City of Seattle

# SITE JOURNAL

**Encampment Response Team**

## SITE JOURNAL CONTENTS

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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:** Broadway Hill Park

**Site Address:**

**Date of Inspection:** 11/7/2025

**Date of Clean-Up:** 11/7/2025

**Final Inspector:** [redacted]

**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:**

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**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 |
|---|---|---|---|---|---|
| 11/7/2025 | 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:** | 1 | |

## SOLID WASTE

| | | |
|---|---|---|
| Disorganized Garbage | ☑ Yes | ☐ No |
| Bagged Garbage | ☑ Yes | ☐ No |
| Loose Garbage | ☑ Yes | ☐ No |
| Bulky Items Garbage | ☑ Yes | ☐ No |
| Metal | ☐ Yes | ☑ No |
| **TOTAL COUNT:** | 4 | |

## 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 lines | ☐ Yes | ☑ No |
| 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 | ☐ Yes | ☑ No |
| Slide Zone | ☐ Yes | ☑ No |
| Fires | ☐ Yes | ☑ No |
| Exposed Electrical Wiring | ☐ Yes | ☑ No |
| Other | ☐ Yes | ☑ No |
| **TOTAL COUNT:** | 1 | |

| | |
|---|---|
| **TOTAL SCORE:** | 15 |

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

## NAVIGATION TEAM ASSESSMENT

☐ Full encampment cleanup

☐ Litter pick

☐ Reported to SPU as illegal dump

☑ Obstruction or hazard cleanup

☐ Clean - no campers

## B. OBSTRUCTION/HAZARD

| ☑ | Obstruction Removal | ☐ | Emphasis Zone | ☐ | Hazard Removal |
|---|---|---|---|---|---|
| ☐ | Blocking intended use of facility | | | ☐ | Safety of camper |
| ☐ | Tent on sidewalk | | | ☐ | Safety of others near and around camp |
| ☐ | Tent on median to adjacent sidewalk | | | ☐ | 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 occuring 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 | | | Specifications/Notes |
|---|---|---|---|
| Fall Protection Required | ☐ Yes | ☑ No | |
| Waste Hauling to Dump | ☑ Yes | ☐ No | debis hauled to city dump |
| Waste Hauling to Other Location | ☐ Yes | ☑ No | |
| Vegetation Pruning | ☐ Yes | ☑ No | |
| Biohazard Waste | ☐ Yes | ☑ No | |
| Chemical Waste | ☐ Yes | ☑ No | |

| EXTERNAL CONTRACTORS | Total | Description |
|---|---|---|
| Number of Labor Crew | | |
| Number of Hazmat Crew | | |
| Number of Truck Drivers | | |
| Contractors Labor Crew Hours On-Site | | |

| INTERNAL CLEAN UP TEAMS | Total | Description |
|---|---|---|
| Number of Heavy Crew | | |

| | | |
|---|---|---|
| Heavy Crew Hours On-site | | |
| Number of Labor Crew | 2 | **2 parks team of 4 labors** |
| Labor Crew Hours On-site | 2 | |

**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:

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## 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 |
|---|---|---|---|---|---|
| 11/6/2025 | 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.

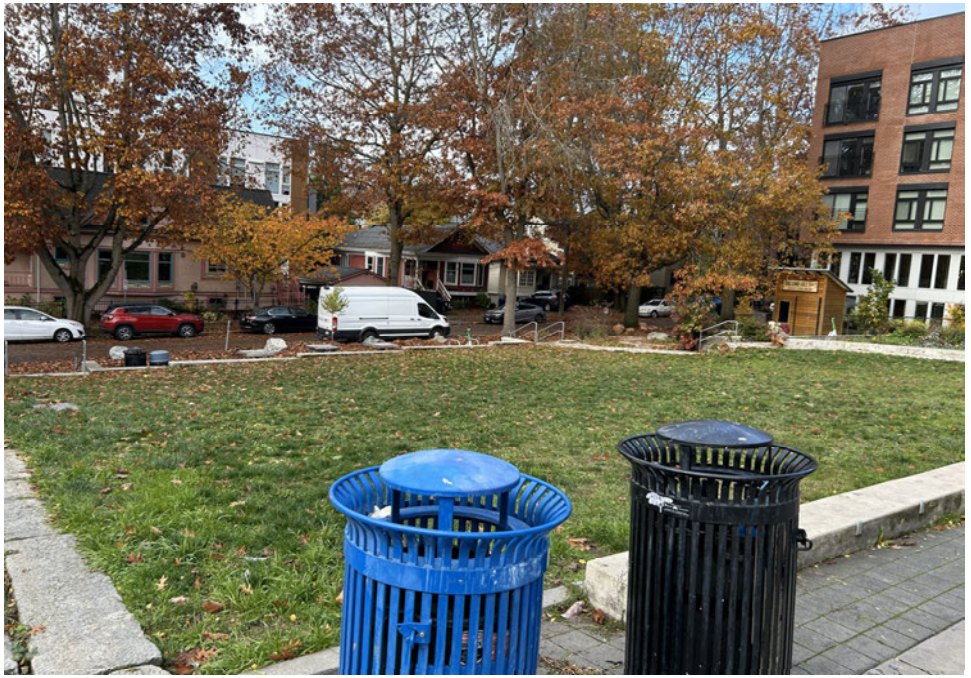
## STORAGE TOTALS

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

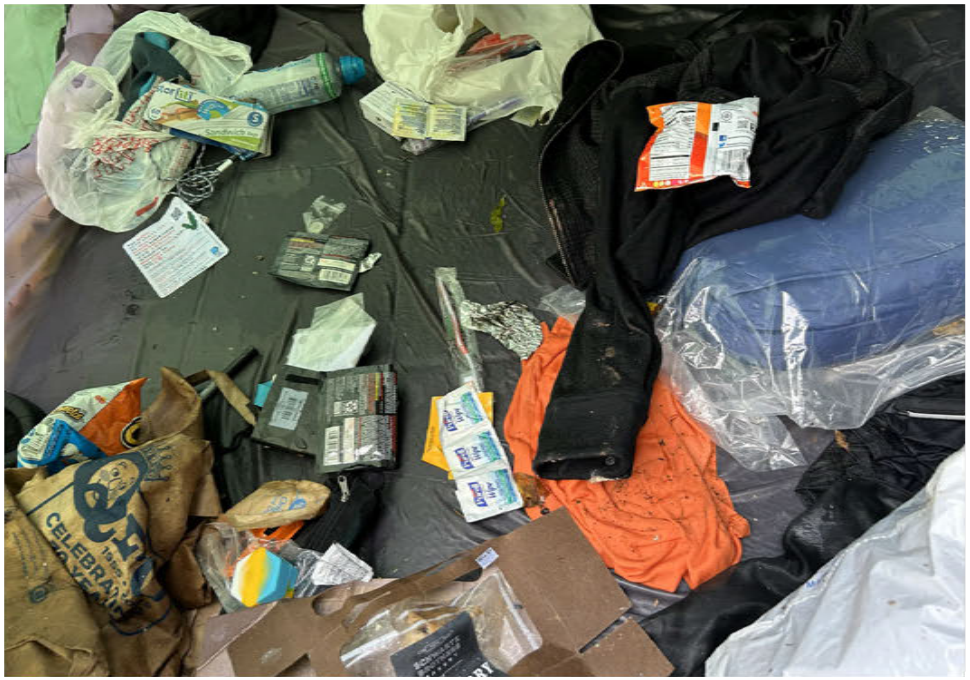
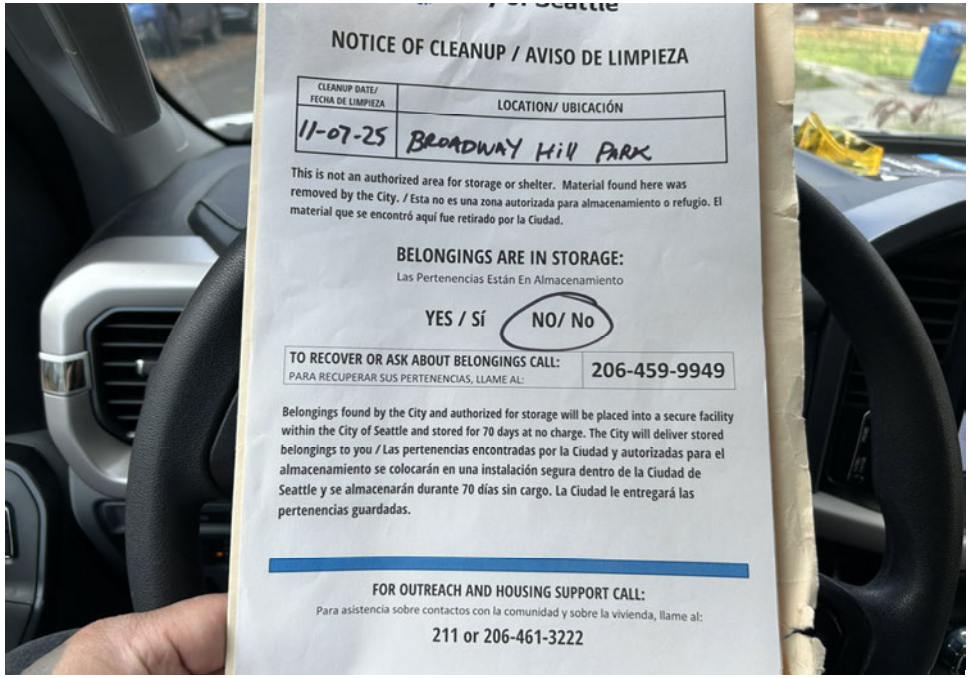
| Owner Name OR | Owner | Storage? | Not Storable? | # of | # of | # of | # of Large | Short Description |
|---|---|---|---|---|---|---|---|---|

| Tent/Structure # | Present? | | *Check All That Apply* | Bins | Bikes | Luggage | Items | |
|---|---|---|---|---|---|---|---|---|
| T2-LL-1107 | No | | Damaged | | | | | Items found in the tent was not storable due to heavy water damaged. Tent was also damaged |

# Inspection Photos



**Clean Up Photos**



# After Clean and Posting Photos