

# 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

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• 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 <u>G:\FAC\Encampments\Encampment clean ups</u> directory.

			Date of First Inspection: 11/20/17			
		Date of Clean-Up: 1		1/30/17		
Christina Korpi			SERIS#	2413-02		
SERIS, Community				Photos to	FAS? ⊠ Yes □ No	
NCY DATA						
on Tents	Structures	Bed Rolls		Vehicles	<b>TOTAL COUNT</b>	
38	1	7		0	46	
TEDICICC		HEALTH CON	DITION	c		
LIERISICS	⊠ Ves □ No		DITION	3	⊠ Yes □ No	
		_			⊠ Yes □ No	
vater body or wetland					⊠ Yes □ No	
, , , , , , , , , , , , , , , , , , , ,	□ Yes ⊠ No	<del>-</del> -	ems		⊠ Yes □ No	
Guardrail	⊠ Yes □ No				⊠ Yes □ No	
	☐ Yes ⊠ No	Human Waste			⊠ Yes □ No	
one	□ Yes ⊠ No	Rats/Mice			⊠ Yes □ No	
	☐ Yes ☒ No	Hazardous Mater	rials		⊠ Yes □ No	
	⊠ Yes □ No	Falling Tree or Lir	mbs		☐ Yes ☒ No	
	⊠ Yes □ No	Chemical Waste			⊠ Yes □ No	
	⊠ Yes □ No	Fires			⊠ Yes □ No	
	☐ Yes ⊠ No	Criminal Activity			oxtimes Yes $oxtimes$ No	
	⊠ Yes □ No	Weapons			☐ Yes ⊠ No	
	□ Yes ⊠ No	Open Alcohol			oxtimes Yes $oxtimes$ No	
	□ Yes ⊠ No	Sharps			oxtimes Yes $oxtimes$ No	
	□ Yes ⊠ No	Property Damage	9		⊠ Yes □ No	
TOTAL COUNT:	6			TOTAL COUN	T: 14	
	SERIS, Community NCY DATA on Tents 38  CTERISICS  vater body or wetland Guardrail one	SERIS, Community   SERIS, Community   SERIS, Community   STructures	SERIS, Community  NCY DATA  On Tents Structures Bed Rolls  38 1 7  TERISICS  Yes No Disorganized Garbage/Bagged Yes No Garbage/Loose Yes No Garbage/Bulky It One Yes No Garbage/Metal Yes No Garbage/Metal Yes No Human Waste Yes No Hazardous Mater Yes No Falling Tree or Lir Yes No Fires Yes No Chemical Waste Yes No Fires Yes No Fires Yes No Weapons Yes No Open Alcohol Yes No Sharps Yes No Sharps Property Damage	SERIS, Community  NCY DATA  On Tents Structures Bed Rolls  38 1 7  TERISICS  HEALTH CONDITION  Yes No Garbage/Bagged  Yes No Garbage/Loose  Yes No Garbage/Bagged  Yes No Garbage/Bulky Items  Guardrail Yes No Garbage/Metal  Yes No Human Waste  Yes No Hazardous Materials  Yes No Falling Tree or Limbs  Yes No Fires  Yes No Fires  Yes No Fires  Yes No Griminal Activity  Yes No Weapons  Yes No Open Alcohol  Yes No Sharps  Yes No Property Damage	SERIS, Community  NCY DATA  on Tents Structures Bed Rolls Vehicles  38 1 7 0  STERISICS  Wes No Garbage/Bagged  vater body or wetland Yes No Garbage/Loose  Yes No Garbage/Bulky Items  Suardrail Yes No Garbage/Metal  Yes No Human Waste  One Yes No Rats/Mice  Yes No Hazardous Materials  Yes No Falling Tree or Limbs  Xes No Fires  Yes No Fires  Yes No Weapons  Yes No Weapons  Yes No Open Alcohol  Yes No Sharps  Yes No Sharps  Yes No Sharps  Yes No Property Damage	

#### **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



# SITE JOURNAL

**Encampment Response Team** 

NAVIGATION TEAM ASSESSMENT								
☑ Full Encampment Clean Up	☐ Obstructio	n Rem	noval	l	☐ Hazard Removal		☐ Cleared by scheduled contractors- FAS	
	☐ Tent on s	ide w	alk		■ Safety of Occupant			
	☐ Blocking in facility	tende	d use	e of	☐ Safety of other near a around camp	nd	☐ Remand to SPU	
PRE-JOB SITE ASSESSMEN	NT & INSTRU	СТІС	NS		Specifications/Notes			
Uneven Terrain (Fall Protection Re	equired)	☐ Yes	$\boxtimes$	No	-			
Waste Hauling to Dump		⊠ Yes		l No	-			
Waste Hauling to Other Location		☑ Yes		No				
CDIL ACCECCMENT & INCT	DUCTIONS	Do.				Domi	************	
SPU ASSESSMENT & INST		Da	te				rements: d Coordinator accessed	
Litter removed -area more that active camp	in 20 feet from					L Fiel	d Coordinator accessed	
☐ Illegal Dumping -Encampment	Related Trash							
	Telated Trasti	1						
B. RESOURCE PLAN	INING							
B. RESOURCE PLAN	INTING							
SITE CREW ASSESSMENT <i>of</i> FIELD	CONDITIONS							
SITE CREW ASSESSIVIENT OF FIELD	CONDITIONS							
JOB SITE INSTRUCTIONS					Specifications/Notes			
Fall Protection Required		Yes	$\boxtimes$	No	opcomouncing, recor			
Waste Hauling to Dump	$\boxtimes$	Yes		No				
Waste Hauling to Other Location		Yes		No				
Vegetation Pruning		Yes		No				
Biohazard Waste		Yes		No				
EXTERNAL CONTRACTORS	Tot	tal		Descript	ion			
Number of Labor Crew Involved		8		Cascadia				
Number of Hazmat Crew Involved		2	-					
Number of Truck Drivers Approved		2						
Number of Full Time Days On-site A	pproved	2						
Number of Partial Days On-site Appl		0	-					
Total Hours Approved		16	-					
		-						
INTERNAL CLEAN UP TEAM	IS Tot	tal		Descript	ion			
Number of Heavy Teams		1		WSDOT				
Number of Light Teams		2		Parks				
Number of Full Time Days On-site A	pproved	1						
Number of Partial Days On-site Appl	roved	0	_					
Total Hours Approved		8						
STAGING LOCATION								
Date: 11/30/17 Time:	9:00a.m.	Loca	ition	: Behind	d Fred Hughes , north lot N	ear Frank	din	

# C. PRE-CLEAN UP ACTIVITIES



# SITE JOURNAL

**Encampment Response Team** 

EXHIBIT	B:	SITE	<b>POSTING</b>	PHOTOS

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.

## 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 ENCAMPM	ENT CLEAN UP			
Notice posting is 72 hours in advar	nce of cleanup (Date:)	11-27-17	⊠ Yes	☐ No
Cleanup is occurring on date speci	fied in notice		⊠ Yes	□ No
Outreach was provided before the	cleanup (Date:)	11-29-17		□ No
Outreach team is present at clean	up site		⊠ Yes	□ No
Personnel are ready to identify and	d collect belongings			□ No
SPD or WSP officers are present to	support cleanup			□ No
Crew is present and ready to supp	ort cleanun		⊠ Ves	□ 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>
11/30/17-12/1/17	20	0	8	0	28

#### STORAGE SUMMARY

Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES			
OWNER PRESENT	0	ABANDONED TENT	2
Accepted Storage	U	Content Storable	2
OWNER PRESENT	19	ABANDONED TENT	0
Removed Tent	19	Content Not Storable	U
OWNER PRESENT	0	ABANDONED TENT	0
Removed tent but stored contents	0	Storable	U
OWNER PRESENT	2	ABANDONED TENT	-
Asked FC to Discard Tent	2	Not Storable	5



## STORAGE TOTALS

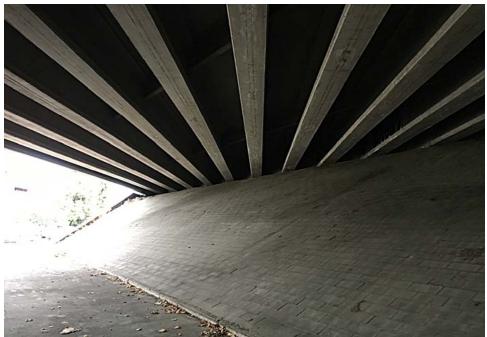
Number of Bins	Bikes	Large Luggage Items	Large Items
3	0	0	0

## EXHIBIT E: STORAGE INFO

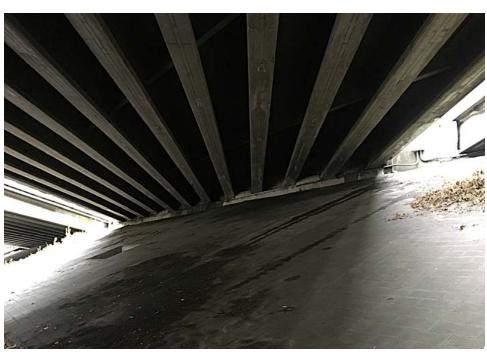
Field Coordinators are responsible for ensuring that we log information about each tent/structure that is at the clean-up site. This includes regular, obstruction and hazard clean-ups.

Exhibit A: Site Inspection





















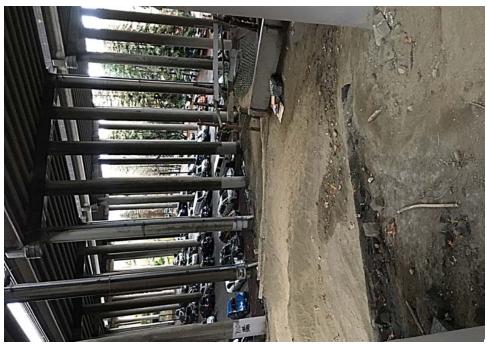


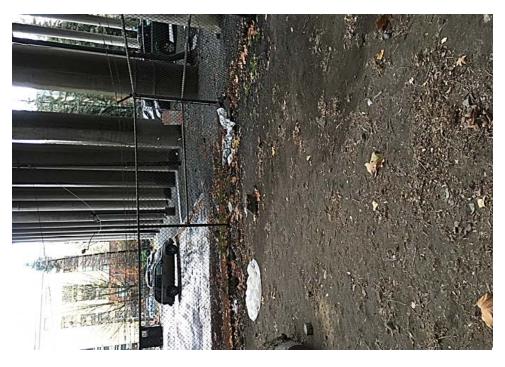


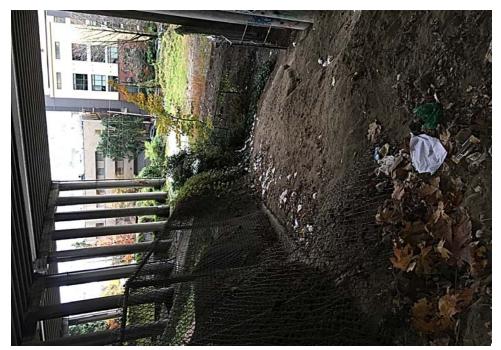
































































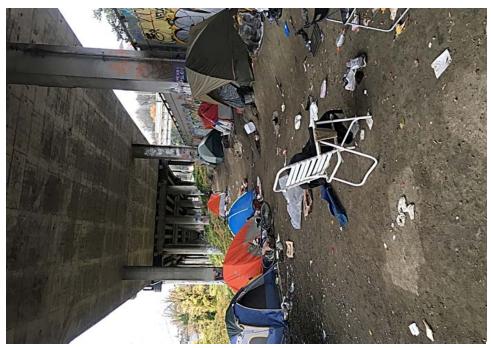








































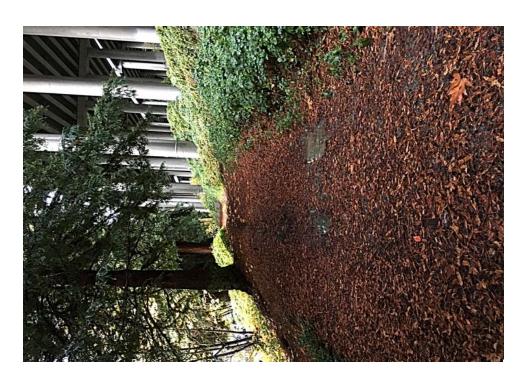






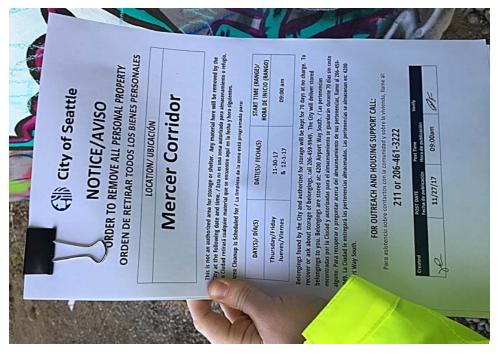




Exhibit B: Site Posting

























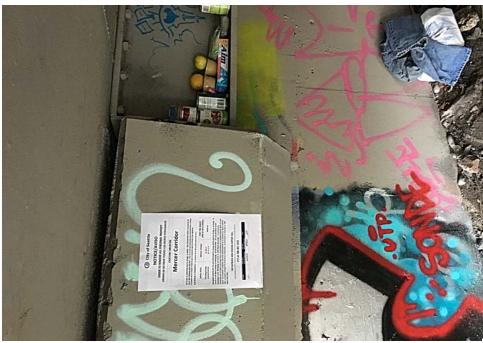
















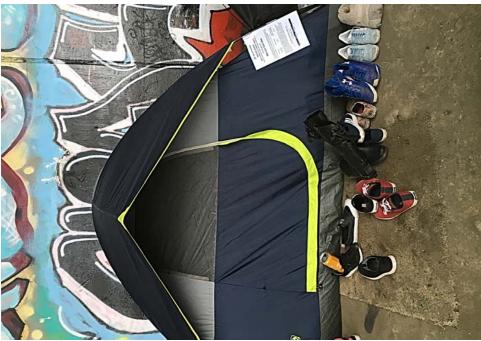
























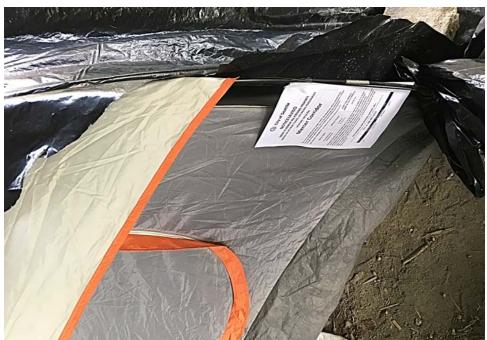
























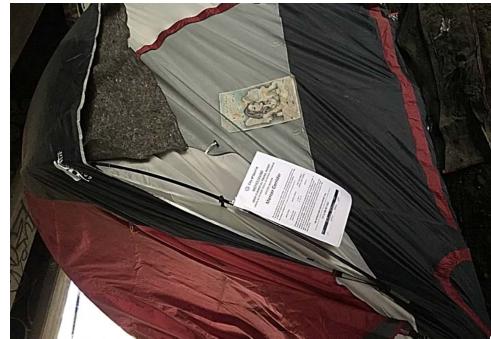




















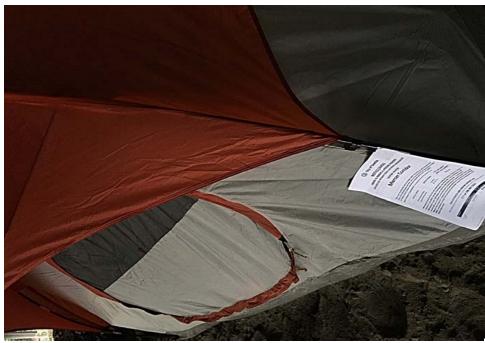




































Exhibit D: Site Clean up









































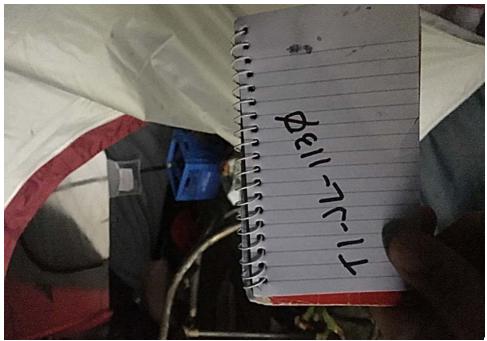












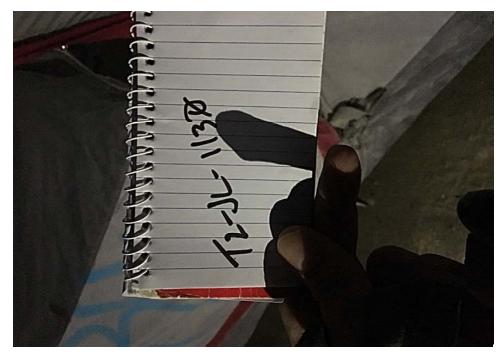


















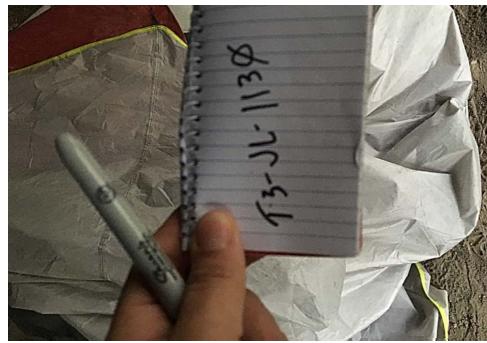


















Exhibit D: Site Clean up



















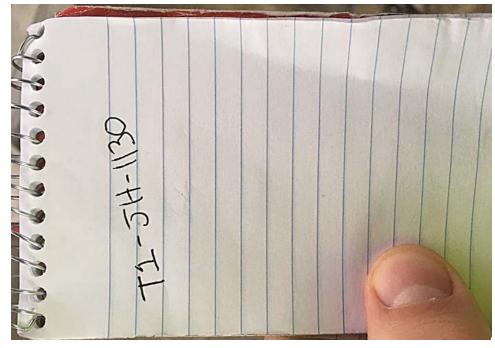




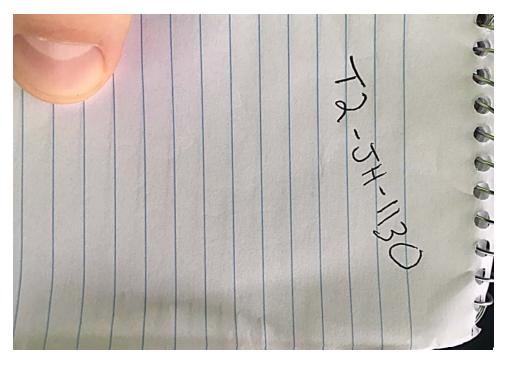












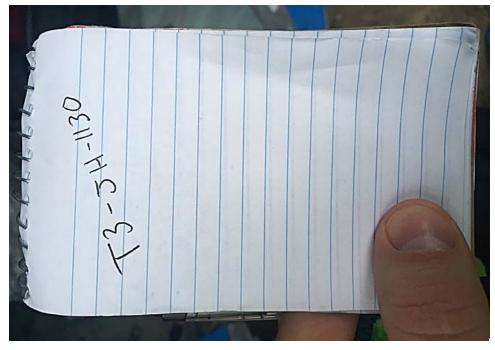


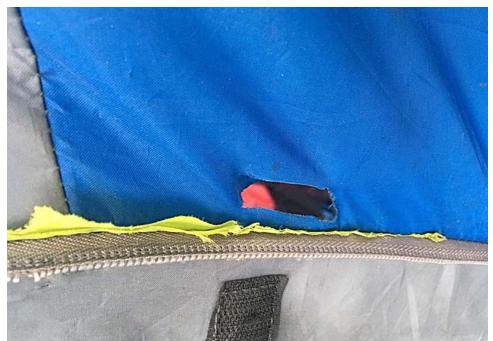








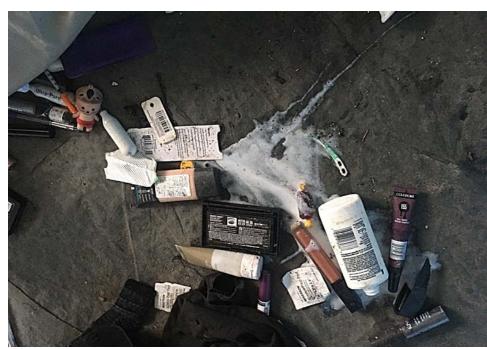






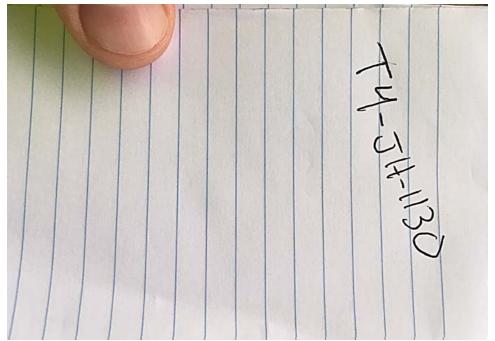




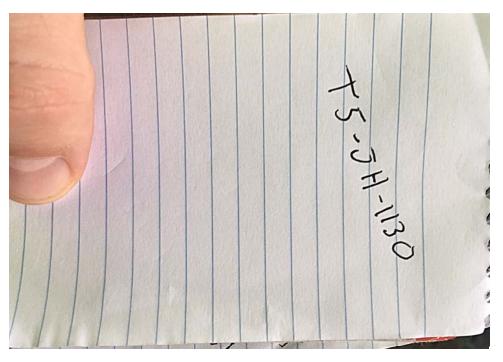








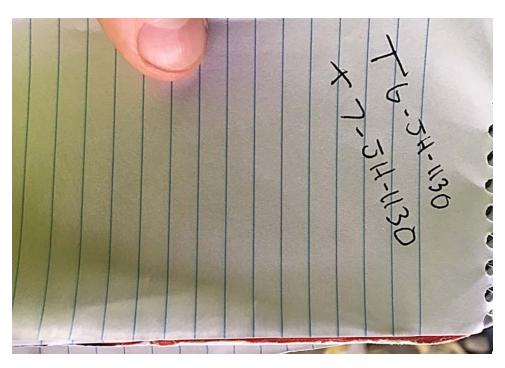




























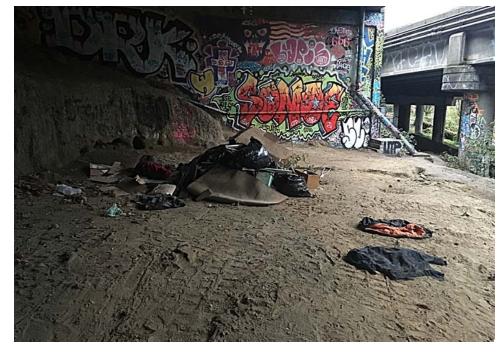


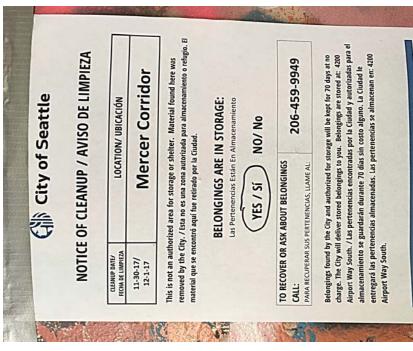












FOR OUTREACH AND HOUSING SUPPORT CALL:

211 or 206-461-3222















































































## **EXHIBIT E: STORAGE INFO**

**Encampment Response Team** 

Site Name:	Mercer Corridor	Date of Clean Up:	11-30-17 & 12-1-17

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-JH-1130	□ Yes ⊠ No	☐ Accepted ☐ Declined ☑ N/A	<ul><li>☑ Hazardous Material</li><li>☐ Human Waste</li><li>☑ Damaged</li></ul>	0	0	0	0	Tent not stored due to being ripped and having needles inside. Nothing storable inside
T2-JH-1130	□ Yes ⊠ No	☐ Accepted ☐ Declined ☑ N/A	□ Hazardous Material     □ Human Waste     □ Damaged	0	0	0	0	Tent not stored due to being soiled and having a foul smell, tent was empty.
T3-JH-1130	☐ Yes ☑ No	☐ Accepted ☐ Declined ☑ N/A	<ul><li>☑ Hazardous Material</li><li>☐ Human Waste</li><li>☑ Damaged</li></ul>	0	0	0	0	Tent not stored due to being ripped and having needle caps inside, nothing storable inside, some items also wet
T4-JH-1130	□ Yes ⊠ No	☐ Accepted ☐ Declined ☑ N/A	☐ Hazardous Material ☐ Human Waste ☑ Damaged	1	0	0	0	Tent not stored due to being ripped, stored hammer, skateboard, knife, books, blankets and shoes.
T5-JH-1130	☐ Yes ☑ No	☐ Accepted ☐ Declined ☑ N/A	☐ Hazardous Material ☐ Human Waste ☑ Damaged	0	0	0	0	Tent not stored due to being ripped, nothing storable inside.
T6-JH-1130 & T7-JH-30	⊠ Yes □ No	☐ Accepted ☑ Declined ☐ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged N/A	0	0	0	0	Owner took what he wanted and stated to throw the rest away.

Updated 5/11/2017



## **EXHIBIT E: STORAGE INFO**

**Encampment Response Team** 

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-JL-1130	⊠ Yes □ No	☐ Accepted ☑ Declined ☐ N/A	<ul><li>☐ Hazardous Material</li><li>☐ Human Waste</li><li>☐ Damaged</li></ul>	0	0	0	0	Owner returned just prior to FC taking inventory of tent.  Owner took everything.
T2-JL-1130	☐ Yes ⊠ No	☐ Accepted ☐ Declined ☑ N/A	<ul><li>☐ Hazardous Material</li><li>☐ Human Waste</li><li>☒ Damaged</li></ul>	0	0	0	0	Nothing stored-tent ripped, tent empty
T3-JL-1130	☐ Yes ⊠ No	☐ Accepted ☐ Declined ☑ N/A	<ul><li>☑ Hazardous Material</li><li>☐ Human Waste</li><li>☑ Damaged</li></ul>	1	0	0	0	Stored-head phones, small lantern light, 2 bags of CD's- Tent not stored-ripped, syringes inside garbage inside
Found in Debris (in the bay area)	☐ Yes ⊠ No	☐ Accepted ☐ Declined ☑ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged	1	0	0	0	Red sleeping bag found abandoned in one of the bays.
	☐ Yes ☐ No	☐ Accepted ☐ Declined ☐ N/A	<ul><li>☐ Hazardous Material</li><li>☐ Human Waste</li><li>☐ Damaged</li></ul>					
	☐ Yes ☐ No	☐ Accepted ☐ Declined ☐ N/A	<ul><li>☐ Hazardous Material</li><li>☐ Human Waste</li><li>☐ Damaged</li></ul>					
	☐ Yes ☐ No	☐ Accepted ☐ Declined ☐ N/A	<ul><li>☐ Hazardous Material</li><li>☐ Human Waste</li><li>☐ Damaged Beyond Repair</li></ul>					
	☐ Yes ☐ No	☐ Accepted ☐ Declined ☐ N/A	<ul><li>☐ Hazardous Material</li><li>☐ Human Waste</li><li>☐ Damaged</li></ul>					
	☐ Yes ☐ No	☐ Accepted ☐ Declined ☐ N/A	<ul><li>☐ Hazardous Material</li><li>☐ Human Waste</li><li>☐ Damaged</li></ul>					