

SITE JOURNAL

Date of First Inspection: 10-31-17

Encampment Response Team

SITE JOURNAL CONTENTS

Completed Site Journal

Exhibit A: Site Inspection Photos

Ravenna Woods

Exhibit B: Site Posting Photos

Exhibit C: Outreach Report

Exhibit D: Clean Up & Storage Photos

Exhibit E: Storage Detail

A. SITE INSPECTION

Site:

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: Ravenna Woods Greenbelt				Date of 0	Clean-Up: 12	2/5-6/2017			
Inspection By: Ma	arlan Teeters; C. Ko	rpi & J. Loh	man			SERIS#	2609-01, 2850	-01, 2829-0	1, 240-04
Referred By: SE	RIS, Community						_ Photos to FAS	? ⊠ Yes	□ No
SITE OCCUPANCY	DATA								
Date of Inspection	Tents	St	ructures		Bed Rolls		Vehicles	TOTAL	COUNT
10/31/17	2		3		1		0		6
11/27/17 (apts above)	1		2		0		0		3
11-28-17	1		3		0		0		4
SITE CHARACTER	ISICS				HEALTH CON	DITIONS	S		
Park			□ No		Disorganized				□ No
Sidewalk		☐ Yes	⊠ No		Garbage/Bagged			☐ Yes	⊠ No
Within 50ft of a water	body or wetland	☐ Yes	⊠ No		Garbage/Loose				□ No
Roadway		☐ Yes	⊠ No		Garbage/Bulky Ite	ems		⊠ Yes	□ No
Within 50ft of a Guard	rail	⊠ Yes	□ No		Garbage/Metal				□ No
Heavy Traffic		☐ Yes	⊠ No		Human Waste				□ No
Near Industrial Zone		☐ Yes	⊠ No		Rats/Mice				□ No
Forested Area			□ No		Hazardous Materi	ials		☐ Yes	⊠ No
Play Area		☐ Yes	⊠ No		Falling Tree or Lin	nbs		⊠ Yes	□ No
Rented Area		☐ Yes	⊠ No		Chemical Waste			☐ Yes	⊠ No
Slope			□ No		Fires			☐ Yes	⊠ No
Slide Zone		☐ Yes	⊠ No		Criminal Activity			⊠ Yes	□ No
Fire		⊠ Yes	□ No		Weapons			☐ Yes	⊠ No
Other:		☐ Yes	⊠ No		Open Alcohol				□ No
Other:		☐ Yes	⊠ No		Sharps				□ No
Other:		☐ Yes	⊠ No		Property Damage				□ No
	TOTAL COUNT:		5				TOTAL COUNT:	1	1

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**
- General Photos of the Encampment
- Photos of Individual Tents
- Obstructions or Hazards
- **Debris Fields** Vehicles/RVs /License Plates

TOTAL COUNT:



SITE JOURNAL

Encampment Response Team

NAVIGATION TEAM ASSESSMENT							
☑ Full Encampment Clean Up	☐ Obstruction	on Rem	nova	I	☐ Hazard Removal		☐ Cleared by scheduled contractors- FAS
	☐ Tent on s	ide w	alk		☐ Safety of Occupant		
	☐ Blocking ir facility	ntende	d use	e of	☐ Safety of other near ar around camp	nd	☐ Remand to SPU
PRE-JOB SITE ASSESSMEI	NT & INSTRU	JCTIC) N S		Specifications/Notes		
Uneven Terrain (Fall Protection Re	equired)	⊠ Yes] No			
Waste Hauling to Dump		⊠ Yes		l No	-		
Waste Hauling to Other Location	[⊠ Yes] No			
SPU ASSESSMENT & INST	RUCTIONS	Da	tο			Requi	rements:
☐ Litter removed -area more that		Du					d Coordinator accessed
active camp	311 20 10011						a coordinator accessed
☐ Illegal Dumping -Encampmen	t Related Trash						
						•	
B. RESOURCE PLAN	INING						
b. RESOURCE PLAN	VIVIIVG						
SITE CREW ASSESSMENT of FIELD	CONDITIONS						
SITE CILEVO ASSESSIVILIAL OF TILLE	CONDITIONS						
JOB SITE INSTRUCTIONS					Specifications/Notes		
Fall Protection Required		Yes		No			
Waste Hauling to Dump	\triangleright	Yes		No			
Waste Hauling to Other Location		☑ Yes		No			
Vegetation Pruning		Yes	\boxtimes	No			
Biohazard Waste	Σ	Yes		No			
EXTERNAL CONTRACTORS	To	tal		Descript	tion		
Number of Labor Crew Involved		8		Cascadia			
Number of Hazmat Crew Involved	-	1	_	G ascaa	<u> </u>		
Number of Truck Drivers Approved		2	_				
Number of Full Time Days On-site A	pproved	2	_				
Number of Partial Days On-site App		0	_				
Total Hours Approved		16	_				
Pro second							
INTERNAL CLEAN UP TEAM	1S To	tal		Descrip	tion		
Number of Heavy Teams		1	_	Parks			
Number of Light Teams		1	_				
Number of Full Time Days On-site A	pproved	2	_				
Number of Partial Days On-site App	roved	0	_				
Total Hours Approved		16					
STAGING LOCATION							
Date: 12/5/2017 Time:	08:30	Loca	ition	: Raver	nna Woods on Ravenna Ave	NE	

C. PRE-CLEAN UP ACTIVITIES



SITE JOURNAL

Encampment Response Team

FXHIBIT	B: SIT	E POSTING	PHOTOS
LAIIDII	D. J.I		

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 ENCAMPN	MENT CLEAN UP			
Notice posting is 72 hours in adva	ance of cleanup (Date:)	11/29/2017	⊠ Yes □	No
Cleanup is occurring on date spec	cified in notice			No
Outreach was provided before th	e cleanup (Date:)	12/1/2017	⊠ Yes □	No
Outreach team is present at clear	nup site			No
Personnel are ready to identify a	nd collect belongings		⊠ Yes □	No
SPD or WSP officers are present t	o support cleanup		oxtimes Yes $oxtimes$	No
Crew is present and ready to sup	port cleanup		⊠ Yes □	Nο

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
12/5/17	1	5	0	0	6

STORAGE SUMMARY

Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES				
OWNER PRESENT	0	ABANDONED TENT	0	
Accepted Storage	U	Content Storable		
OWNER PRESENT	2	ABANDONED TENT	0	
Removed Tent	2	Content Not Storable	0	
OWNER PRESENT	0	ABANDONED TENT	0	
Removed tent but stored contents	U	Storable	0	
OWNER PRESENT	4	ABANDONED TENT	0	
Asked FC to Discard Tent	4	Not Storable	0	



STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
0	1	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

















































































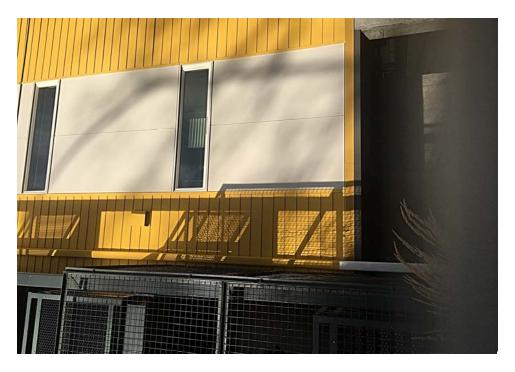




























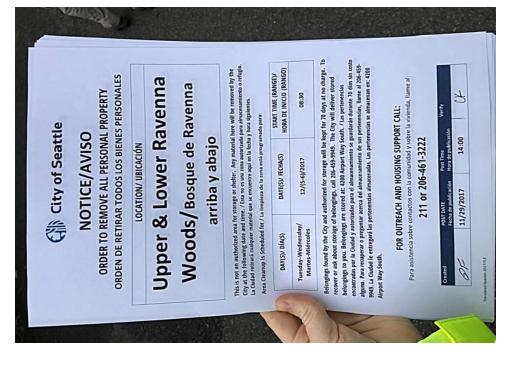




Exhibit B: Site Posting













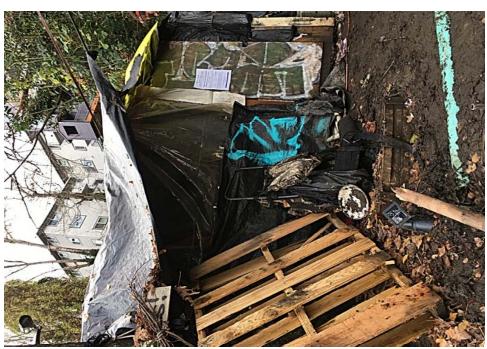
















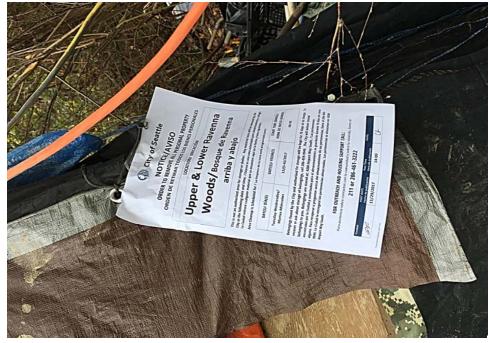






















Exhibit D: Site Clean up





















































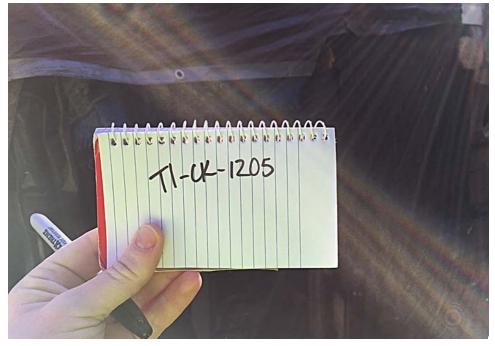








































































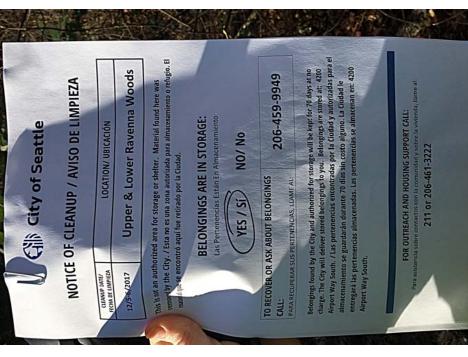












































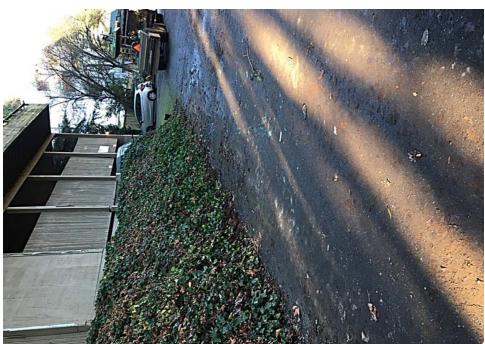














EXHIBIT E: STORAGE INFO

Encampment Response Team

Site Name:	Ravenna Woods	Date of Clean Up:	12/5-6/17
		<u>-</u> '	

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
Found in debris	☐ Yes ⊠ No	☐ Accepted ☐ Declined ☑ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged	0	1	0	0	Black bike found in debris.
Т1-СК-1205	⊠ Yes □ No	☐ Accepted ☑ Declined ☐ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged	0	0	0	0	removed all items that they wanted and told the FC that the rest could be discarded.
Т2-СК-1205	⊠ Yes □ No	☐ Accepted ☑ Declined ☐ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged	0	0	0	0	removed all items they wanted and told the FC that the rest could be discarded.
	☐ 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					