 1: 1/21/2022, 0, 0, 0, 0, 0

VULNERABLE POPULATIONS

- Perceived Elderly (60+ years old)  Yes  No
Perceived Infants/Children (<= 14 years old)  Yes  No
Perceived Youth (15-24 years old)  Yes  No
Perceived Not Ambulatory  Yes  No
Perceived Wounds  Yes  No
Near Facilities for Children (e.g., school, daycare)  Yes  No
Near Facilities for the Elderly (e.g., nursing home)  Yes  No
Perceived Women  Yes  No
Perceived Couples  Yes  No
LGBTQIA (DATA ONLY COLLECTED IF ASKED-- otherwise leave blank)  Yes  No
POC (DATA ONLY COLLECTED IF ASKED-- otherwise leave blank)  Yes  No
Presence of Alcohol  Yes  No
Presence of Contained Sharps  Yes  No

TOTAL COUNT: \_\_\_\_\_

PUBLIC HEALTH/BIOWASTE

- Rats/Mice  Yes  No
Hazardous Materials  Yes  No
Bio Waste  Yes  No
Chemical Waste  Yes  No
Food Waste  Yes  No
Within 50ft of a water body or wetland  Yes  No
Loose Sharps  Yes  No

TOTAL COUNT: \_\_\_\_\_

SOLID WASTE

- Disorganized Garbage  Yes  No
Bagged Garbage  Yes  No
Loose Garbage  Yes  No
Bulky Items Garbage  Yes  No
Metal  Yes  No

TOTAL COUNT: \_\_\_\_\_



**PUBLIC SAFETY/STRUCTURAL CONCERNS**

- Weapons  Yes  No
- Park  Yes  No
- Sidewalk  Yes  No
- Proximity to Bridge  Yes  No
- Impeding Roadway  Yes  No
- Within 50ft of a Guardrail  Yes  No
- Heavy Traffic  Yes  No
- Slope more than 27 degrees  Yes  No
- Slide Zone  Yes  No
- Fires  Yes  No
- Exposed Electrical Wiring  Yes  No
- Other  Yes  No

**TOTAL COUNT:**

**STRUCTURAL CONCERNS/ENVIRONMENTAL RISKS/EMERGENCY RISKS**

- Near Industrial Zone-blocking vehicle site  Yes  No lines
- Falling Trees/Limbs  Yes  No
- Forested Area  Yes  No
- Rented Area  Yes  No
- Property Damage  Yes  No

**TOTAL COUNT:**

**TOTAL SCORE:**

**PRIORITY CONDITION DATA**

**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
- Vehicle/RVs/License Plates
- General Photos of the Encampment
- Debris Fields

**NAVIGATION TEAM ASSESSMENT**

- Full encampment cleanup
- Litter pick
- Reported to SPU as illegal dump
- Obstruction or hazard cleanup
- Clean - no campers

## B. LITTER PICK

Reason for Litter Removal			
<input type="checkbox"/> Blocking intended use of facility	<input checked="" type="checkbox"/> Blocking intended use of Park	<input checked="" type="checkbox"/> Public Health concern	
<input type="checkbox"/> Litter on sidewalk		<input type="checkbox"/> Safety or Hazard concern for others near litter	

### a. LITTER PICK PRE-CLEANUP ACTIVITIES

SPD or WSP officers are present to support cleanup

Yes  No

Crew is present and ready to support cleanup

Yes  No

Emphasis Zone (Date:)

Yes  No

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### b. LITTER PICK RESOURCE PLANNING

#### SITE CREW ASSESSMENT *of* FIELD CONDITIONS

##### JOB SITE INSTRUCTIONS

Fall Protection Required

Yes  No

Waste Hauling to Dump

Yes  No

Waste Hauling to Other Location

Yes  No

Vegetation Pruning

Yes  No

##### Specifications/Notes

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Biohazard Waste

Yes  No

\_\_\_\_\_

Chemical Waste

Yes  No

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**EXTERNAL CONTRACTORS**

	<b>Total</b>	<b>Description</b>
Number of Labor Crew	2	<b>Cascadia</b>
Number of Hazmat Crew	1	
Number of Truck Drivers	1	
Contractors Labor Crew Hours On-Site	2	

**INTERNAL CLEAN UP TEAMS**

	<b>Total</b>	<b>Description</b>
Number of Heavy Crew	0	
Heavy Crew Hours On-Site	0	
Number of Labor Crew	1	<b>SPR Light Team W/Packer</b>
Labor Crew Hours On-Site	2	

**STAGING LOCATION**

**Date/Time:** \_\_\_\_\_

**Location:** Clean City \_\_\_\_\_

**SITE POSTING PHOTOS**

No Regular Encampment Clean-up: 72-hour Notice  
\_\_\_\_\_



- Cross Street Signs
- General Photos of the Encampment
- Close up to read post signage
- At a distance to view entire camp
- After Photos

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

**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	Type	Location	Male Outreach	Female Outreach	Non-specific Gender	TOTAL # of People Contacted
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**LITTER PICK STORAGE TOTALS**

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

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
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# Inspection Photos







After Litter Pick Photos

