

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 Address: 1845 E Marginal Way S	Site:	1845 E Marginal Way	S			Date of Fire	st Inspection:	11/27/17
Photos to FAS? Yes No No No No No No No N	Site Address:	1845 E Marginal Way	S			Date of 0	Clean-Up:	12/13/2017
Date of Inspection Tents Structures Bed Rolls Vehicles TOTAL COUNT	Inspection By:	J. Lohman & C. Korpi				SERIS#	2838-01, 2	783-01
Date of Inspection Tents	Referred By:	SERIS & Community					Photos to F	AS? ⊠ Yes □ No
11/27/17 15 1 0 1 17 SITE CHARACTERISICS Park Yes No Disorganized Yes No Sidewalk Yes No Garbage/Bagged Yes No Within 50ft of a water body or wetland Yes No Garbage/Loose Yes No Roadway Yes No Garbage/Bulky Items Yes No Within 50ft of a Guardrail Yes No Garbage/Metal Yes No Heavy Traffic Yes No Human Waste Yes No Near Industrial Zone Yes No Hazardous Materials Yes No Forested Area Yes No Falling Tree or Limbs Yes No Play Area Yes No Chemical Waste Yes No Slope Yes No Criminal Activity Yes No Slide Zone Yes No Open Alcohol Yes No	SITE OCCUPAN	ICY DATA					_	
SITE CHARACTERISICS Park Yes No Disorganized Yes No Osarbage/Bagged Yes No No Osarbage/Bagged Yes No No Osarbage/Bagged Yes No No Osarbage/Bagged No Osarbage/Bagge	Date of Inspection	on Tents	Str	uctures	Bed Rolls		Vehicles	TOTAL COUNT
Park Yes No Disorganized Yes No Sidewalk Yes No Garbage/Bagged Yes No Within 50ft of a water body or wetland Yes No Garbage/Loose Yes No Roadway Yes No Garbage/Bulky Items Yes No Within 50ft of a Guardrail Yes No Garbage/Metal Yes No Heavy Traffic Yes No Human Waste Yes No Near Industrial Zone Yes No Rats/Mice Yes No Forested Area Yes No Hazardous Materials Yes No Play Area Yes No Falling Tree or Limbs Yes No Rented Area Yes No Chemical Waste Yes No Slope Yes No Fires Yes No Slide Zone Yes No Criminal Activity Yes No Other: Yes No Open Alcohol Yes No Other: Yes	11/27/17	15		1	0		1	17
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Sidewalk	SITE CHARAC	TERISICS			HEALTH CON	IDITIONS	S	
Within 50ft of a water body or wetland	Park		☐ Yes	⊠ No	Disorganized			⊠ Yes □ No
Roadway Yes No Garbage/Bulky Items Yes No Within 50ft of a Guardrail Yes No Garbage/Metal Yes No Heavy Traffic Yes No Human Waste Yes No Near Industrial Zone Yes No Rats/Mice Yes No Forested Area Yes No Hazardous Materials Yes No Play Area Yes No Falling Tree or Limbs 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	Sidewalk			□ No	Garbage/Bagged	l		⊠ Yes □ No
Within 50ft of a Guardrail	Within 50ft of a w	ater body or wetland	\square Yes	⊠ No	Garbage/Loose			⊠ Yes □ No
Heavy Traffic	Roadway			\square No	Garbage/Bulky It	tems		⊠ Yes □ No
Near Industrial Zone Near Industrial Zone Near Industrial Zone No Rats/Mice No No No Rats/Mice No No No Rats/Mice No No Rats/Mice No No No No Rats/Mice No No No No No Rats/Mice No No No No No Rats/Mice No	Within 50ft of a G	uardrail		\square No	Garbage/Metal			⊠ Yes □ No
Forested Area	Heavy Traffic			\square No	Human Waste			⊠ Yes □ No
Play Area	Near Industrial Zo	ne		□ No	Rats/Mice			\square Yes \boxtimes 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	Forested Area		☐ Yes	⊠ No	Hazardous Mate	rials		⊠ 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	Play Area		☐ Yes	⊠ No	Falling Tree or Li	mbs		☐ 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	Rented Area		☐ Yes	⊠ No	Chemical Waste			⊠ Yes □ No
Fire ⊠ Yes □ No Weapons □ Yes ⊠ No Other: □ Yes ⊠ No Open Alcohol ⊠ Yes □ No Other: □ Yes ⊠ No Sharps ⊠ Yes □ No	Slope		☐ Yes	⊠ No	Fires			⊠ Yes □ No
Other:	Slide Zone		☐ Yes	⊠ No	Criminal Activity			⊠ Yes □ No
Other: \square Yes \boxtimes No Sharps \boxtimes Yes \square No	Fire			□ No	Weapons			☐ Yes ☒ No
	Other:		☐ Yes	⊠ No	Open Alcohol			⊠ Yes □ No
	Other:		☐ Yes	⊠ No	Sharps			⊠ Yes □ No
Uther:	Other:		☐ Yes	⊠ No	Property Damag	e		⊠ Yes □ No

EXHIBIT A: SITE INSPECTION PHOTOS

TOTAL COUNT:

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

TOTAL COUNT:

- General Photos of the Encampment
- Debris Fields

6

Vehicles/RVs /License Plates

13



SITE JOURNAL

Encampment Response Team

NAVIGATION TEAM 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 in facility	tende	d use	e of	☐ Safety of other near ar around camp	nd	☐ Remand to SPU	
PRE-JOB SITE ASSESSMEN	IT & INSTRU	стіс	ONS		Specifications/Notes			
Uneven Terrain (Fall Protection Re	quired) [□ Yes	\boxtimes	No				
Waste Hauling to Dump		⊠ Yes] No				
Waste Hauling to Other Location		⊠ Yes] No				
		1				1		
SPU ASSESSMENT & INST		Da	te				rements:	
Litter removed -area more tha	in 20 feet from					∐ Field	d Coordinator accessed	
active camp	Polated Track							
☐ Illegal Dumping -Encampment	neidieu Irash							
B. RESOURCE PLAN								
SITE CREW ASSESSMENT <i>of</i> FIELD	CONDITIONS							
JOB SITE INSTRUCTIONS					Specifications/Notes			
Fall Protection Required		Yes	\boxtimes	No				
Waste Hauling to Dump	\boxtimes	Yes		No				
Waste Hauling to Other Location	\boxtimes	Yes		No				
Vegetation Pruning		Yes	\boxtimes	No				
Biohazard Waste	\boxtimes	Yes		No				
EXTERNAL CONTRACTORS	To	tal		Descript	ion			
Number of Labor Crew Involved		1	_	Cascadia	1			
Number of Hazmat Crew Involved		1	_					
Number of Truck Drivers Approved		2	_	Cascadia	a & WSDOT			
Number of Full Time Days On-site A	pproved	1	_					
Number of Partial Days On-site Appl	roved	0	_					
Total Hours Approved		8						
INTERNAL CLEAN UP TEAM	IS To	tal		Descript	ion			
Number of Heavy Teams		0	_					
Number of Light Teams		1	_	Parks				
Number of Full Time Days On-site A	pproved	1	_					
Number of Partial Days On-site App	roved	0	_					
Total Hours Approved		8						
STAGING LOCATION Date: 12/13/17 Time:	8:30 am	Loca	ation	: 1845	E Marginal Way S			

C. PRE-CLEAN UP ACTIVITIES



SITE JOURNAL

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.

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			
CHECKLIST for ENCAMPI	MENT CLEAN UP			
Notice posting is 72 hours in adv		12/7/17	⊠ Yes	□ No
Cleanup is occurring on date spe	cified in notice			□ No
Outreach was provided before the	ne cleanup (Date:)	12/11/17	⊠ 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
12/13/17	10	1	1	1	13

STORAGE SUMMARY

Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES			
OWNER PRESENT	1	ABANDONED TENT	1
Accepted Storage	1	Content Storable	1
OWNER PRESENT	0	ABANDONED TENT	0
Removed Tent	U	Content Not Storable	U
OWNER PRESENT	1	ABANDONED TENT	0
Removed tent but stored contents	1	Storable	0
OWNER PRESENT	г	ABANDONED TENT	2
Asked FC to Discard Tent	5	Not Storable	3



STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
7	3	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













































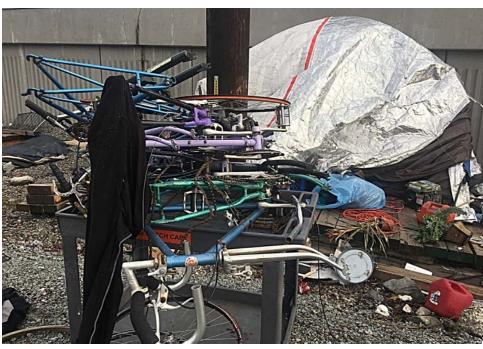




























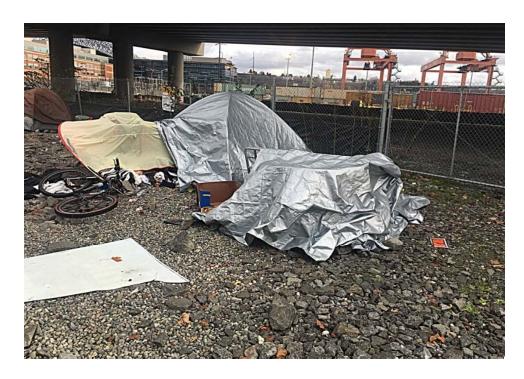
























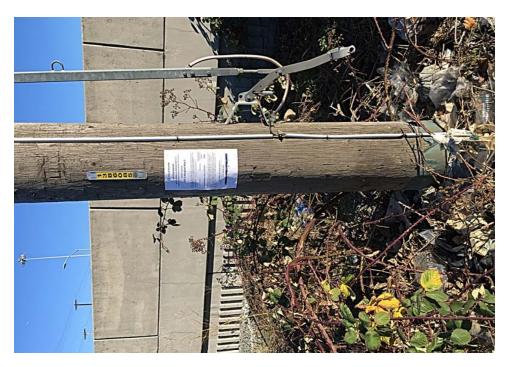




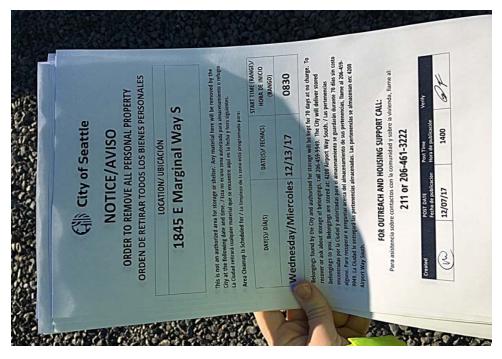




Exhibit B: Site Posting



















































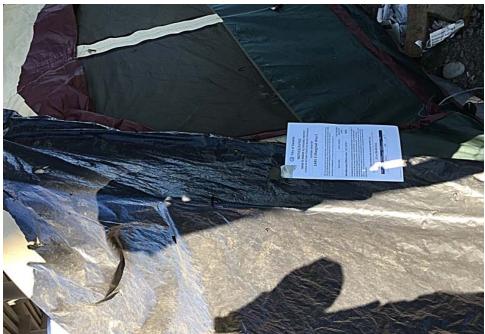














Exhibit D: Site Clean up

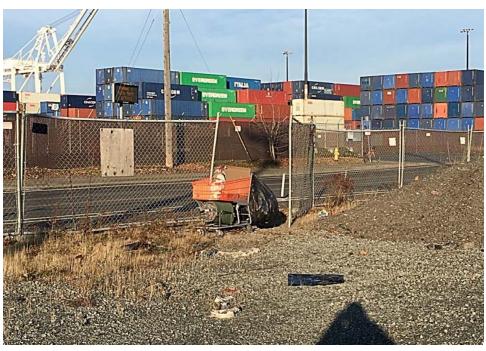














































































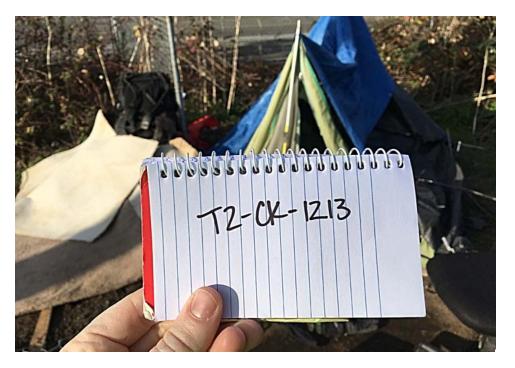
















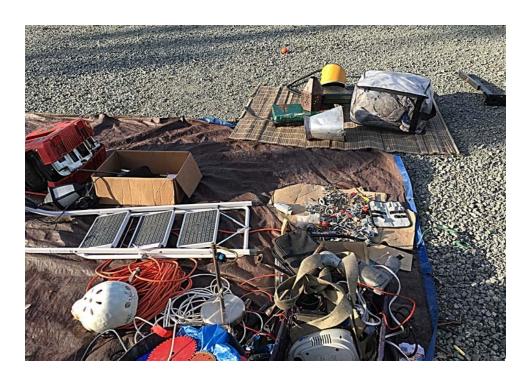










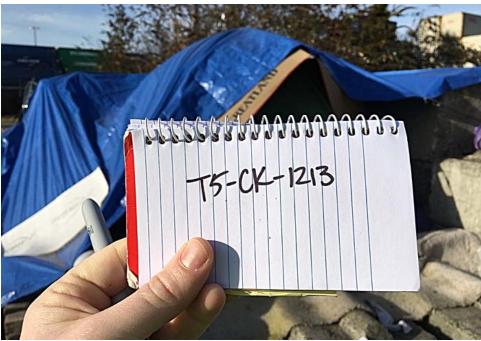




















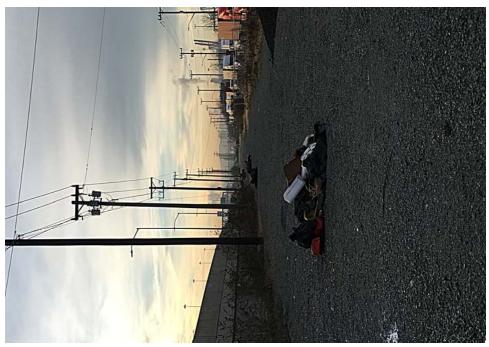




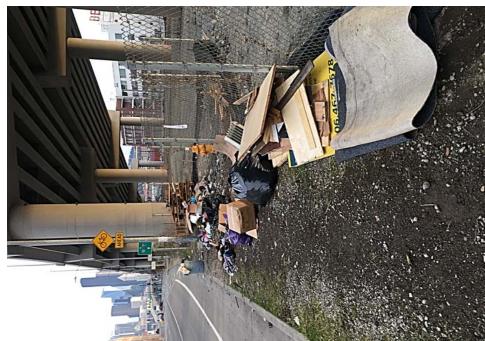










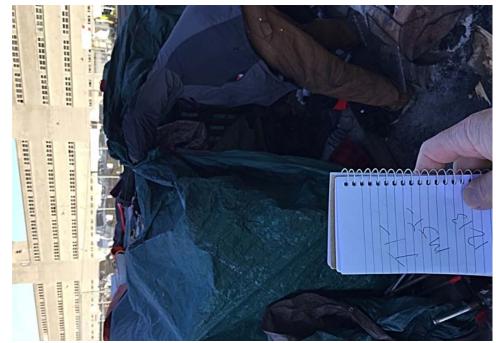






























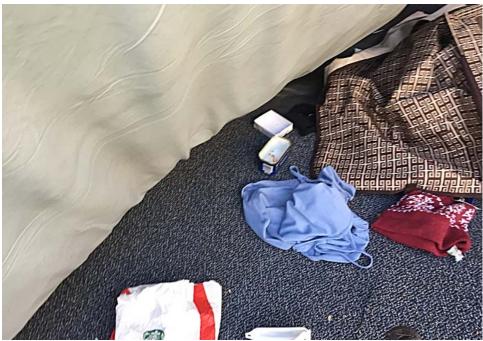


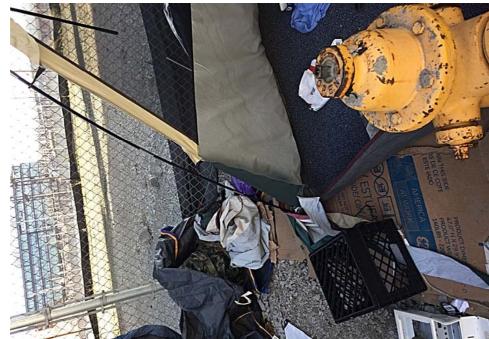








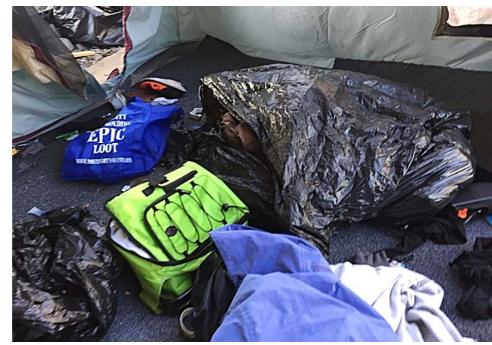






























NOTICE OF CLEANUP / AVISO DE LIMPIEZA G City of Seattle

1845 E Marginal Way S LOCATION/ UBICACIÓN 12/13/2017

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:

ICE OF CLEANUP / AVISO DE LIMPIEZA (City of Seattle

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.

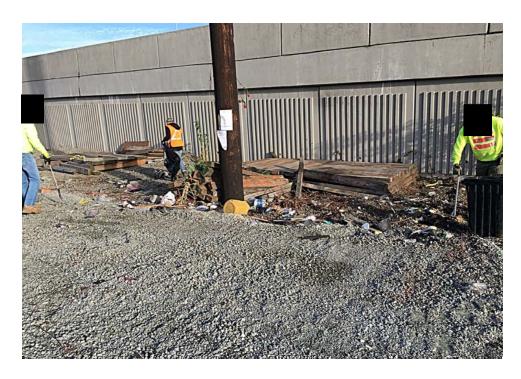
FOR OUTREACH AND HOUSING SUPPORT CALL:

211 or 206-461-3222

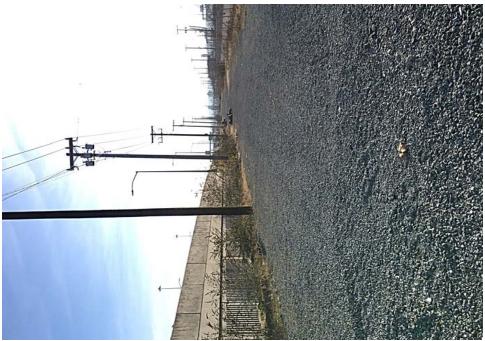






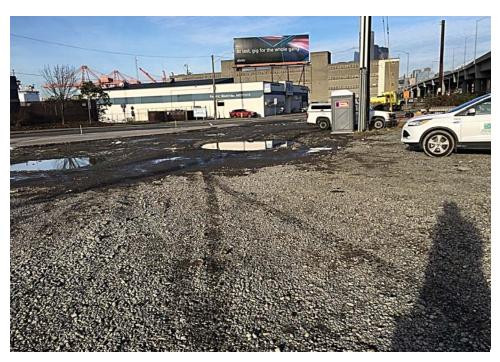










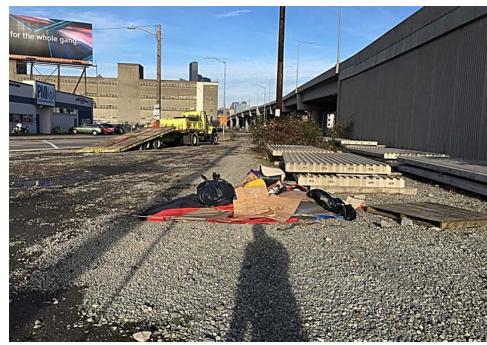


















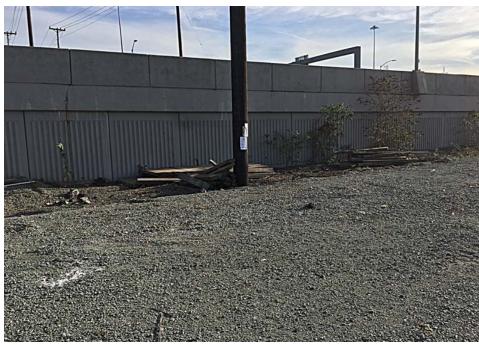


















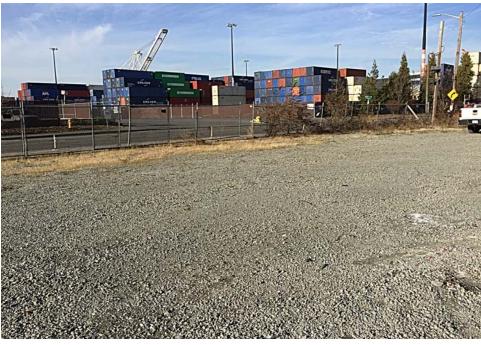




































EXHIBIT E: STORAGE INFO

Encampment Response Team

Site Name:	1845 E Marginal Way S	Date of Clean Up:	12/13/17
	·		

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
T1-MJT-1213	□ Yes ⊠ No	☐ Accepted ☐ Declined ☑ N/A	☑ Hazardous Material☑ Human Waste☑ Damaged	1	1	0	0	Various personal items stored from structure including various jackets, eyeglasses, clothing and a bicycle.
	⊠ Yes □ No	☐ Accepted☐ Declined☐ N/A	☐ Hazardous Material ☐ Human Waste ☑ Damaged	2	0	0	0	Self-stored personal items including a keyboard bag of cymbals and umbrellas. The rest of the items owner identified as garbage including the tent.
(T4-CK-1213 & T5-CK- 1213)	⊠ Yes □ No	☐ Accepted☐ Declined☐ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged	0	1	0	0	Owner self-stored one bicycle. He took desired belongings with him and said that anything left behind could be discarded.
(T2-CK-1213)	⊠ Yes □ No	☐ Accepted☐ Declined☐ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged	2	0	0	0	Personal items self-stored by including a guitar and blankets. He said that tent and other items left behind could be discarded.
Found in Debris	☐ Yes ⊠ No	☐ Accepted ☐ Declined ☑ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged	0	1	0	0	Bicycle found in debris
	⊠ Yes □ No	☐ Accepted☐ Declined☐ N/A	☒ Hazardous Material☒ Human Waste☒ Damaged	2	0	0	0	stored personal items including blankets and personal items.

Updated 5/11/2017



EXHIBIT E: STORAGE INFO

Encampment Response Team

Owner Name <i>or</i>	Owner		Not Storable?		# of	# of	# of Large	
Tent/Structure #	Present?	Storage?	Check All That Apply	# of Bins	Bikes	Luggage	Items	Short Description
Т1-СК-1213	⊠ Yes □ No	☐ Accepted ☑ Declined ☐ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged	0	0	0	0	Owner, declined storage and said that everything left behind was garbage.
Т3-СК-1213	⊠ Yes □ No	☐ Accepted ☑ Declined ☐ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged	0	0	0	0	Campers, 2 females and 1 male, took the majority of their belongings with them and said that anything left behind could be thrown away.
	☐ 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					
	☐ Yes ☐ No	☐ Accepted ☐ Declined ☐ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged					