City of Seattle

SITE JOURNAL

Encampment Response Team

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 folder in the G:\FAC\Encampments\Encampment clean ups directory.

Site: Fremont Canal Park North

Date of First Inspection: 5/18/18

Site Address: Fremont Canal Park North & 2nd Ave NW & Leary Way to 3rd Ave NW & Leary Way NW

Date of Clean-Up: 5/22/18

Inspection By: Jeff Horan

SERIS # 1004-04

Referred By: SERIS

Photos to FAS? ☒ Yes ☐ No

SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
5/18/18	4	1	0	1	6

SITE CHARACTERISICS

Park	☒ Yes	☐ No
Sidewalk	☐ Yes	☒ No
Within 50ft of a water body or wetland	☒ Yes	☐ No
Roadway	☐ Yes	☒ No
Within 50ft of a Guardrail	☐ Yes	☒ No
Heavy Traffic	☒ Yes	☐ No
Near Industrial Zone	☒ Yes	☐ No
Forested Area	☐ Yes	☒ No
Play Area	☐ Yes	☒ No
Rented Area	☐ Yes	☒ No
Slope	☐ Yes	☒ No
Slide Zone	☐ Yes	☒ No
Fire	☐ Yes	☒ No
Other:	☐ Yes	☒ No
Other:	☐ Yes	☒ No
Other:	☐ Yes	☒ No
TOTAL COUNT:	4	

HEALTH CONDITIONS

Disorganized	☒ Yes	☐ No
Garbage/Bagged	☒ Yes	☐ No
Garbage/Loose	☒ Yes	☐ No
Garbage/Bulky Items	☒ Yes	☐ No
Garbage/Metal	☒ Yes	☐ No
Human Waste	☒ Yes	☐ No
Rats/Mice	☐ Yes	☒ No
Hazardous Materials	☒ Yes	☐ No
Falling Tree or Limbs	☐ Yes	☒ No
Chemical Waste	☒ Yes	☐ No
Fires	☐ Yes	☒ No
Criminal Activity	☒ Yes	☐ No
Weapons	☐ Yes	☒ No
Open Alcohol	☒ Yes	☐ No
Sharps	☐ Yes	☒ No
Property Damage	☒ Yes	☐ No
TOTAL COUNT:	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
- General Photos of the Encampment
- Photos of Individual Tents
- Debris Fields
- Obstructions or Hazards
- Vehicles/RVs /License Plates

NAVIGATION TEAM ASSESSMENT

☒ Full Encampment Clean Up	☐ Obstruction Removal	☐ Hazard Removal	☐ Cleared by scheduled contractors- FAS
	☐ Tent on side walk	☐ Safety of Occupant	
	☐ Blocking intended use of facility	☐ Safety of other near and around camp	☐ Remand to SPU

PRE-JOB SITE ASSESSMENT & INSTRUCTIONS

			Specifications/Notes
Uneven Terrain (Fall Protection Required)	☒ Yes	☐ No	
Waste Hauling to Dump	☒ Yes	☐ No	
Waste Hauling to Other Location	☒ Yes	☐ No	

SPU ASSESSMENT & INSTRUCTIONS	Date	Requirements:
☐ Litter removed -area more than 20 feet from active camp		☐ Field Coordinator accessed
☐ Illegal Dumping -Encampment Related Trash		

B. RESOURCE PLANNING

SITE CREW ASSESSMENT *of* FIELD CONDITIONS

JOB SITE INSTRUCTIONS

			Specifications/Notes
Fall Protection Required	☒ Yes	☐ No	Alert SPU after clean for water inspection
Waste Hauling to Dump	☒ Yes	☐ No	
Waste Hauling to Other Location	☒ Yes	☐ No	
Vegetation Pruning	☐ Yes	☒ No	
Biohazard Waste	☒ Yes	☐ No	

EXTERNAL CONTRACTORS	Total	Description
Number of Labor Crew Involved	3	Cascadia
Number of Hazmat Crew Involved	1	
Number of Truck Drivers Approved	1	
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

INTERNAL CLEAN UP TEAMS	Total	Description
Number of Heavy Teams	0	
Number of Light Teams	1	Parks with Packer
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

STAGING LOCATION

Date: 5-22-18 **Time:** 0900 **Location:** Fremont Canal Park

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
- General Photos of the Encampment
- 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.

Date	Type	Location	Male Outreac	Female Outreac	Non-specific Gender	Total Number of People Contac	Males who took Shelte	Females who took Shelte	Non-specific Gender who took Shelte	Total Taking Shelter
5/2/2018	Outreach	Fremont Canal Park	3	0	0	**3**	1	0	0	**1**
5/2/2018	Outreach	Fremont Canal Park	2	0	1	**3**	0	0	0	**0**
5/2/2018	Outreach	Fremont Canal Park	5	0	0	**5**	0	0	0	**0**
5/8/2018	Outreach	Fremont Canal Park	2	0	0	**2**	0	0	0	**0**
5/17/2018	Outreach	Fremont Canal Park	5	1	0	**5**	0	0	0	**0**
5/18/2018	Outreach	Fremont Canal Park	2	0	0	**2**	0	0	0	**0**
5/21/2018	Outreach	Fremont Canal Park	2	0	1	**3**	0	0	0	**0**
5/22/2018	Clean	Fremont Canal Park	5	0	0	**5**	0	0	0	**0**

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	5-18-18	
Notice posting is 72 hours in advance of cleanup (Date:)		☒ Yes ☐ No
Cleanup is occurring on date specified in notice		☒ Yes ☐ No
Outreach was provided before the cleanup (Date:)	5-21-18	☒ Yes ☐ No
Outreach team is present at cleanup site		☒ 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

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
- General Photos of the Encampment
- Photos of Tent ID Numbers
- Individual Tent Contents
- Photos of Storage Bin Contents
- After Photos

SITE OCCUPANCY DATA

Day of Clean-up	Tents	Structures	Bed Rolls	Vehicles	**TOTAL COUNT**
5/22/18	4	1	0	0	5

STORAGE SUMMARY
Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES			
OWNER PRESENT Accepted Storage	1	ABANDONED TENT Content Storable	1
OWNER PRESENT Removed Tent	2	ABANDONED TENT Content Not Storable	0
OWNER PRESENT Removed tent but stored contents	0	ABANDONED TENT Storable	0
OWNER PRESENT Asked FC to Discard Tent	0	ABANDONED TENT Not Storable	1

STORAGE TOTALS

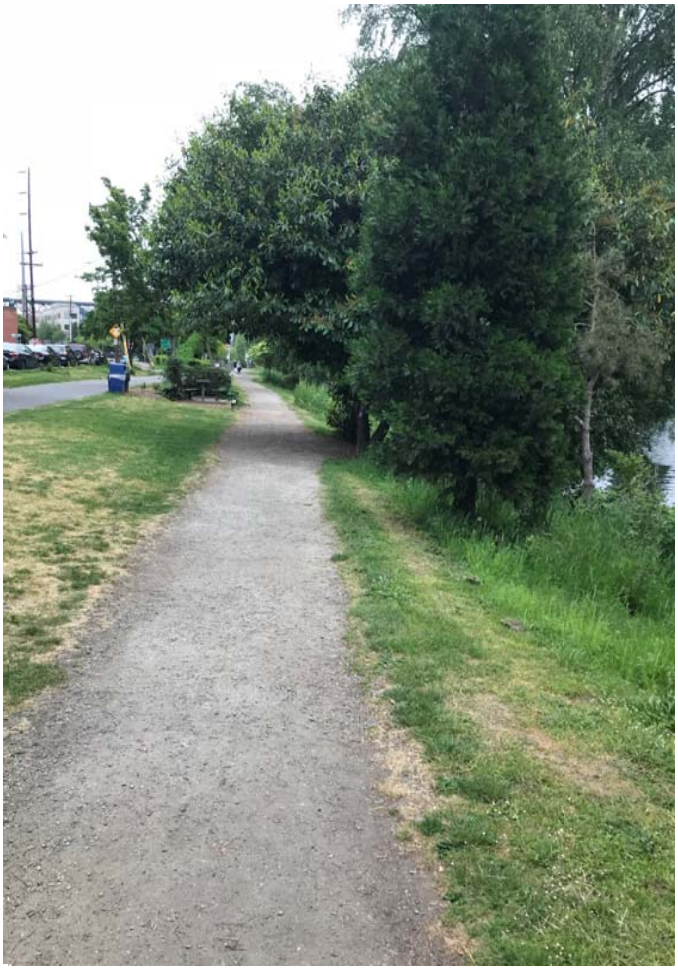
Number of Bins	Bikes	Large Luggage Items	Large Items
2	0	0	0

EXHIBIT E: STORAGE INFO

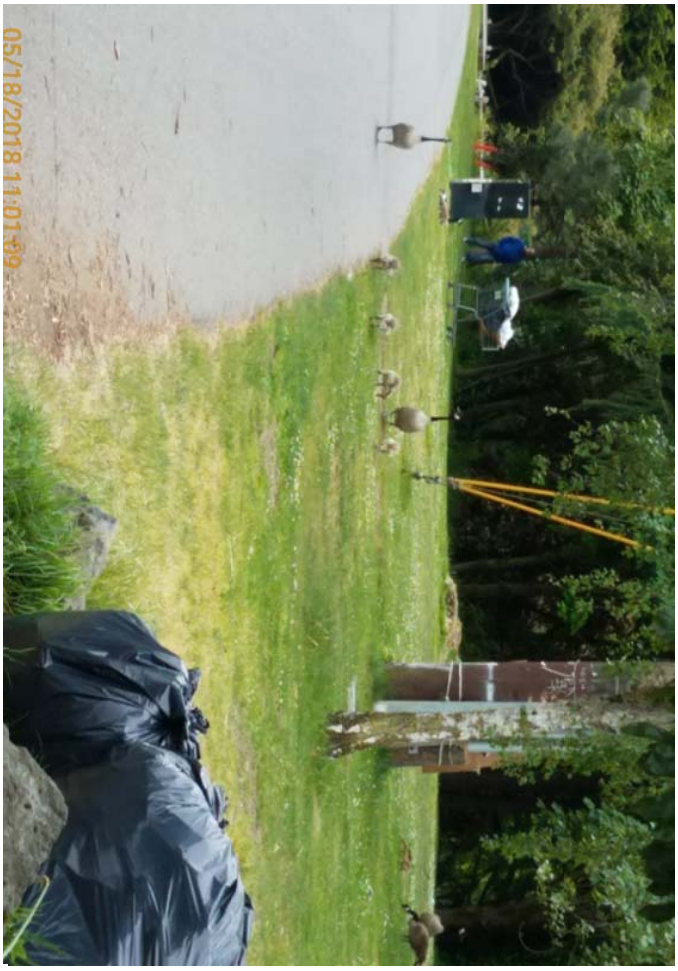
Field Coordinators are responsible for ensuring that we log information about each tent/structure that is at the clean-up site. This includes regular, obstruction and hazard clean-ups.

Exh A: Site Inspection Photos

FORBIDDEN
ISLAND



N Canal St
N 34th St


05/18/2018 11:01:09

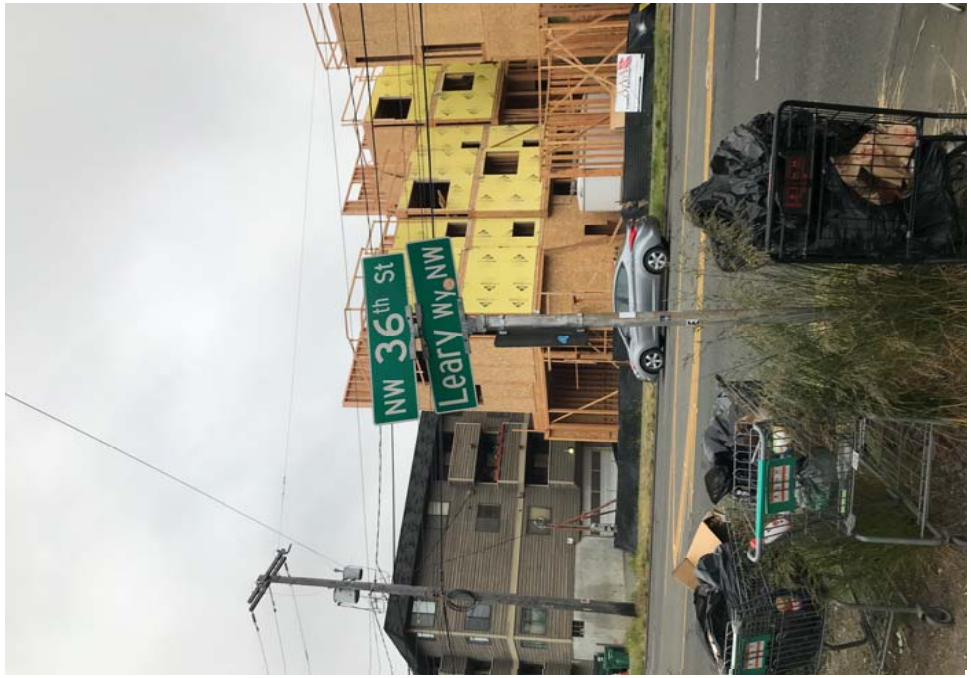
05/18/2018 11:40:08

05/18/2018 11:40:40

05/18/2018 11:40:00

05/18/2018 11:40:17

NW 36th St
Leary Wy NW


NW 36th St
Leary Wy NW

NW 36th St
2nd Ave NW
Leary Wy NW

Exh B: Site Posting Photos

NO
CAMPING
SMC 18.12.250
05/18/2018 11:38:02

05/18/2018 11:39:29

05/18/2018 11:37:21

05/18/2018 11:38:50

05/18/2018 11:40:25

05/18/2018 11:44:04

05/18/2018 11:39:51

05/18/2018 11:41:24

05/18/2018 11:47:52

STOP
36th St
Burke-Gilman

05/18/2018 11:45:39

05/18/2018 11:49:53

204
05/18/2018 11:07:24

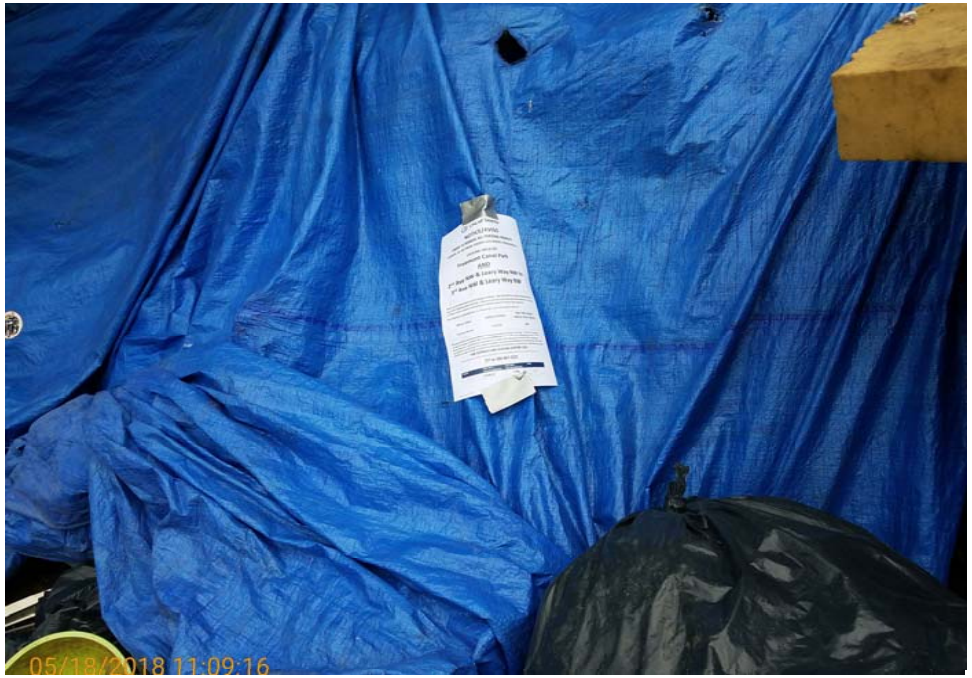
05/18/2018 11:09:12

STOP
NW 36th St
3rd Ave NW
Burke-Gilman Trail
05/18/2018 11:06:42

City of Seattle
NOTICE/AVISO
ORDER TO REMOVE ALL PERSONAL PROPERTY
ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES
LOCATION/ UBICACIÓN
Freemont Canal Park
AND
2nd Ave NW & Leary Way NW to
3rd Ave NW & Leary Way NW
FOR OUTREACH AND HOUSING SUPPORT CALL:
211 or 206-461-3222
05/18/2018 11:07:31

05/18/2018 11:09:30

City of Seattle
NOTICE/AVISO
Freemont Canal Park
AND
05/18/2018 11:10:18

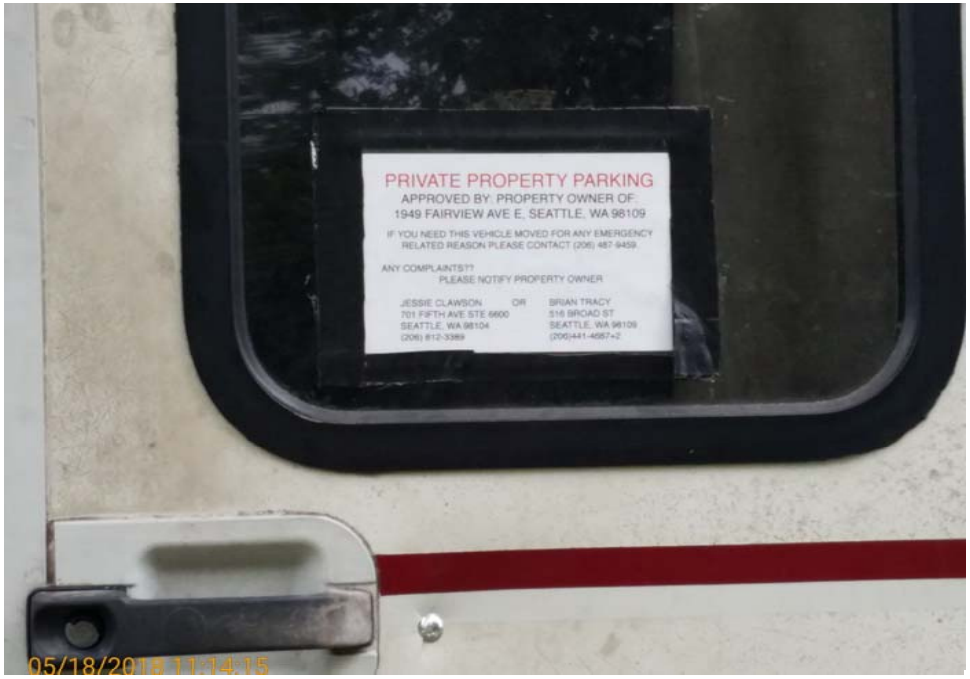

05/18/2018 11:09:16

05/18/2018 11:09:44

City of Seattle
NOTICE/AVISO
ORDER TO REMOVE ALL PERSONAL PROPERTY
ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES
LOCATION/ UBICACIÓN
Freemont Canal Park
AND
2nd Ave NW & Leary Way NW to
3rd Ave NW & Leary Way NW
FOR OUTREACH AND HOUSING SUPPORT CALL:
211 or 206-461-3222
05/18/2018 11:13:35

City of Seattle
NOTICE/AVISO
Freemont Canal Park
AND
2nd Ave NW & Leary Way NW to
3rd Ave NW & Leary Way NW
211 or 206-461-3222
05/18/2018 11:14:50

2nd Ave NW
05/18/2018 11:12:40


PRIVATE PROPERTY PARKING
APPROVED BY: PROPERTY OWNER OF:
1949 FAIRVIEW AVE E. SEATTLE, WA 98109
IF YOU NEED THIS VEHICLE MOVED FOR ANY EMERGENCY
RELATED REASON PLEASE CONTACT (206) 467-9459.
ANY COMPLAINTS??
PLEASE NOTIFY PROPERTY OWNER
JESSIE CLAWSON
701 FIFTH AVE STE 6600
SEATTLE, WA 98104
(206) 812-3389
OR
BRIAN TRACY
516 BROAD ST
SEATTLE, WA 98109
(206)441-4687x2
05/18/2018 11:14:15

05/18/2018 11:23:22

05/18/2018 11:14:56

PARKING
05/18/2018 11:26:00

FORBIDDEN ISLAND
05/18/2018 11:27:30

05/18/2018 11:27:51

FORBIDDEN ISLAND
05/18/2018 11:27:33

05/18/2018 11:28:33

05/18/2018 11:29:00

WARNING
PUGET SOUND
GUARD ASSURANCE
(206) 383-3155
05/18/2018 11:28:02

05/18/2018 11:28:57

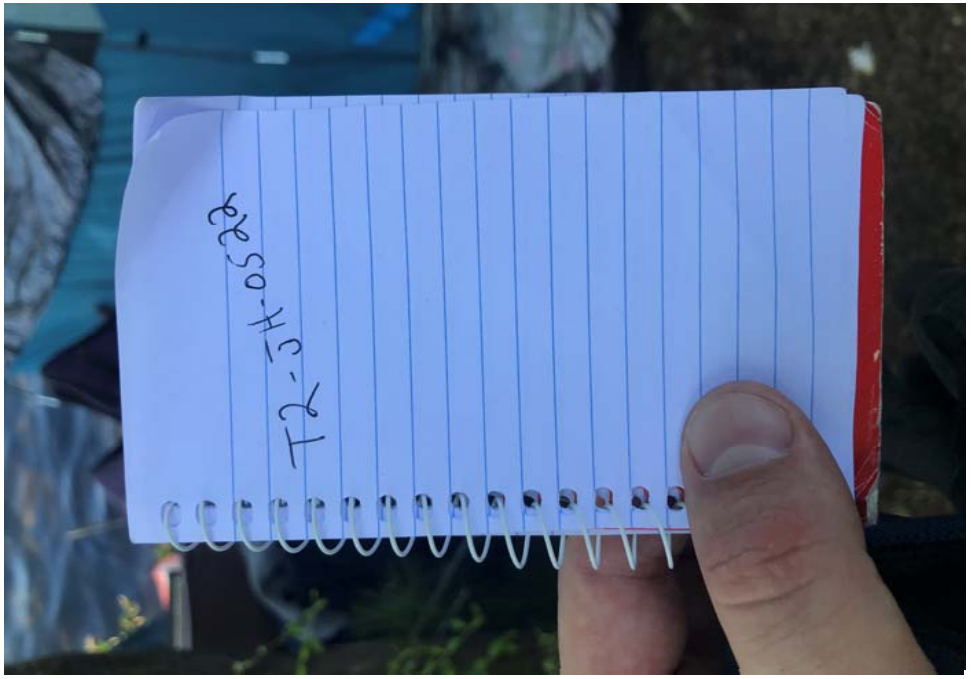
05/18/2018 11:31:18

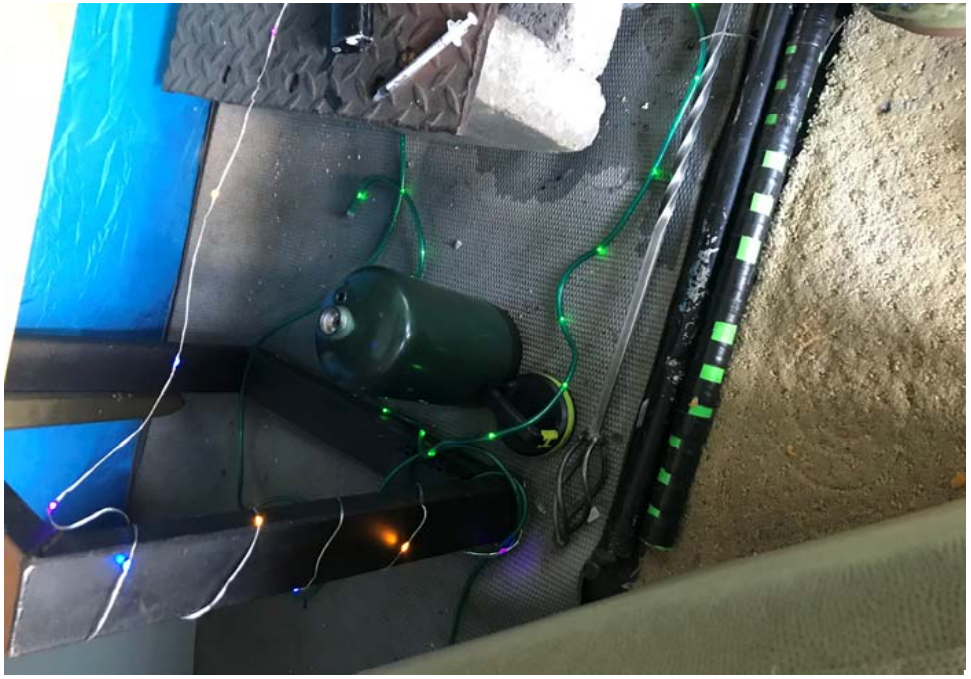
CLOSED
05/18/2018 11:32:33

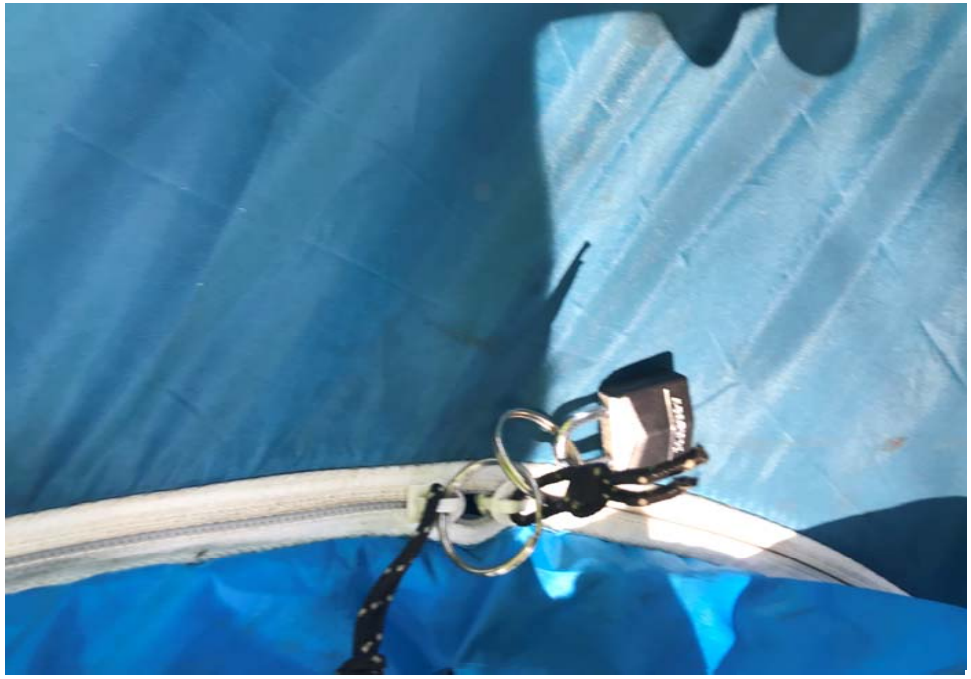
05/18/2018 11:29:52

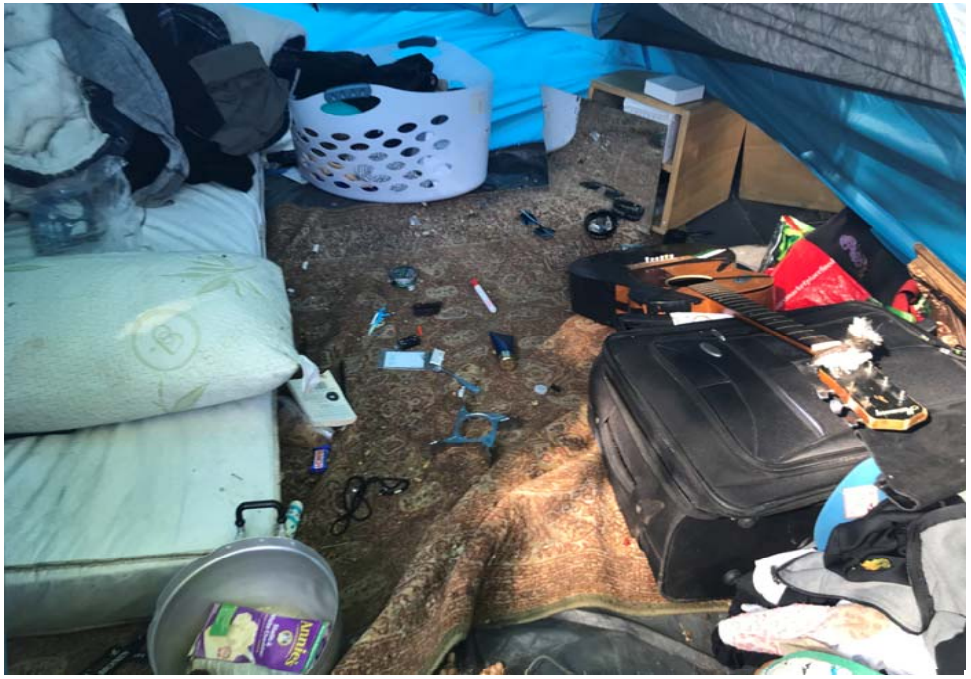
05/18/2018 11:31:59

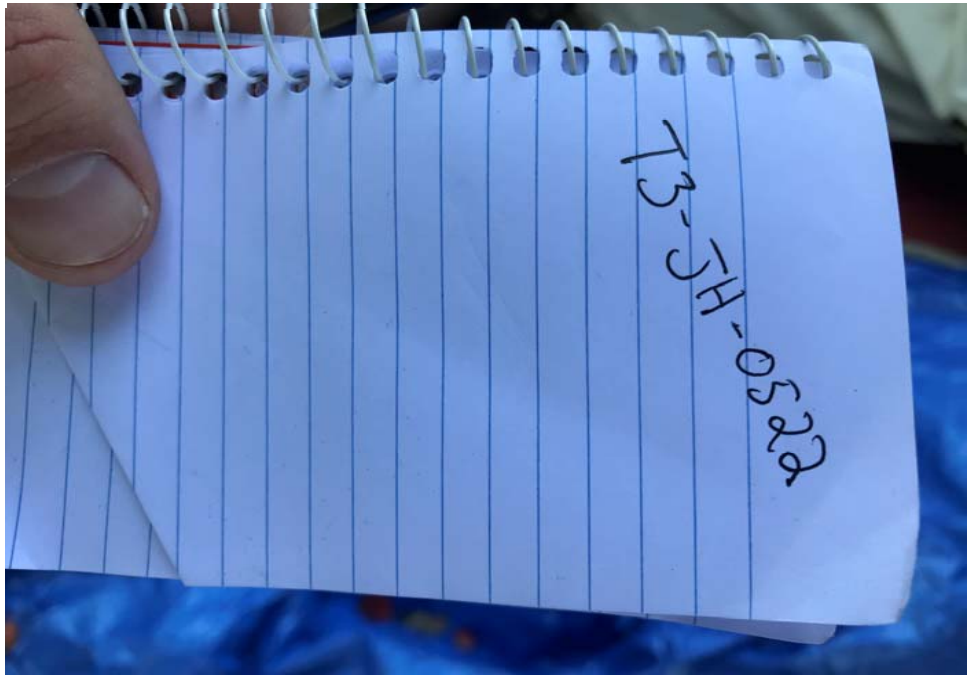
Exh D: Clean Up & Storage Photos







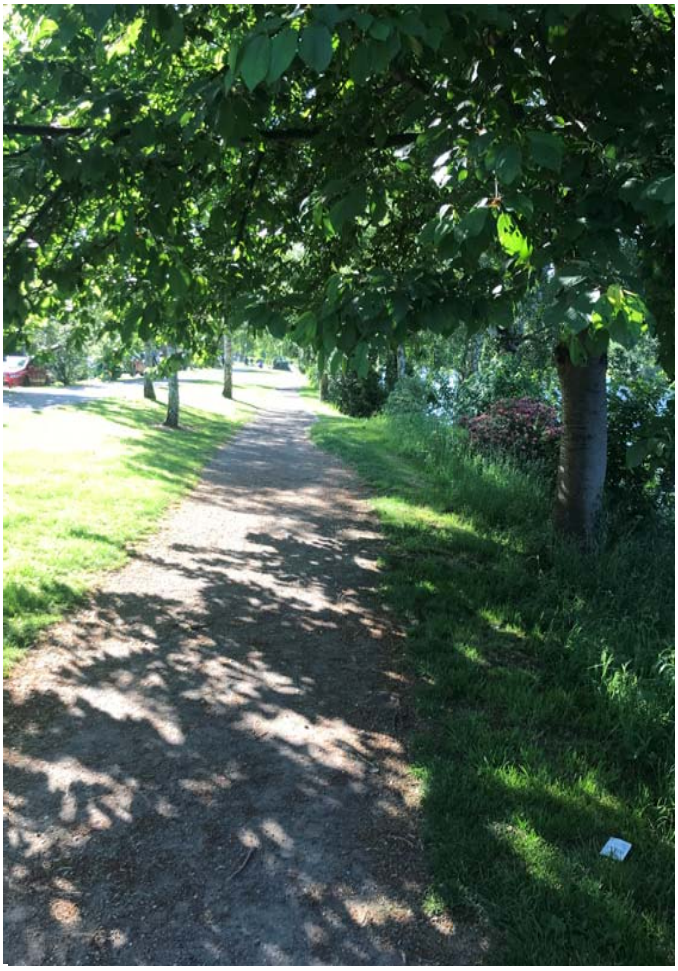


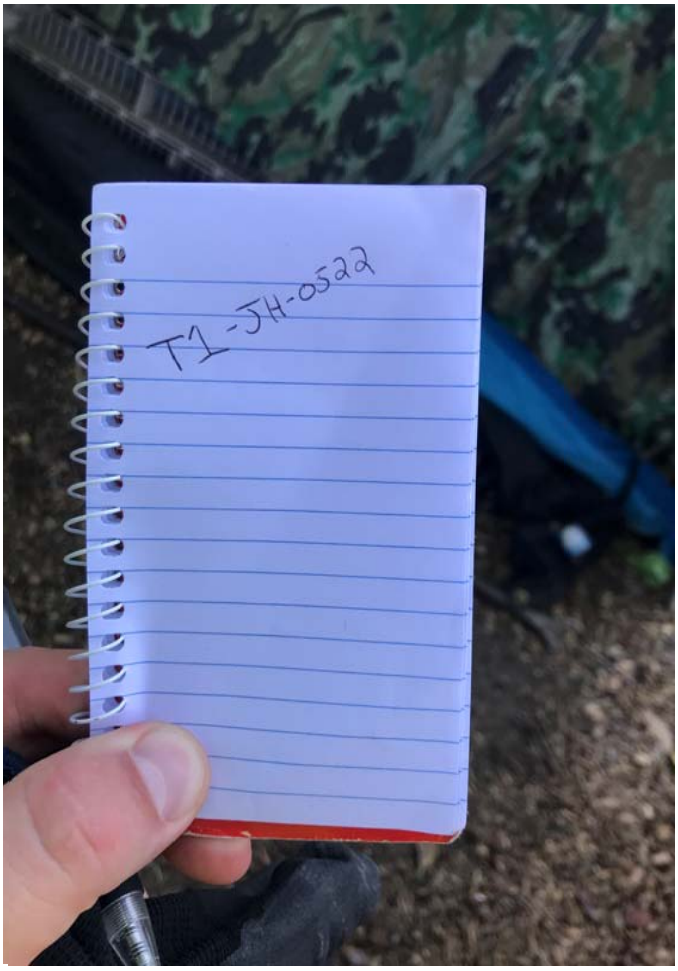

T3-TH-0522

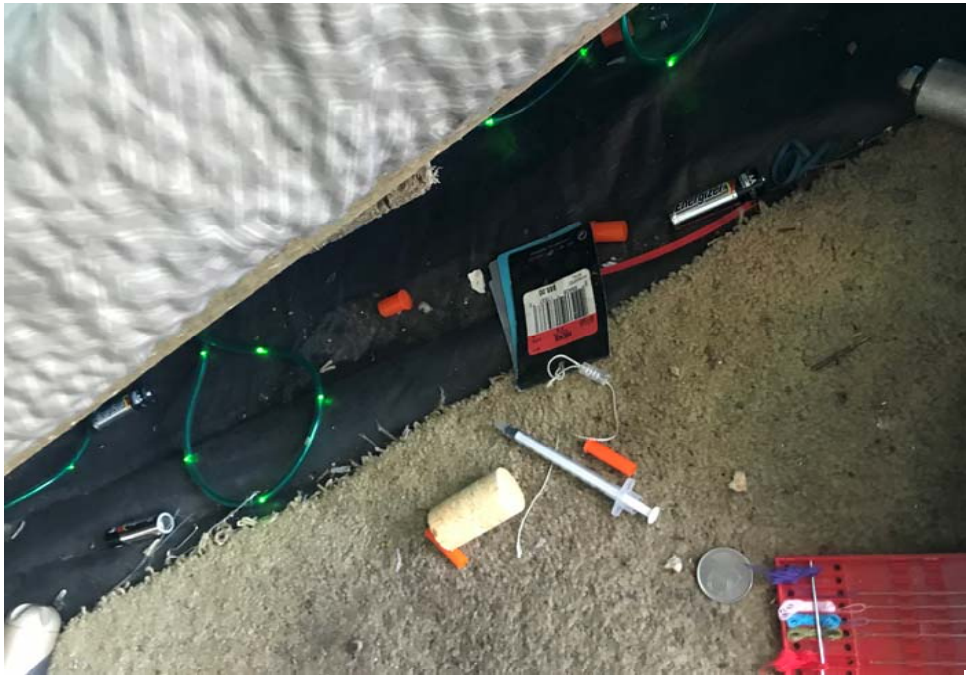
NO PARKING

NO PARKING

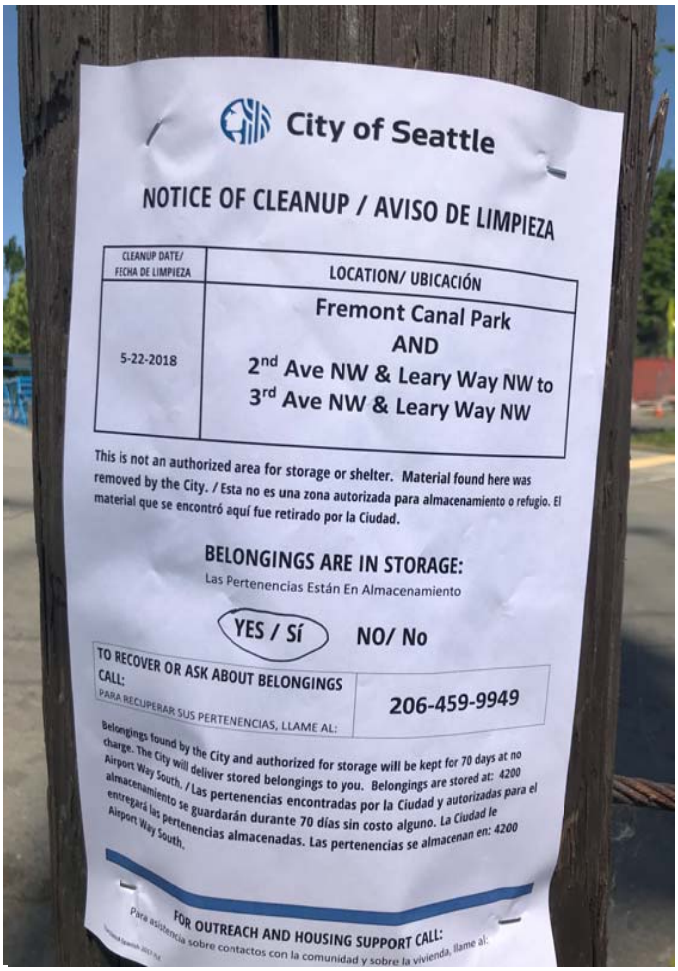
NO PARKING




T1-JH-0522



NO
TRESPASSING



City of Seattle

NOTICE OF CLEANUP / AVISO DE LIMPIEZA

CLEANUP DATE/ FECHA DE LIMPIEZA	LOCATION/ UBICACIÓN
5-22-2018	Fremont Canal Park AND 2nd Ave NW & Leary Way NW to 3rd Ave NW & Leary Way NW

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 Pertenencias Están En Almacenamiento

YES / Sí NO/ No

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

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:

City of Seattle

EXHIBIT E: STORAGE INFO

Encampment Response Team

Site Name: Fremont Canal Park North & 2nd Ave NW & Leary Way to 3rd Ave NW & Leary Way NW **Date of Clean Up:** 5/22/18

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
T1-JH-0518	☒ Yes ☐ No	☒ Accepted ☐ Declined ☐ N/A	☒ Hazardous Material ☐ Human Waste ☐ Damaged	1	0	0	0	Owner [redacted] asked this FC store sore some clothes, [redacted] stated that he had to leave and asked this FC to throw away his tent but to store what else was storable inside his tent. Stored clothes, 3 books, radio and misc. (tent had open needles inside)
T2-JH-0518	☐ Yes ☒ No	☐ Accepted ☐ Declined ☒ N/A	☒ Hazardous Material ☐ Human Waste ☐ Damaged	1	0	0	0	Tent was not storable due rotten food and liquid on tent floor, strong foul smell inside, stored lawn sheers, nothing else storable.
T3-JH-0518	☒ Yes ☐ No	☐ Accepted ☒ Declined ☐ N/A	☒ Hazardous Material ☐ Human Waste ☐ Damaged	0	0	0	0	Camper sated to FC in the morning that he was packing up his stuff and leaving, FC returned later and the camper was gone but tent was left behind, tent was not stored due to urine smell on tent and sewage tube connected to tent, nothing else storable inside.
	☐ Yes ☐ No	☐ Accepted ☐ Declined ☐ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged					
	☐ Yes ☐ No	☐ Accepted ☐ Declined ☐ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged					

City of Seattle

EXHIBIT E: STORAGE INFO

Encampment Response Team

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
	☐ 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					
	☐ 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 Beyond Repair					
	☐ Yes ☐ No	☐ Accepted ☐ Declined ☐ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged					

City of Seattle

EXHIBIT E: STORAGE INFO

Encampment Response Team

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
	☐ Yes ☐ No	☐ Accepted ☐ Declined ☐ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged					