

SITE JOURNAL

Encampment Response Team

SITE JOURNAL CONTENTS

Completed Site Journal

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

Site:	Metro Stairs on Rainie	er Ave		Date of First Inspection: 11/1/17			
Site Address:	Metro Stairs on Raini	er Ave		Date of Clean-Up: 11			
Inspection By:	C. Korpi & M. Teeters			SERIS # 2390-02, 2218-05, 902-08			
Referred By:	Sound Transit and co	mmunity		Photos to F	AS? ⊠ Yes □ No		
ITE OCCUPAN	CY DATA						
Date of Inspection	n Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT		
11/1/17	12	7	3	0	22		
SITE CHARACT	ERISICS		HEALTH CON	DITIONS			
Park		☐ Yes ⊠ No	Disorganized		⊠ Yes □ No		
Sidewalk		oxtimes Yes $oxtimes$ No	Garbage/Bagged		⊠ Yes □ No		
Within 50ft of a wa	iter body or wetland	\square Yes \boxtimes No	Garbage/Loose		⊠ Yes □ No		
Roadway		oxtimes Yes $oxtimes$ No	Garbage/Bulky Ite	ms	oxtimes Yes $oxtimes$ No		
Within 50ft of a Gu	ardrail	oxtimes Yes $oxtimes$ No	Garbage/Metal		⊠ Yes □ No		
Heavy Traffic		oxtimes Yes $oxtimes$ No	Human Waste		oxtimes Yes $oxtimes$ No		
Near Industrial Zon	e	☐ Yes ⊠ No	Rats/Mice		⊠ Yes □ No		
Forested Area		☐ Yes ☒ No	Hazardous Materi	als	⊠ Yes □ No		
Play Area		□ Yes ⊠ No	Falling Tree or Lim	bs	☐ 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 Damage		☐ Yes ⊠ No		
	TOTAL COUNT:	5		TOTAL COUNT	13		

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



SITE JOURNAL

Encampment Response Team

NAVIGATION TEAM ASSESSMENT							
☑ Full Encampment Clean Up	☐ Obstructio				☐ Hazard Removal		☐ Cleared by scheduled contractors- FAS
	☐ Tent on si	ide wa	alk		☐ Safety of Occupant		
	☐ Blocking in facility	tende	d use	e of	☐ Safety of other near ar around camp	nd	☐ Remand to SPU
PRE-JOB SITE ASSESSMEN	NT & INSTRU	стіс	NS		Specifications/Notes		
Uneven Terrain (Fall Protection Re	equired)	☑ Yes		No			
Waste Hauling to Dump		Yes		l No	-		
Waste Hauling to Other Location	Σ	☑ Yes		No			_
SPU ASSESSMENT & INST	RUCTIONS	Dat	te			Requi	rements:
☐ Litter removed -area more tha	ın 20 feet from					☐ Fiel	d Coordinator accessed
active camp							
☐ Illegal Dumping -Encampment	Related Trash						
B. RESOURCE PLAN	INING						
DI RESOURCE I EAR							
SITE CREW ASSESSMENT <i>of</i> FIELD	CONDITIONS						
•							
JOB SITE INSTRUCTIONS					Specifications/Notes		
Fall Protection Required		Yes		No	•		
Waste Hauling to Dump		Yes		No			
Waste Hauling to Other Location	\boxtimes	Yes		No			
Vegetation Pruning	\boxtimes	Yes		No			
Biohazard Waste	\boxtimes	Yes		No			
EXTERNAL CONTRACTORS	Tot	·al		Descript	ion		
Number of Labor Crew Involved	100	5		Cascadia			
	-	<u> </u>		Cascaula			
Number of Truck Drivers Approved		1					
Number of Truck Drivers Approved							
Number of Full Time Days On-site A		2					
Number of Partial Days On-site App		0					
Total Hours Approved	:	16					
INTERNAL CLEAN UP TEAM	IS Tot	al		Descript	ion		
Number of Heavy Teams		0					
Number of Light Teams		1		Parks			
Number of Full Time Days On-site A	pproved	0	_				
Number of Partial Days On-site App	roved	0					
Total Hours Approved		8					
STAGING LOCATION							
Date: 11/8/17 Time:	8:30 am	Loca	tion	: NB Ra	inier Metro Stairs		

C. PRE-CLEAN UP ACTIVITIES



SITE JOURNAL

Encampment Response Team

	EXHIBIT	B:	SITE	POSTING	PHOTOS
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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	Christina Korpi and Jeff Horan			
CHECKLIST for ENCAMPI	MENT CLEAN UP			
Notice posting is 72 hours in adv	ance of cleanup (Date:)	11/3/17	⊠ Yes	☐ No
Cleanup is occurring on date spe	cified in notice			□ No
Outreach was provided before the	ne cleanup (Date:)	11/6/17	⊠ Yes	□ No
Outreach team is present at clea	nup site			☐ No
Personnel are ready to identify a	nd collect belongings		⊠ Yes	□ No
SPD or WSP officers are present	to support cleanup		⊠ Yes	□ No
Crew is present and ready to sup	port 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	TOTAL COUNT
11/8/17	7	5	1	0	13

STORAGE SUMMARY

Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES			
OWNER PRESENT	0	ABANDONED TENT	0
Accepted Storage	U	Content Storable	U
OWNER PRESENT	10	ABANDONED TENT	0
Removed Tent	10	Content Not Storable	U
OWNER PRESENT		ABANDONED TENT	0
Removed tent but stored contents	0	Storable	U
OWNER PRESENT	0	ABANDONED TENT	2
Asked FC to Discard Tent	0	Not Storable	2



STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
0	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





































































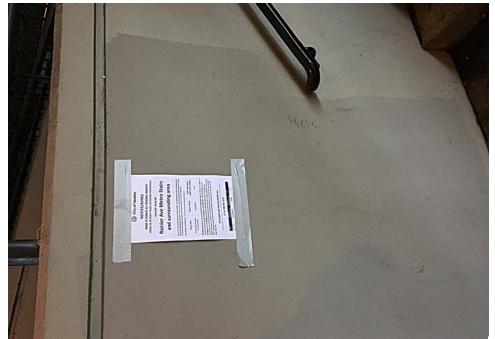




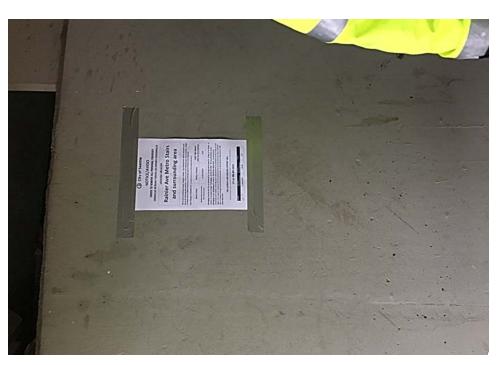






















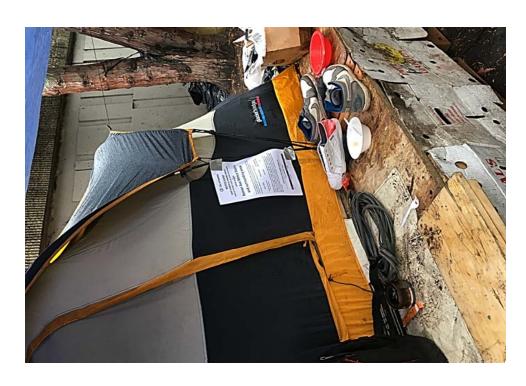




































































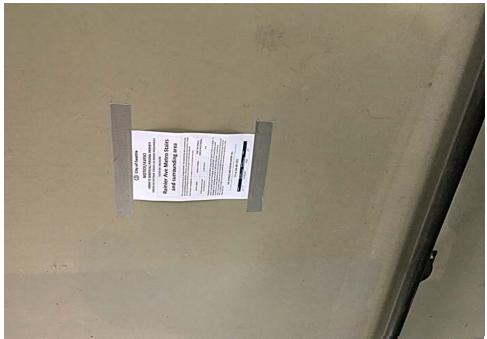




























Exhibit D: Site Clean up



































































































































































NOTICE OF CLEANUP / AVISO DE LIMPIEZA

Rainier Ave Metro Stairs and surrounding areas LOCATION/ UBICACIÓN 71/9/11

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 refuy material que se encontró aquí fue retirado por la Ciudad.

BELONGINGS ARE IN STORAGE: Las Pertenencias Están En Almacenamiento

ON VON

TO RECOVER OR ASK ABOUT BELONGINGS CALL:
PARA RECUPERAR SUS PERTENENCIAS, LLAME AL:

206-459-9949

Belongings found by the City and authorited 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 almacenamiento se guardarán durante 70 dias sin costo alguno. La Ciudad le entregará las pertenencias almacenadas. Las pertenencias se almacenan en: 4200 Virport Way South.

FOR OUTREACH AND HOUSING SUPPORT CALL:

211 or 206-461-3222





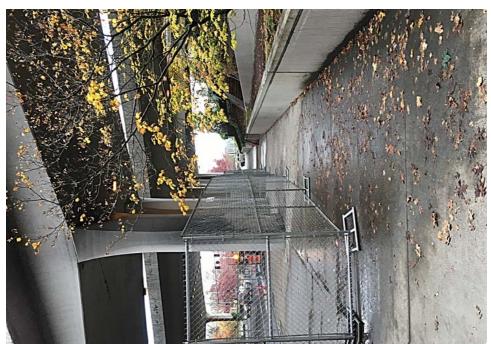


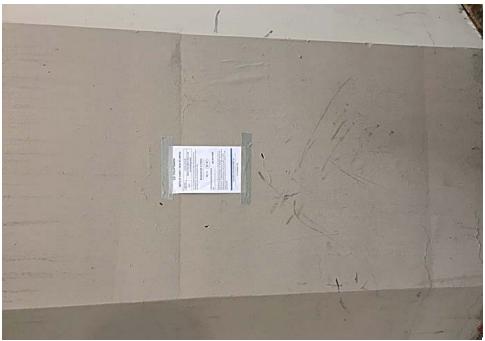


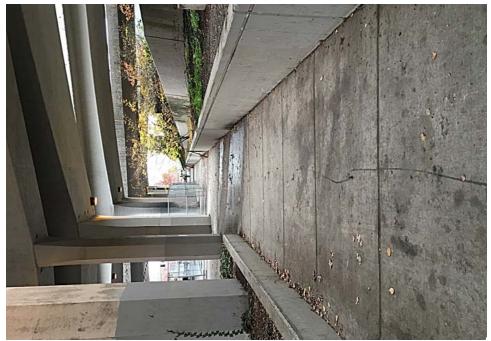


















































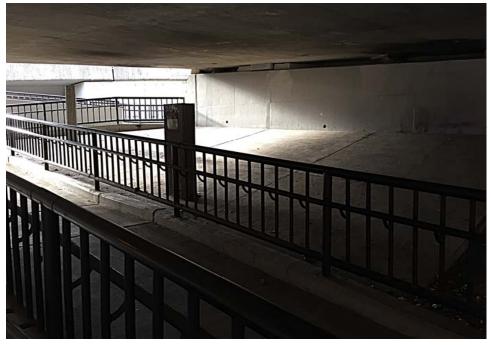


























EXHIBIT E: STORAGE INFO

Encampment Response Team

Site Name:	Metro Stairs on Rainier Ave	Date of Clean Up:	11/8-9/17

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 or Tent/Structure #	Owner Present?	Storage?	Not Storable? Check All That Apply	# of Bins	# of Bikes	# of Luggage	# of Large Items	Short Description
No storage	☐ 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					