



SITE JOURNAL CONTENTS

- Completed Site Journal
- Exhibit A: Site Inspection Photos
- Exhibit B: Site Posting Photos
- Exhibit C: Outreach Report
- Exhibit D: Clean Up & Storage Photos
- Exhibit E: Storage Detail

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: Albert Davis Park

Site Address: _____ **Date of Inspection:** 11/18/2022

_____ **Date of Clean-Up:** 11/18/2022

Final Inspector: James Lohman **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 of Call to SN: _____

Time SN arrived on site: _____ Offer of Shelter Made?: Yes No

SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
11/18/2022	1	0	0	0	1

PRIORITY CONDITION DATA

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

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



- 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: 0

- Loose Sharps Yes No

TOTAL COUNT: 0

SOLID WASTE

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

TOTAL COUNT: 1

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

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: 0

- | | | |
|----------------------------|------------------------------|--|
| Slope more than 27 degrees | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Slide Zone | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Fires | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Exposed Electrical Wiring | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Other | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

TOTAL COUNT:	1
---------------------	---

TOTAL SCORE:	5
---------------------	---

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. OBSTRUCTION/HAZARD

<input checked="" type="checkbox"/> Obstruction Removal	<input type="checkbox"/> Emphasis Zone	<input type="checkbox"/> Hazard Removal
<input checked="" type="checkbox"/> Blocking intended use of facility		<input type="checkbox"/> Safety of camper
<input type="checkbox"/> Tent on sidewalk		<input type="checkbox"/> Safety of others near and around camp
<input type="checkbox"/> Tent on median to adjacent sidewalk		<input type="checkbox"/> Safety of camper and others near and around camp

a. OBSTRUCTION/HAZARD PRE-CLEANUP ACTIVITIES

CHECKLIST *for* OBSTRUCTION CLEAN UP

- Notice posting is 72 hours in advance of cleanup (Date: _____) Yes No
- Cleanup is occurring on date specified in notice Yes No
- Personnel are ready to identify and collect belongings Yes No
- SPD or WSP officers are present to support cleanup Yes No
- Crew is present and ready to support cleanup Yes No
- NOT REQUIRED but PROVIDED:**
- Outreach was provided before the cleanup (Date: _____) Yes No

b. OBSTRUCTION/HAZARD RESOURCE PLANNING
SITE CREW ASSESSMENT of FIELD CONDITIONS
JOB SITE INSTRUCTIONS

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

Specifications/Notes

EXTERNAL CONTRACTORS

	Total	Description
Number of Labor Crew	21	Cascadia
Number of Hazmat Crew	1	
Number of Truck Drivers	1	
Contractors Labor Crew Hours On-Site	2	

INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Crew	0	



Heavy Crew Hours On-site	<u>0</u>	
Number of Labor Crew	<u>0</u>	
Labor Crew Hours On-site	<u>0</u>	

STAGING LOCATION

Date/Time: _____ **Location:** _____

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
------	------	----------	---------------	-----------------	---------------------	-----------------------------

OBSTRUCTION SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
11/18/2022	1	0	0	0	1

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

- Owners who are present and accept storage
- Abandoned property that we are storing
- Abandoned property that we are disposing of and why

Each tent/structure/bedroll/vehicle should occupy one line so we can document if storage was offered, accepted and/or to explain why items were disposed of.

STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
1	0	0	0

Owner Name OR Owner	Storage?	Not Storable?	# of	# of	# of	# of Large	Short Description
---------------------	----------	---------------	------	------	------	------------	-------------------

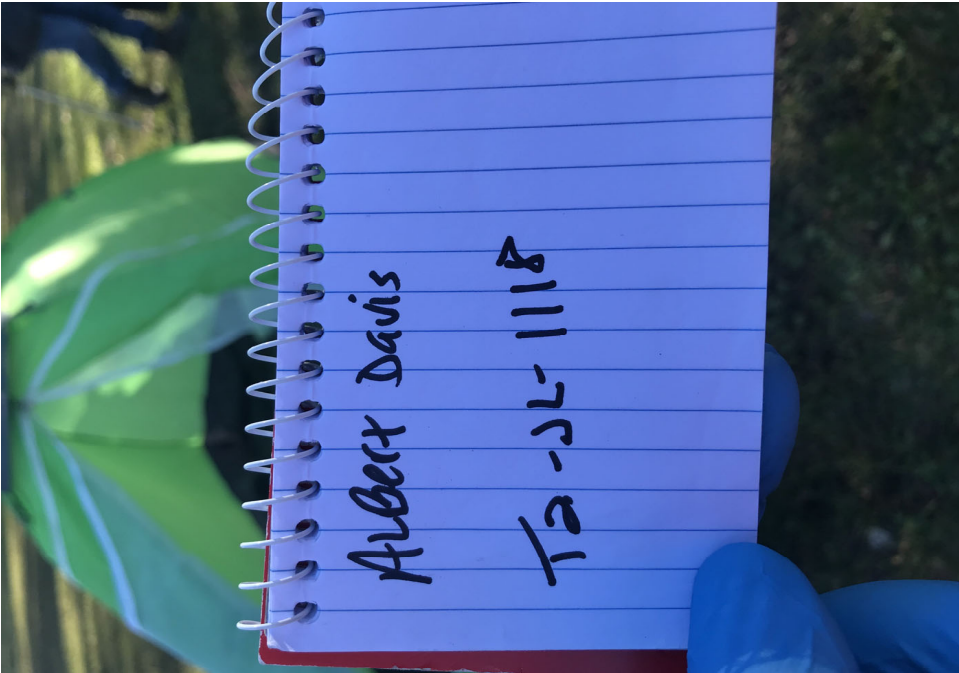


Tent/Structure #	Present?	<i>Check All That Apply</i>	Bins	Bikes	Luggage	Items	
T2-JL-1118	No	N/A	1	0	0	0	stored- green tent w/poles and 1 green sleeping bag.

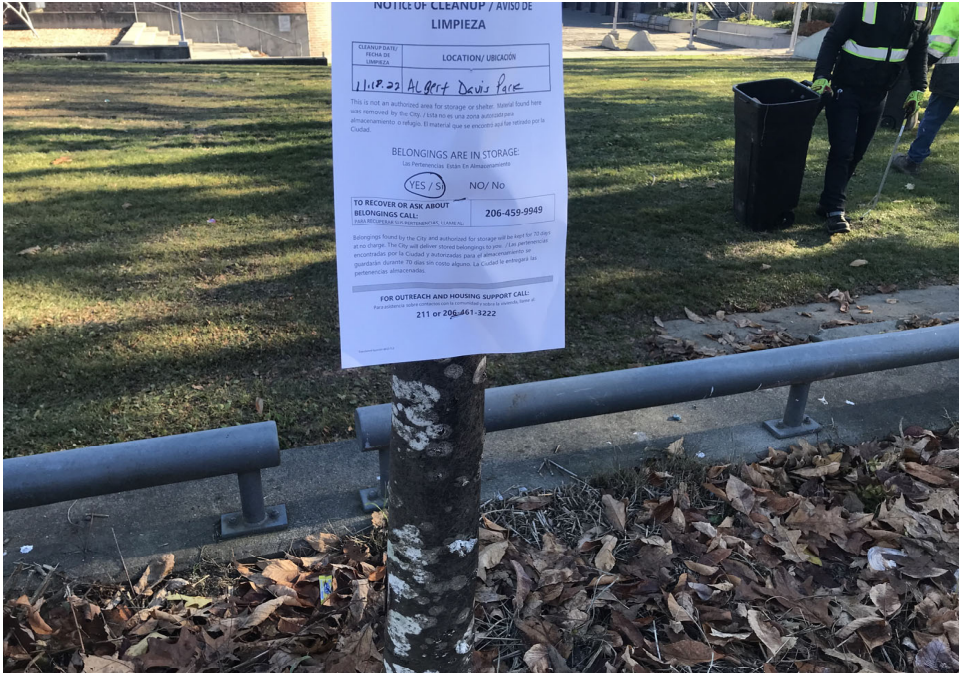
Inspection Photo



Clean Up Photos



After Clean and Posting Photos



NOTICE OF CLEANUP / AVISO DE LIMPIEZA

CLEANUP DATE / FECHA DE LIMPIEZA	LOCATION / UBICACIÓN
11.18.22	Albert Davis Pace

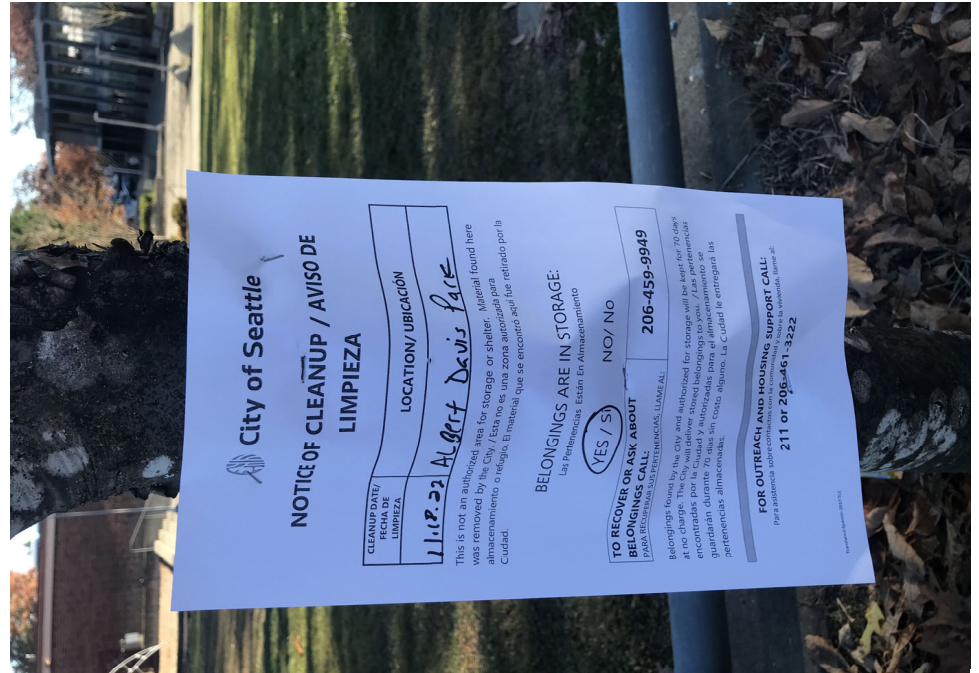
This is not an authorized area for storage or shelter. Items found here are removed by the City. Esta no es una zona autorizada de almacenamiento o refugio. El material que se encuentre aquí fue retirado por la Ciudad.

BELONGINGS ARE IN STORAGE
Los Pertencientes Están En Almacenamiento

YES / SI NO / No

TO RECOVER OR ASK ABOUT BELONGINGS CALL: 206-459-9949
PARA RECUPERAR O PREGUNTAR POR PERTENCIENTES, LLAME AL: 206-459-9949

FOR OUTREACH AND HOUSING SUPPORT CALL:
Para asistencia sobre vivienda y apoyo de vivienda, llame al: 211 or 206-461-3222



City of Seattle

NOTICE OF CLEANUP / AVISO DE LIMPIEZA

CLEANUP DATE / FECHA DE LIMPIEZA	LOCATION / UBICACIÓN
11.18.22	Albert Davis Pace

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

BELONGINGS ARE IN STORAGE:
Los Pertencientes Están En Almacenamiento

YES / SI NO / No

TO RECOVER OR ASK ABOUT BELONGINGS CALL: 206-459-9949
PARA RECUPERAR O PREGUNTAR POR PERTENCIENTES, LLAME AL: 206-459-9949

Belongings found by the City and authorized for storage will be kept for 90 days at no charge. The City will deliver stored belongings to you. Los pertenientes encontrados por la Ciudad y autorizados para el almacenamiento serán guardados sin costo alguno para el almacenamiento. La Ciudad le entregará los pertenientes almacenados.

FOR OUTREACH AND HOUSING SUPPORT CALL:
Para asistencia sobre vivienda y apoyo de vivienda, llame al: 211 or 206-461-3222