

SITE JOURNAL CONTENTS

- Completed Site Journal
- Exhibit A: Site Inspection Photos
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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: Ravenna Park & Cowen Park **Date of First Inspection:** 1/22/18
Site Address: 5520 Ravenna Ave. NE, Seattle, WA 98105 **Date of Clean-Up:** 2/6-8/18
 199-11, 2902-01, 2899-01, 2888-01,
Inspection By: Marlan Teeters (Jeff Horan & Christina Korpi) **SERIS #** 2872-01
Referred By: SERIS and community **Photos to FAS?** Yes No

SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
1/22/18	10	0	1	0	11
1/31/18	13	1	1	0	15

SITE CHARACTERISTICS

- Park Yes No
- Sidewalk Yes No
- Within 50ft of a water body or wetland Yes No
- Roadway Yes No
- Within 50ft of a Guardrail Yes No
- Heavy Traffic Yes No
- Near Industrial Zone Yes No
- Forested Area Yes No
- Play Area Yes No
- Rented Area Yes No
- Slope Yes No
- Slide Zone Yes No
- Fire Yes No
- Other: Yes No
- Other: Yes No
- Other: Yes No

HEALTH CONDITIONS

- Disorganized Yes No
- Garbage/Bagged Yes No
- Garbage/Loose Yes No
- Garbage/Bulky Items Yes No
- Garbage/Metal Yes No
- Human Waste Yes No
- Rats/Mice Yes No
- Hazardous Materials Yes No
- Falling Tree or Limbs Yes No
- Chemical Waste Yes No
- Fires Yes No
- Criminal Activity Yes No
- Weapons Yes No
- Open Alcohol Yes No
- Sharps Yes No
- Property Damage Yes No

TOTAL COUNT: 10

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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

NAVIGATION TEAM ASSESSMENT

<input checked="" type="checkbox"/> Full Encampment Clean Up	<input type="checkbox"/> Obstruction Removal	<input type="checkbox"/> Hazard Removal	<input type="checkbox"/> Cleared by scheduled contractors- FAS
	<input type="checkbox"/> Tent on side walk	<input type="checkbox"/> Safety of Occupant	
	<input type="checkbox"/> Blocking intended use of facility	<input type="checkbox"/> Safety of other near and around camp	<input type="checkbox"/> Remand to SPU
PRE-JOB SITE ASSESSMENT & INSTRUCTIONS		Specifications/Notes	
Uneven Terrain (Fall Protection Required)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<hr/> <hr/> <hr/>	
Waste Hauling to Dump	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Waste Hauling to Other Location	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
SPU ASSESSMENT & INSTRUCTIONS	Date	Requirements:	
<input type="checkbox"/> Litter removed -area more than 20 feet from active camp		<input type="checkbox"/> Field Coordinator accessed	
<input type="checkbox"/> Illegal Dumping -Encampment Related Trash			

B. RESOURCE PLANNING

SITE CREW ASSESSMENT of FIELD CONDITIONS

JOB SITE INSTRUCTIONS

- | | |
|---------------------------------|---|
| Fall Protection Required | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Waste Hauling to Dump | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Waste Hauling to Other Location | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Vegetation Pruning | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Biohazard Waste | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

Specifications/Notes

EXTERNAL CONTRACTORS

	Total	Description
Number of Labor Crew Involved	8	Cascadia
Number of Hazmat Crew Involved	1	
Number of Truck Drivers Approved	2	
Number of Full Time Days On-site Approved	3	
Number of Partial Days On-site Approved	0	
Total Hours Approved	24	

INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Teams	0	
Number of Light Teams	2	Parks Dept. w/Packer support
Number of Full Time Days On-site Approved	3	
Number of Partial Days On-site Approved	0	
Total Hours Approved	24	

STAGING LOCATION

Date: 2-6-18 Time: 0900 Location: 1830 NE 58th St.

C. PRE-CLEAN UP ACTIVITIES

EXHIBIT B: SITE POSTING PHOTOS

- Regular Encampment Clean-up:** 72-hour Notice
- Obstruction or Hazard Clean-up:** Notice of Immediate Removal

- Cross Street Signs
- General Photos of the Encampment
- 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	Type	Location	Time Arrived @ Site	Time Depart from Site	Male Outreach	Female Outreach	Total Number of People Contacted	Males who took Shelter	Females who took Shelter	Total Taking Shelter
1/30/2018	Tuesday	Outreach	Ravenna & Cowen Parks			2	0	2	0	0	0
2/1/2018	Thursday	Outreach	Ravenna & Cowen Parks			2	1	3	0	0	0
2/2/2018	Friday	Outreach	Ravenna & Cowen Parks	14:00	14:37	1	0	1	0	0	0
2/6/2018	Tuesday	Clean	Ravenna & Cowen Parks	9:00		2	0	2	0	0	0
2/6/2018	Tuesday	Clean	Ravenna & Cowen Parks			5	1	6	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 J. Lohman/M. Teeters/Jeff Horan

CHECKLIST for ENCAMPMENT CLEAN UP

- | | | |
|--|---------------|---|
| Notice posting is 72 hours in advance of cleanup (Date:) | <u>2-1-18</u> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Cleanup is occurring on date specified in notice | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Outreach was provided before the cleanup (Date:) | <u>2-2-18</u> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Outreach team is present at cleanup site | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Personnel are ready to identify and collect belongings | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| SPD or WSP officers are present to support cleanup | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Crew is present and ready to support cleanup | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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
- General Photos of the Encampment
- Photos of Tent ID Numbers
- Individual Tent Contents
- Photos of Storage Bin Contents
- After Photos

SITE OCCUPANCY DATA

Day of Clean-up	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
2-6-18	5	1	0	0	6
2-7-18	2	0	0	0	2

STORAGE SUMMARY

Total should equal total in Occupancy Data

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

TOTAL TENTS/STRUCTURES			
OWNER PRESENT Removed Tent	3	ABANDONED TENT Content Not Storable	1
OWNER PRESENT Removed tent but stored contents	1	ABANDONED TENT Storable	1
OWNER PRESENT Asked FC to Discard Tent	1	ABANDONED TENT Not Storable	1

STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
2	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





































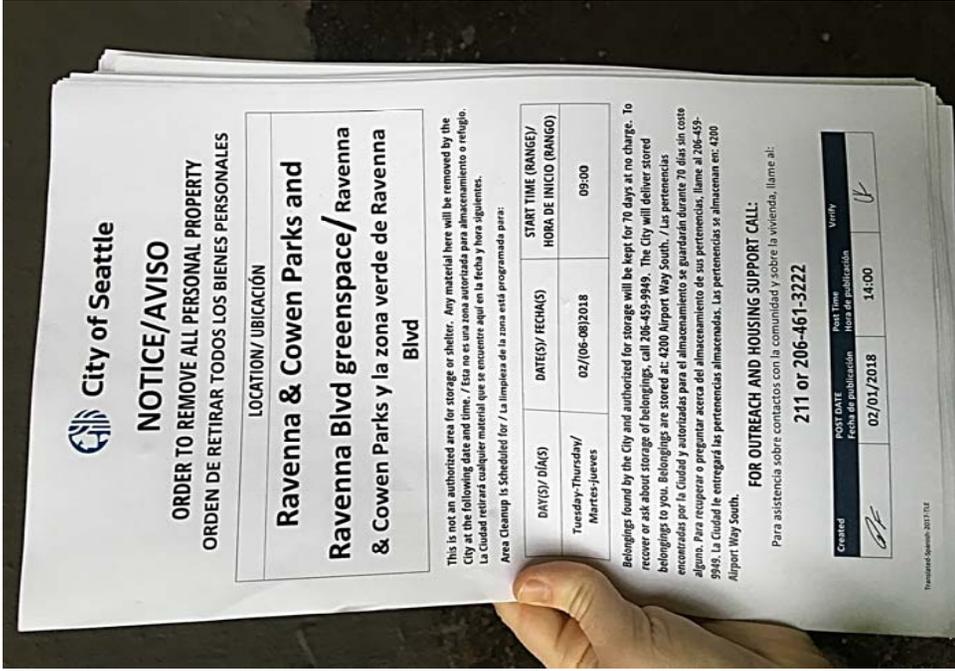
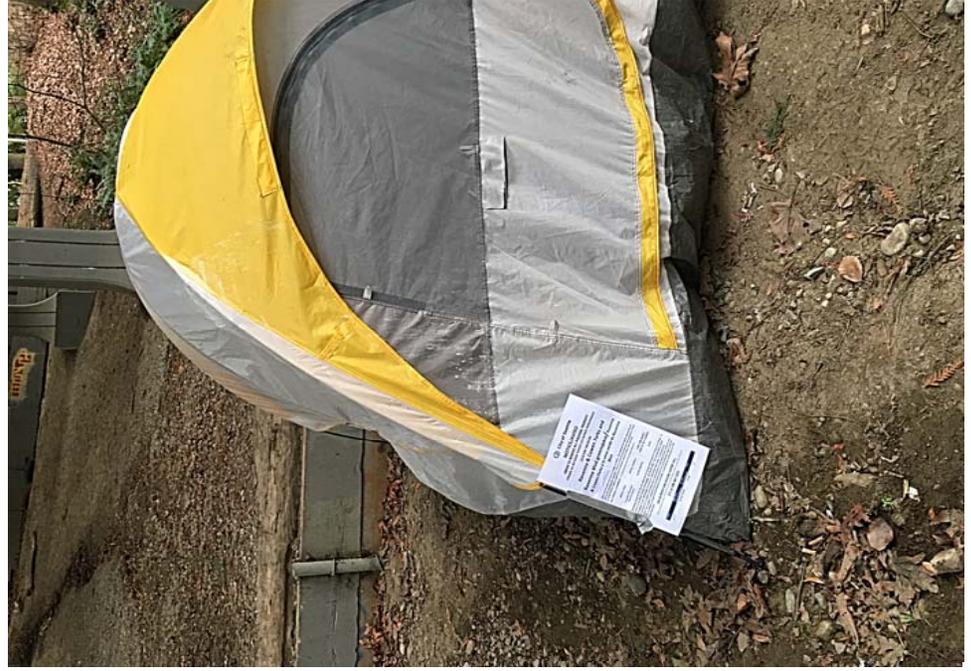
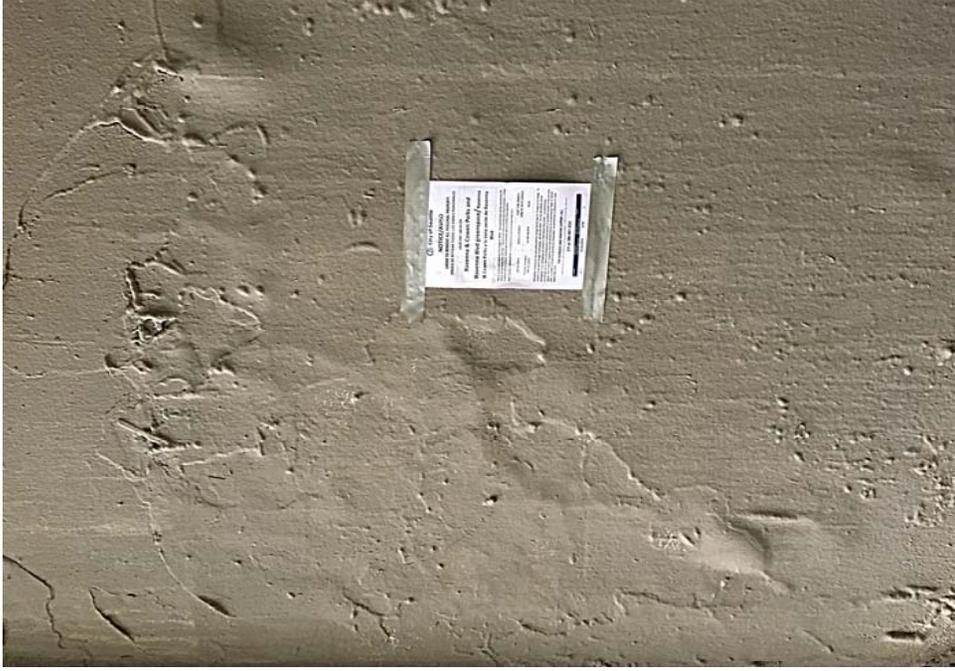






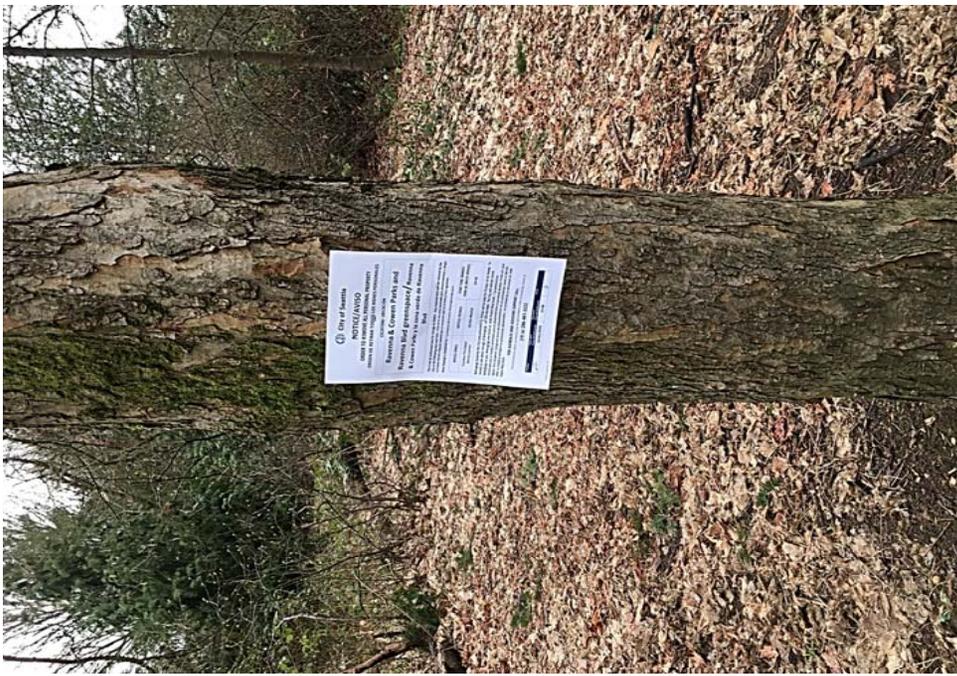


Exhibit B: Site Posting

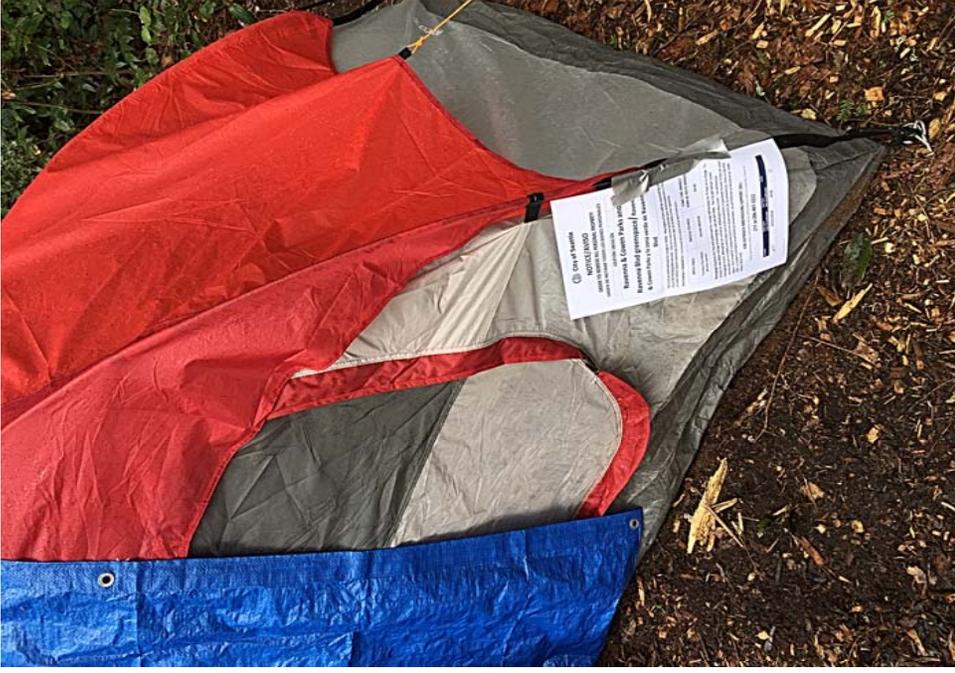
















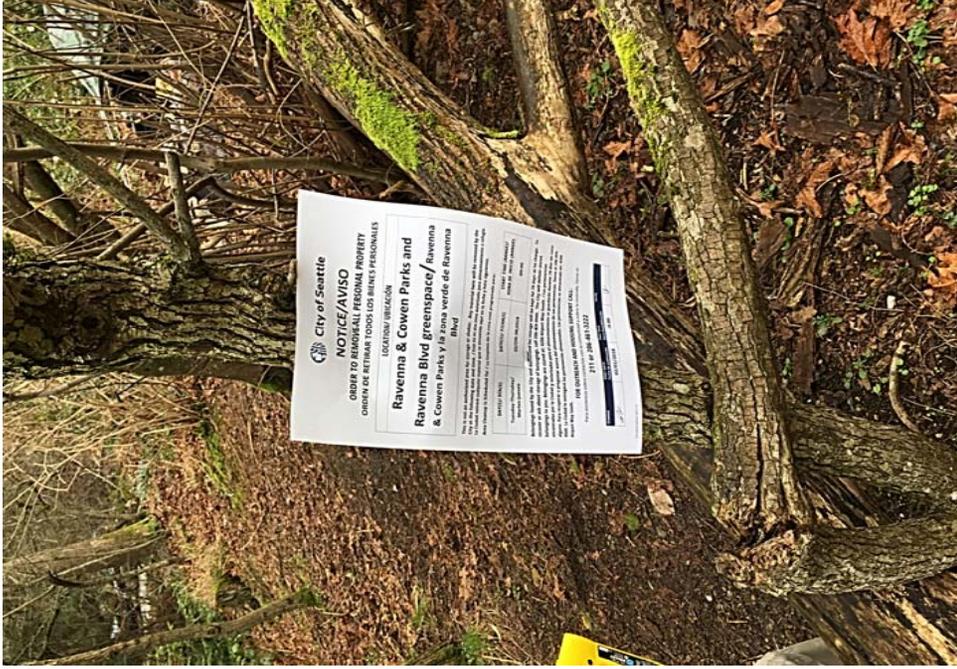
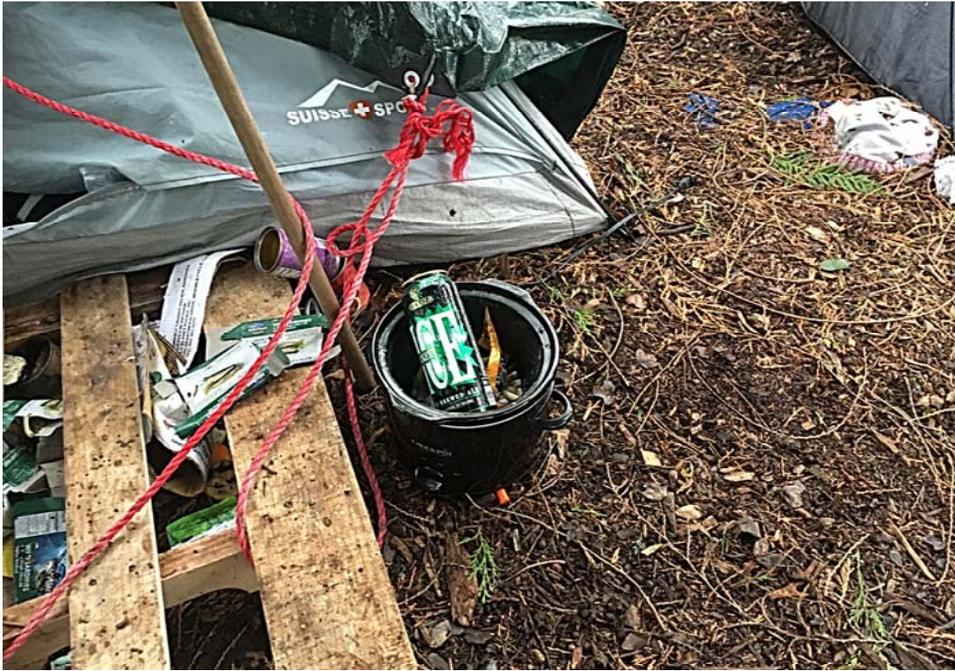


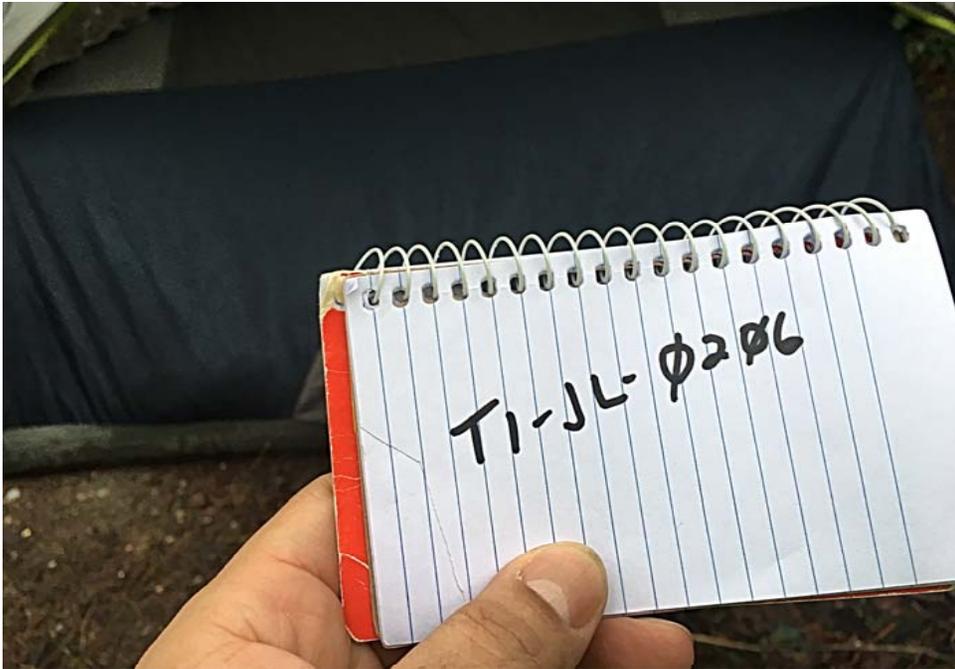




Exhibit D: Site Clean up























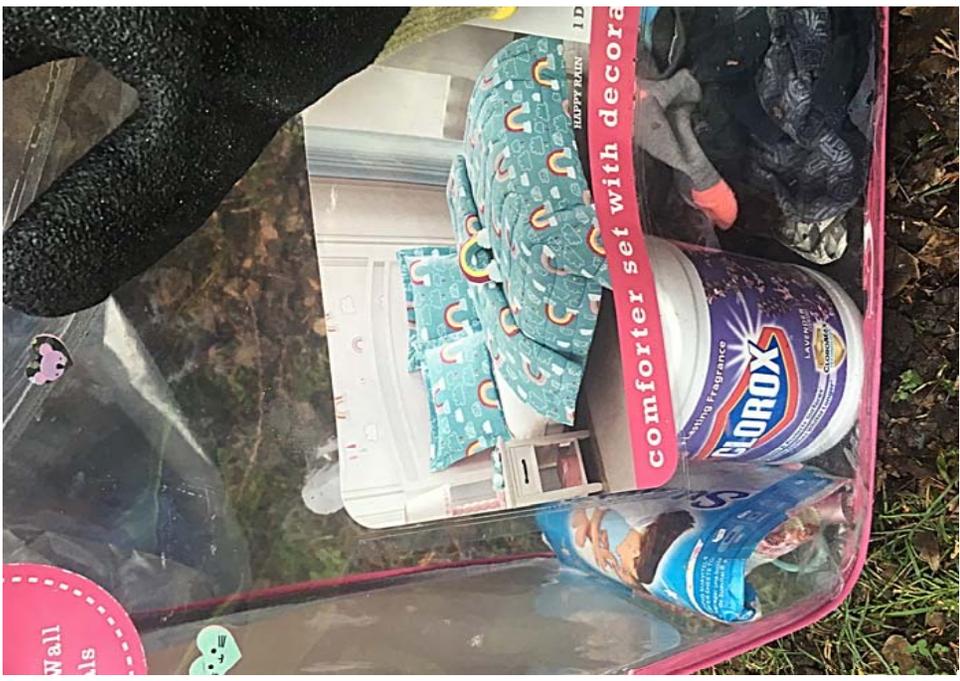






















Site Name: Ravenna & Cowen Park and Ravenna Blvd Greenspace

 Date of Clean Up: 2-6-18 & 2-7-18

 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? <i>Check All That Apply</i>	# of Bins	# of Bikes	# of Luggage	# of Large Items	Short Description
T1-JL-0206	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Hazardous Material <input checked="" type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged	0	0	0	0	Nothing storable-tent ripped, garbage inside, wet bedding, feces right outside of tent
<div style="background-color: black; width: 100px; height: 20px; display: inline-block;"></div> elf Stored	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged	1	0	0	0	Owner self stored-colman stove, bike helmet
T1-JH-0207	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged	1	0	0	0	Stored tent, blanket, rainbow pillow & blue bag
T1-MJT-0207	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged	0	0	0	0	Tent and contents wet, smell of mildew. No contents storable.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged					