

**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 <a href="mailto:G:\FAC\Encampments\Encampment clean ups">G:\FAC\Encampments\Encampment clean ups</a> directory.

Site:	E Shelby St. & Frankli	n Ave E		Date of Fir	st Inspection:	10-25-17
Site Address:	E Shelby St. & Frankli	n Ave E		Date of 0	Clean-Up:	11/14/2017
Inspection By:	J. Lohman			SERIS#	2707-01/20	52-03
Referred By:	SERIS/Community				Photos to	FAS? ⊠ Yes □ No
SITE OCCUPAN	ICY DATA					
Date of Inspecti	on Tents	Structures	Bed Rolls		Vehicles	TOTAL COUNT
10-25-17	4	1	3		0	8
SITE CHARAC	TERISICS		HEALTH CO	NDITION	S	
Park		☐ Yes ⊠ No	Disorganized			⊠ Yes □ No
Sidewalk		⊠ Yes □ No	Garbage/Bagged	d		⊠ Yes □ No
Within 50ft of a w	ater body or wetland	☐ Yes ⊠ No	Garbage/Loose			⊠ Yes □ No
Roadway		oxtimes Yes $oxtimes$ No	Garbage/Bulky I	tems		⊠ Yes □ No
Within 50ft of a G	uardrail	oxtimes Yes $oxtimes$ No	Garbage/Metal			⊠ Yes □ No
Heavy Traffic		☐ Yes ⊠ No	Human Waste			⊠ Yes □ No
Near Industrial Zo	ne	☐ Yes ⊠ No	Rats/Mice			⊠ Yes □ No
Forested Area		☐ Yes ⊠ No	Hazardous Mate	erials		⊠ Yes □ No
Play Area		□ Yes ⊠ No	Falling Tree or L	imbs		☐ Yes ⊠ No
Rented Area		☐ Yes ⊠ No	Chemical Waste			☐ Yes ⊠ No
Slope		□ Yes ⊠ No	Fires			⊠ Yes □ No
Slide Zone		☐ Yes ⊠ No	Criminal Activity	,		☐ 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 Damag	ge		⊠ Yes □ No
	TOTAL COUNT:	4			TOTAL COUN	T: 12

#### **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
- Obstructions or Hazards

- General Photos of the Encampment
- Debris Fields

Vehicles/RVs /License Plates



**Encampment Response Team** 

	N	AVIG	ΑТ	ION TE	AM ASSESSMENT		
☑ Full Encampment Clean Up	☐ Obstruction	n Ren	nova	I	☐ Hazard Removal		☐ Cleared by scheduled contractors- FAS
	☐ Tent on s	ide w	alk		☐ Safety of Occupant		
	☐ Blocking ir facility	itende	d use	e of	☐ Safety of other near ar around camp	nd	☐ Remand to SPU
PRE-JOB SITE ASSESSMEN		CTIC			Specifications/Notes		
Uneven Terrain (Fall Protection Re		⊥ Yes _		No	_		
Waste Hauling to Dump	[	⊠ Yes		] No			
Waste Hauling to Other Location		⊠ Yes		] No			
SPU ASSESSMENT & INST	RUCTIONS	Da	te			Requi	rements:
☐ Litter removed -area more tha	n 20 feet from						d Coordinator accessed
active camp							
☐ Illegal Dumping -Encampment	Related Trash						
<b>B. RESOURCE PLAN</b>	INING						
SITE CREW ASSESSMENT <i>of</i> FIELD	CONDITIONS						
JOB SITE INSTRUCTIONS					Specifications/Notes		
Fall Protection Required		] Yes	$\boxtimes$	No			
Waste Hauling to Dump	$\triangleright$	Yes		No			
Waste Hauling to Other Location		Yes		No			
Vegetation Pruning		Yes	$\boxtimes$	No			
Biohazard Waste		Yes		No			
EXTERNAL CONTRACTORS	То	tal		Descrip	tion		
Number of Labor Crew Involved		1		_	a Crew (4)		
Number of Hazmat Crew Involved		0	_				
Number of Truck Drivers Approved		1	_				
Number of Full Time Days On-site Ap	oproved	0	_				
Number of Partial Days On-site Appr		4	_				
Total Hours Approved		4	-				
INTERNAL CLEAN UP TEAM	IS To	tal		Descrip			
Number of Heavy Teams		0	-		rom Seattle Parks		
Number of Light Teams	. —	2	-	Packer f	rom Seattle Parks		
Number of Full Time Days On-site Ap		0	_				
Number of Partial Days On-site Appr	oved	1	_				
Total Hours Approved		8					
STAGING LOCATION							
Date: 11/14/17 Time:	08:30	Loca	ition	: Harva	ord Ave @ Gwinn under Fre	eway	

# **C. PRE-CLEAN UP ACTIVITIES**



**Encampment Response Team** 

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.

Date 🔻	Day of Week	Туре	Location	Male Outreach	Female Outreach	Total Number of People Contacted		Females who took Shelter	Total Taking Shelter
11/9/2017	Thursday	Outreach	Franklin Under I-5	0	0	0	0	0	0
11/13/2017	Monday	Outreach	Franklin Under I-5	0	0	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	M. Teeters			
CHECKLIST for ENCAMPME	NT CLEAN UP			
Notice posting is 72 hours in advanc	e of cleanup (Date:)	11/9/17	⊠ Yes	□ No
Cleanup is occurring on date specifie	ed in notice			$\square$ No
Outreach was provided before the c	leanup (Date:)	11/10/17		□ No
Outreach team is present at cleanup	site			$\square$ No
Personnel are ready to identify and	collect belongings			$\square$ No
SPD or WSP officers are present to s	upport cleanup			$\square$ No
Crew is present and ready to suppor	t 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	<b>TOTAL COUNT</b>
11/14/17	2	1	1	0	4

### **STORAGE SUMMARY**

Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES	,		
OWNER PRESENT	0	ABANDONED TENT	0
Accepted Storage	U	Content Storable	U



**Encampment Response Team** 

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

## STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items	
1	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.

Exhibit A: Site Inspection





















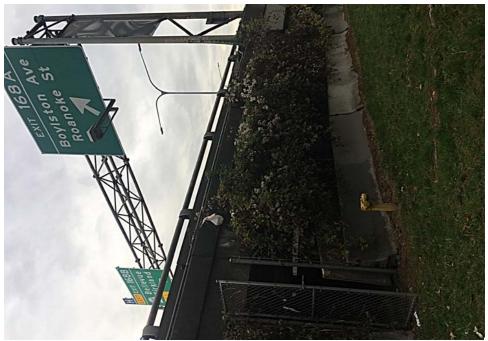












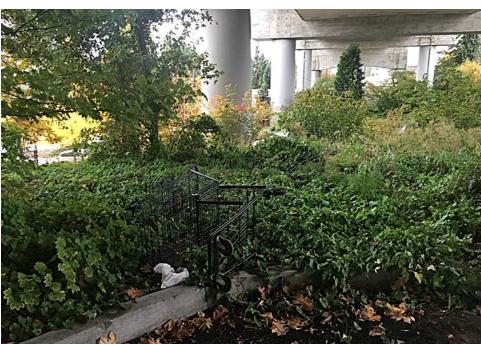












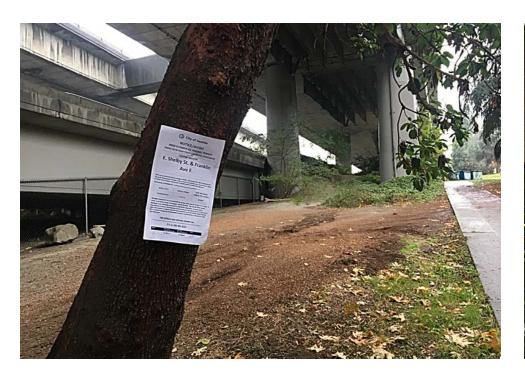






















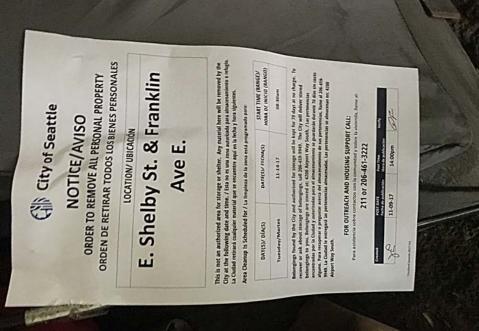




























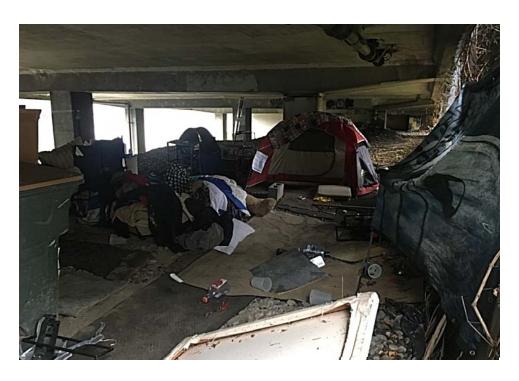




Exhibit D: Site Clean up

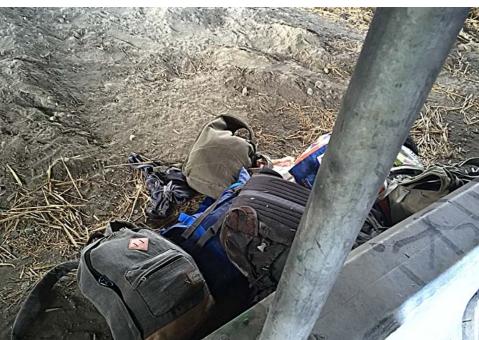




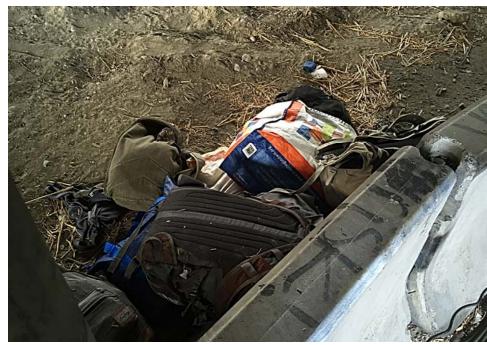


































































































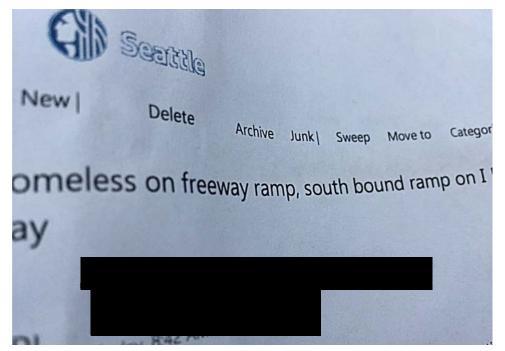










































206-459-9949

NO/No

t an authorized area for storage or shelter. Material found here was by the City. / Esta no es una zona autorizada para almacenamiento o refugio. El

que se encontró aquí fue retirado por la Ciudad.

BELONGINGS ARE IN STORAGE: Las Pertenencias Están En Almacenamiento

E. Shelby & Franklin Ave E.

LOCATION/ UBICACIÓN

NOTICE OF CLEANUP / AVISO DE LIMPIEZA

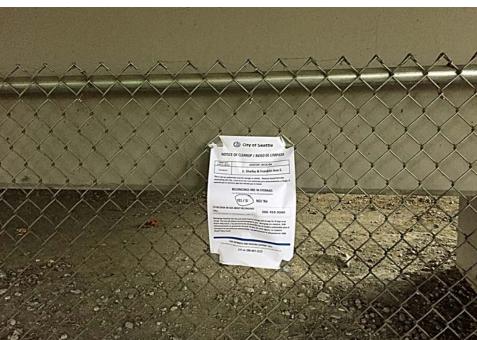


FOR OUTREACH AND HOUSING SUPPORT CALL: nice sobre contactos con la comunidad y sobre la vivienda

211 or 206-461-3222















# **EXHIBIT E: STORAGE INFO**

**Encampment Response Team** 

Site Name:	E. Shelby & Franklin Ave E	Date of Clean Up:	11/14/17

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 <b>or</b> Tent/Structure #	Owner Present?	Storage?	Not Storable? Check All That Apply	# of Bins	# of Bikes	# of Luggage	# of Large Items	Short Description
T1-MJT-1114	☐ Yes ⊠ No	☐ Accepted ☐ Declined ☑ N/A	<ul><li>☑ Hazardous Material</li><li>☑ Human Waste</li><li>☑ Damaged</li></ul>	0	0	0	0	Bottles of Urine in tent. Nothing storable
T2-MJT-1114	☐ Yes ⊠ No	☐ Accepted ☐ Declined ☑ N/A	☐ Hazardous Material ☐ Human Waste ☑ Damaged	1	0	0	0	2 Sets of work boot and tools in a silver Bin.
	☐ 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					

Updated 5/11/2017