

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.

Encampment:	Elliot Bay Bike Trail		
CSR Address:	1250 Alaskan Way, Seattle 98101	Date of Inspection:	7/10/2019
		Date of Clean-Up:	8/27/2019
Location Description:			
Inspection By:	Jeff Horan	CSR #:	19-00165993
Referred By:	Community, CSR	Photos to HSD?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
7/10/2019	37	4	0	0	41

SITE CHARACTERISTICS

- | | | |
|--|---|--|
| Park | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Sidewalk | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Within 50ft of a water body or wetland | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Impeding Roadway | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Within 50ft of a Guardrail | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Heavy Traffic | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Near Industrial Zone-blocking vehicle site lines | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Forested Area | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Play Area | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Rented Area | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Slope more than 27 degrees | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Slide Zone | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

HEALTH CONDITIONS

- | | | |
|---|---|--|
| Disorganized | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Garbage/Bagged | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Garbage/Loose | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Garbage/Bulky Items | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Garbage/Metal | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Human Waste | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Rats/Mice | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Hazardous Materials | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Falling Tree or Limbs | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Chemical Waste | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Fires | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Criminal Activity (SPD response needed) | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Fire Damage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Weapons	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Fire Under low Structure	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Open Alcohol	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other: Bike Trail	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sharps	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Property Damage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

TOTAL COUNT:	3
---------------------	---

TOTAL COUNT:	11
---------------------	----

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
- Vehicle/RVs/License Plates
- General Photos of the Encampment
- Debris Fields

NAVIGATION TEAM ASSESSMENT

<input checked="" type="checkbox"/> Full Encampment Clean Up	<input type="checkbox"/> Litter Pick	<input type="checkbox"/> Remanded to SPU	<input type="checkbox"/> Reported back to CSB
--	--------------------------------------	--	---

PRE-JOB SITE ASSESSMENT & INSTRUCTIONS Uneven Terrain (Fall Protection Required) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Medical Waste <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Chemical Waste <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Specifications/Notes _____ _____ _____
---	--

SPU ASSESSMENT & INSTRUCTIONS	Date	Requirements:
Litter removed -area more than 20 feet from active camp		No
Illegal Dumping -Encampment Related Trash		

B. RESOURCE PLANNING
SITE CREW ASSESSMENT of FIELD CONDITIONS

JOB SITE INSTRUCTIONS Fall Protection Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Waste Hauling to Dump <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Waste Hauling to Other Location <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Vegetation Pruning <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specifications/Notes _____ _____ _____ _____
--	---

Biohazard Waste

 Yes No

EXTERNAL CONTRACTORS

	Total	Description
Number of City Labor Crew Involved	6	cascadia
Number of Hazmat Crew Involved	2	
Number of Truck Drivers Approved	2	
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Teams	1	SPR
Number of Light Teams	3	SPR with a packer & gator
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

STAGING LOCATION
Date/Time: 8/27/2019 9:00 AM
Location: S Atlantic St & Elliott Bay Trail

C. PRE-CLEAN UP ACTIVITIES

EXHIBIT B: SITE POSTING PHOTOS

 Yes Regular Encampment Clean-up: 72-hour Notice

 No Obstruction or Hazard Clean-up: Notice of Immediate Removal

- Cross Street Signs
- General Photos of the Encampment
- Close up to read post signage
- At a distance to view entire camp
- After Photos

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	Type	Location	Male Outreach	Female Outreach	Non-specific Gender	TOTAL # of People Contacted
8/26/2019	Outreach	Elliott Bay Bike Trail	11	5	0	16

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 ENCAMPMENT CLEAN UP

Notice posting is 72 hours in advance of cleanup (Date:)	<u>8/21/2019</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>8/26/2019</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.

- Photo of Storage Post
- Photos of Not Storable content
- Photos of Storable tents
- General Photos of the Encampment
- Tent/Structure Contents
- After Photos

SITE OCCUPANCY DATA (Clean-up)

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
8/27/2019	19	0	0	0	19



STORAGE SUMMARY

Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES			
OWNER PRESENT Removed Property and Tent	3	ABANDONED STRUCTURE Content Not Storable	0
OWNER PRESENT Discarded Tent/Discarded Property	0	ABANDONED TENT Content Not Storable	0
OWNER PRESENT Discarded Tent / Stored Property	0	ABANDONED TENT Storable	0
OWNER PRESENT Stored Tent/Removed Property	0	ABANDONED TENT Not Storable	9
OWNER PRESENT Asked FC to Discarded Tent / Stored property	2	ABANDONED TENT Storable, Content Not Storable	0
OWNER PRESENT Asked FC to Discarded Tent / Removed property	5	ABANDONED TENT Not Storable, Content Storable	0
BEDROLL Removed by Owner	0	VEHICLE POSTED FOR IMPOUND	0
ABANDONED BEDROLL Storable	0	IMPOUNDED VEHICLE	0
ABANDONED BEDROLL Not Storable	0	VEHICLE REMOVED BY OWNER	0
ABANDONED STRUCTURE Content storable	0		

STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
4	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.

Site Name: Elliot Bay Bike Trail

 Date of Clean Up: 8/27/2019

 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
T3-JL-0827	Yes	Declined		0	0	0	0	Owner- [REDACTED], stated all left behind was garbage.
T7-JH-0827	Yes	Declined		0	0	0	0	Owner [REDACTED] took what she wanted and stated to throw the rest away.
T4-JL-0827	No	N/A		0	0	0	0	Nothing storable- tent ripped, garbage inside of tent.
T5-JL-0827	No	N/A		0	0	0	0	Nothing storable- tent ripped, garbage inside of tent.
T7-JL-0827	No	N/A		0	0	0	0	Nothing storable- tent ripped, moldy bedding and clothing, garbage, and urine bottles inside of tent.
T6-JH-0827	Yes	Declined		0	0	0	0	Owner [REDACTED] took what she wanted and stated to throw the rest away.
T5-JH-0827	No	N/A		0	0	0	0	Tent not stored due to being ripped, ripped backpack, broken phones and dirty clothes inside, nothing stored.



Found in Debris	No	N/A		0	1	0	0	Found in debris- 1 red bike
T4-JH-0826	No	Declined		0	0	0	0	Tent not stored due to being ripped, garbage, food waste, ripped chair and dirty clothes inside, nothing stored.
T2-JH-0827	No	N/A		0	0	0	0	Tent not stored due to being ripped, garbage and ripped mattress inside, nothing stored.
T7-JH-0827	No	N/A		0	0	0	0	Tent not stored due to being ripped, garbage and dirty clothes inside, nothing stored.
Found in Debris	No	N/A		1	0	0	0	Found in debris- black and white suitcase w/clothes, black and green backpack w/clothes, white binder w/misc paperwork.
T2-JL-0827	Yes	Declined		0	0	0	0	Owner- [REDACTED] H/F, 30's stated all left behind was garbage.
T1-JH-0827	Yes	Declined		0	0	0	0	Owner [REDACTED] took what she wanted and stated to throw the rest away.
T3-JH-0827	No	N/A		0	0	0	0	Tent not stored due to being ripped, garbage, needles and dirty clothes inside, nothing stored.
T1-JL-0827	No	N/A		0	0	0	0	Nothing storable- tent ripped, moldy bedding and clothing and garbage inside of tent.
T6-JL-0827	Yes	N/A		1	0	0	0	Stored- misc clothes, small black electronic, baseball cards. Not Stored- tent ripped, garbage moldy clothing inside of tent.
[REDACTED]	Yes	Accepted		2	0	0	0	Self-stored- black suitcase w/clothes, black motorcycle helmet, black backpack w/clothes.

Exh A - Inspection Photos









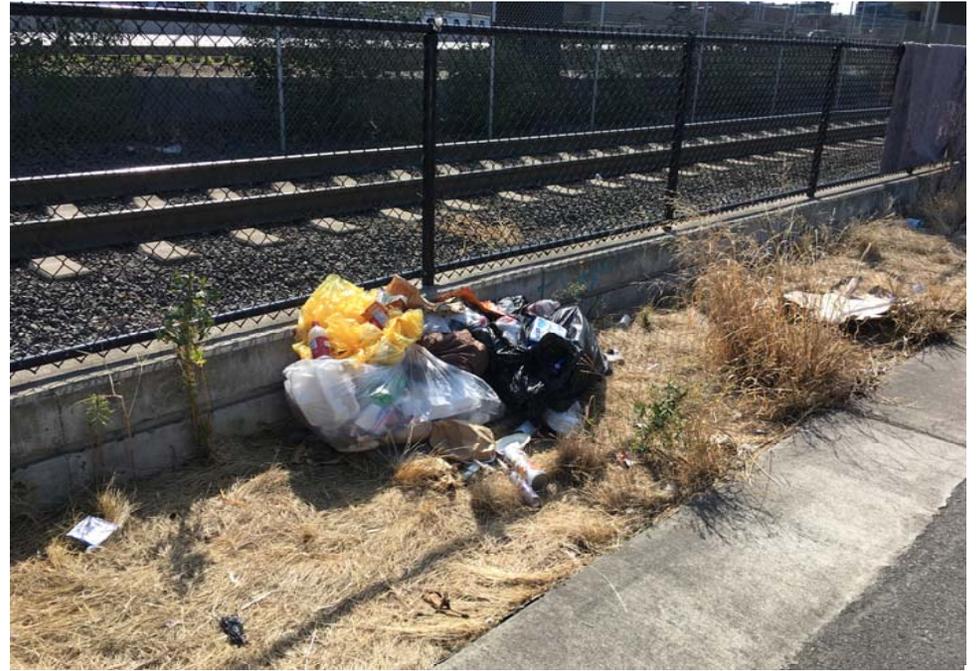














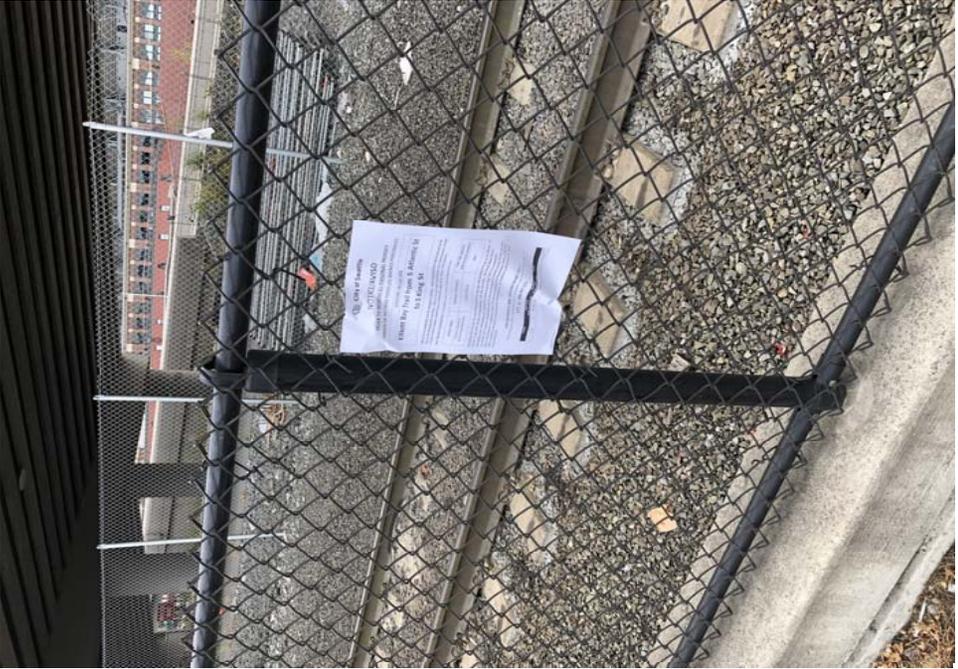






Exh B - Posting Photos











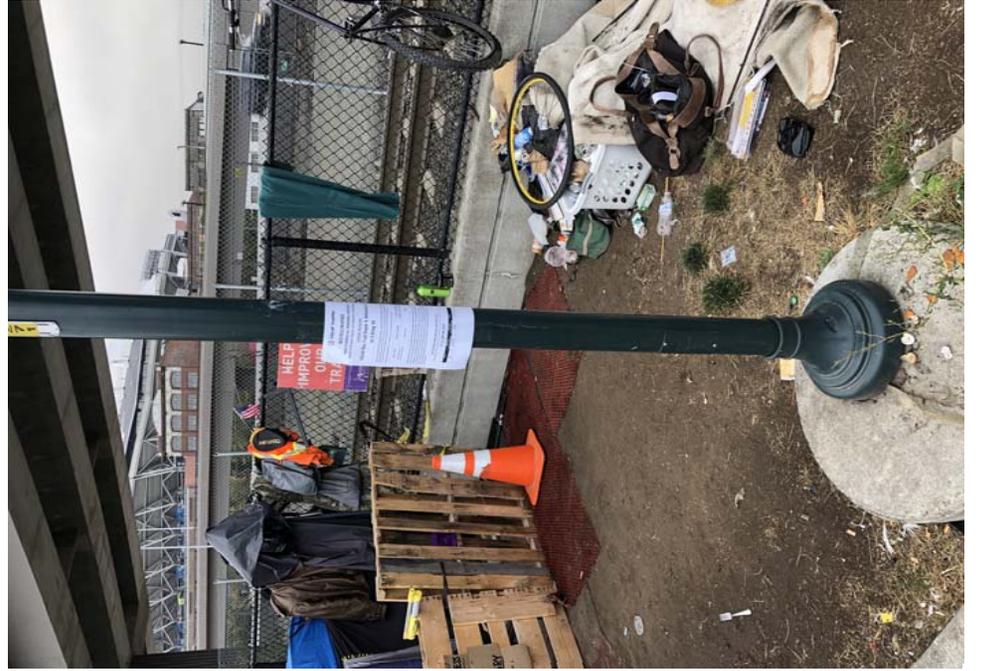




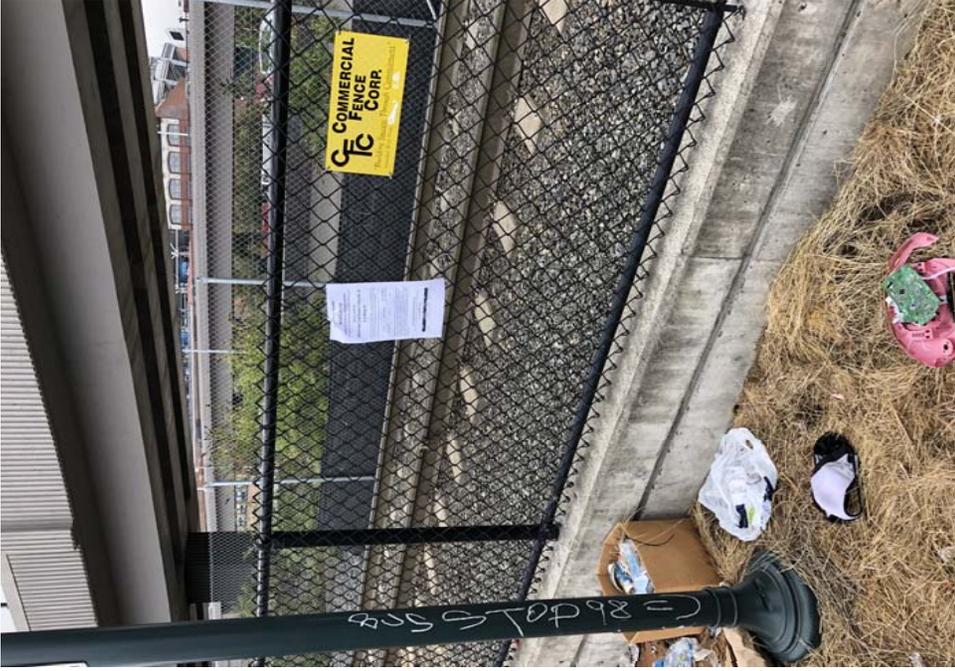


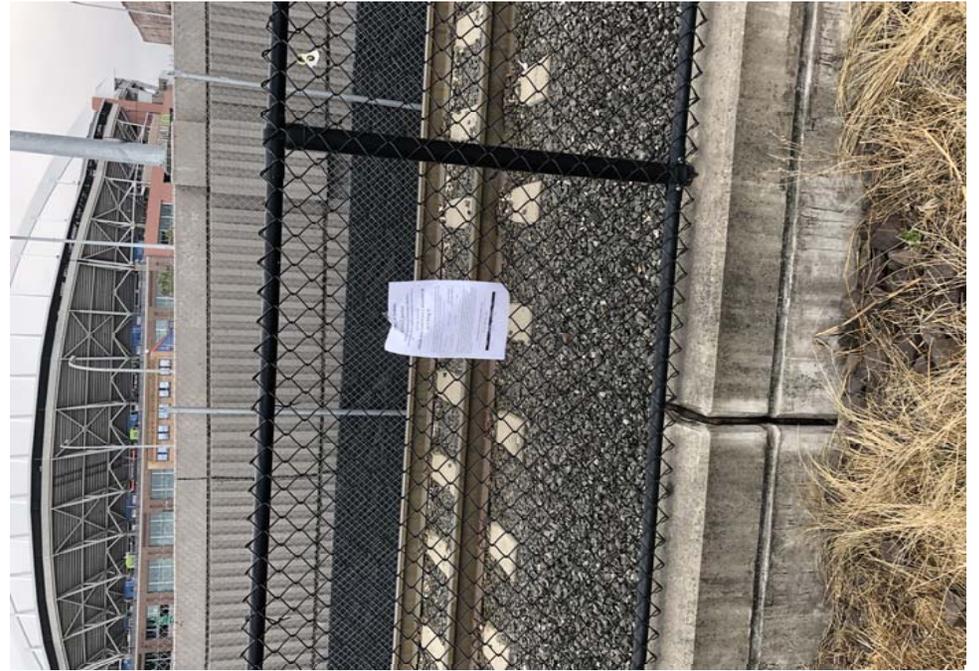


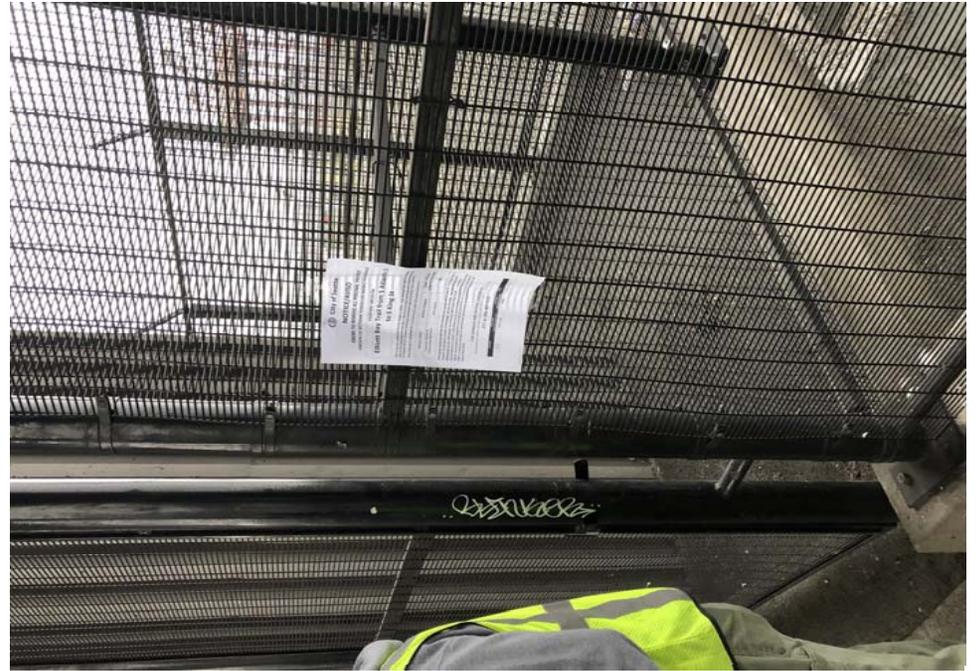












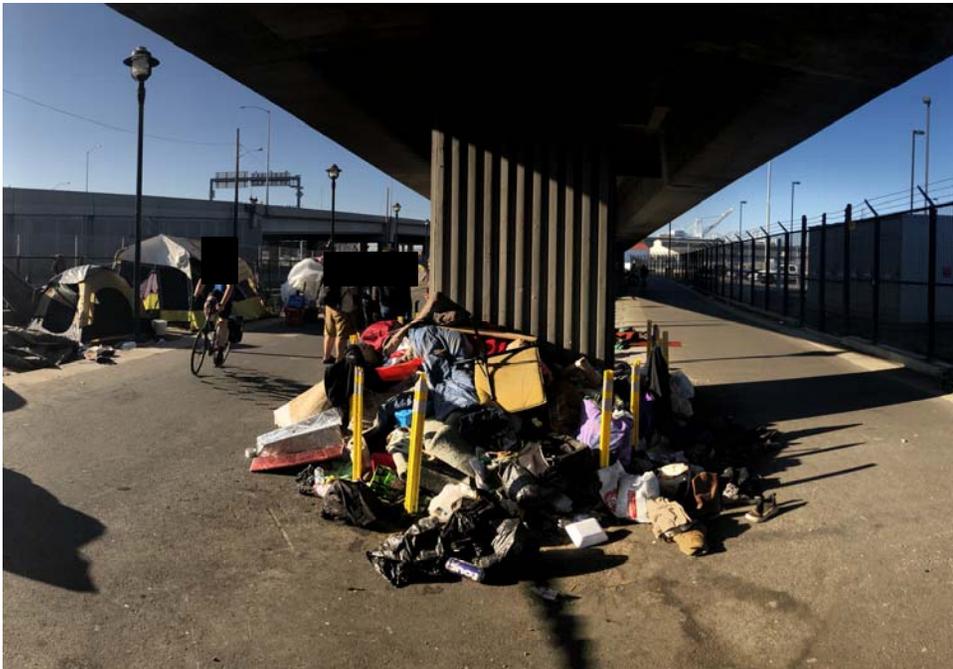








Exh D - Clean Up Photos

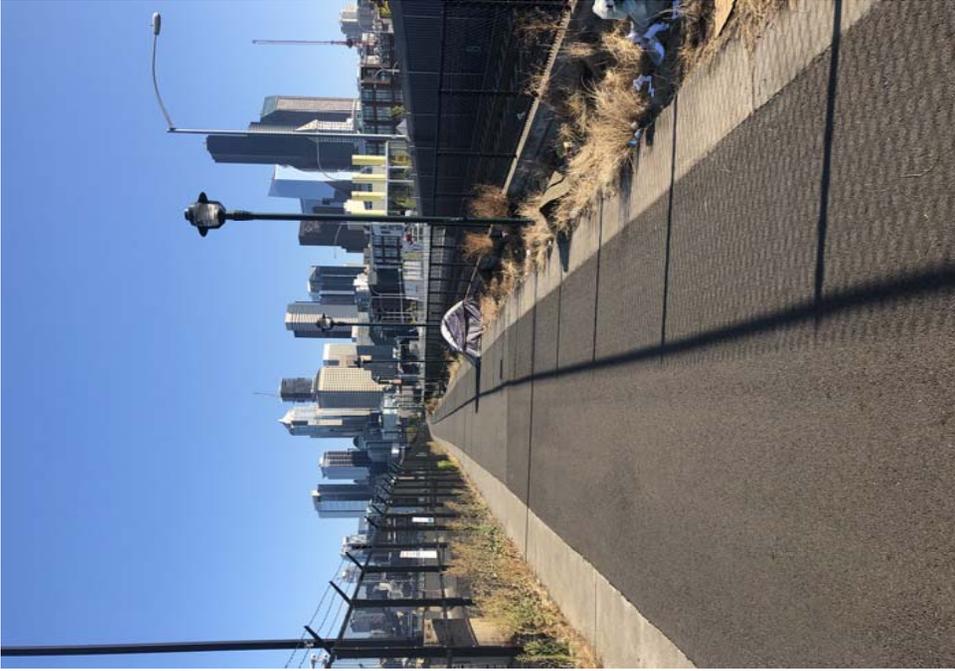
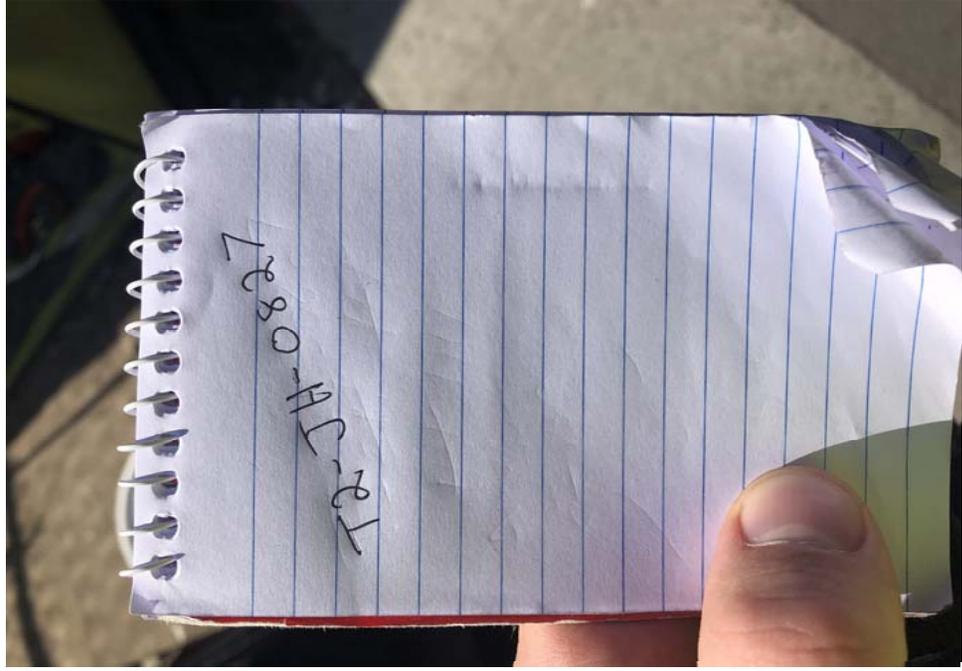
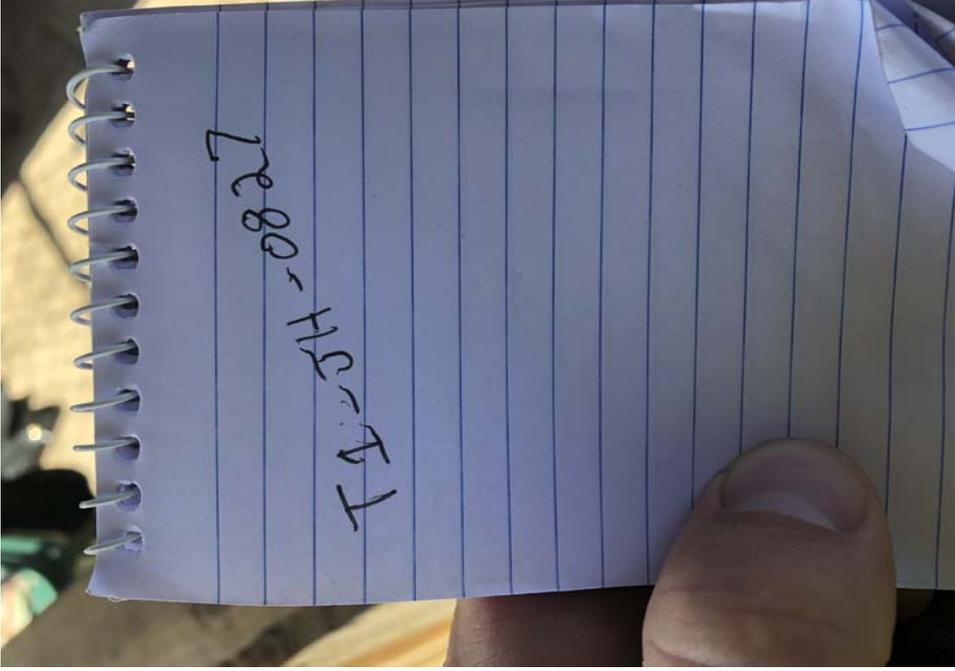


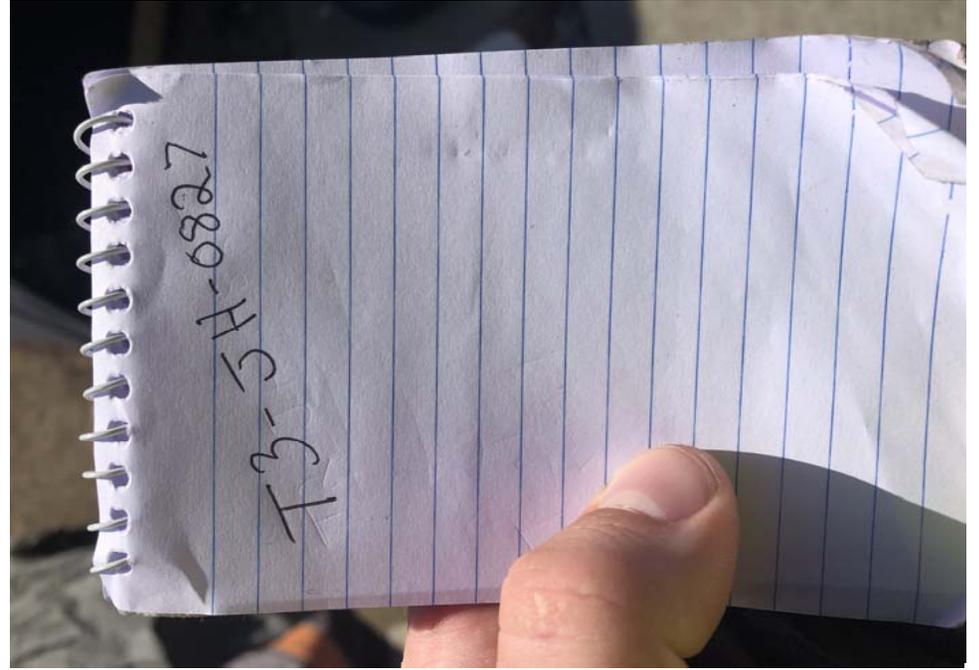


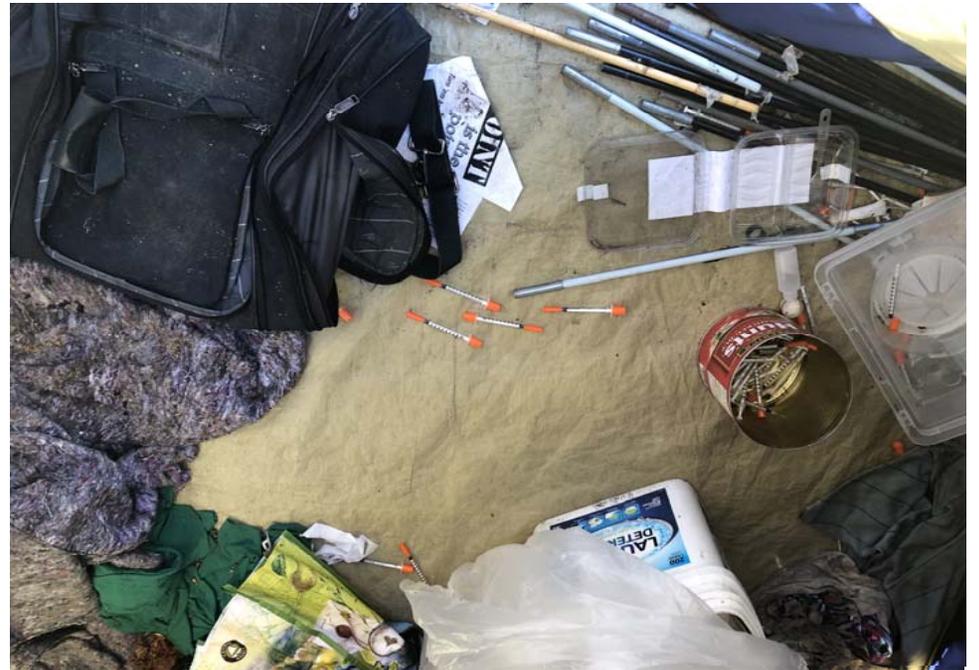


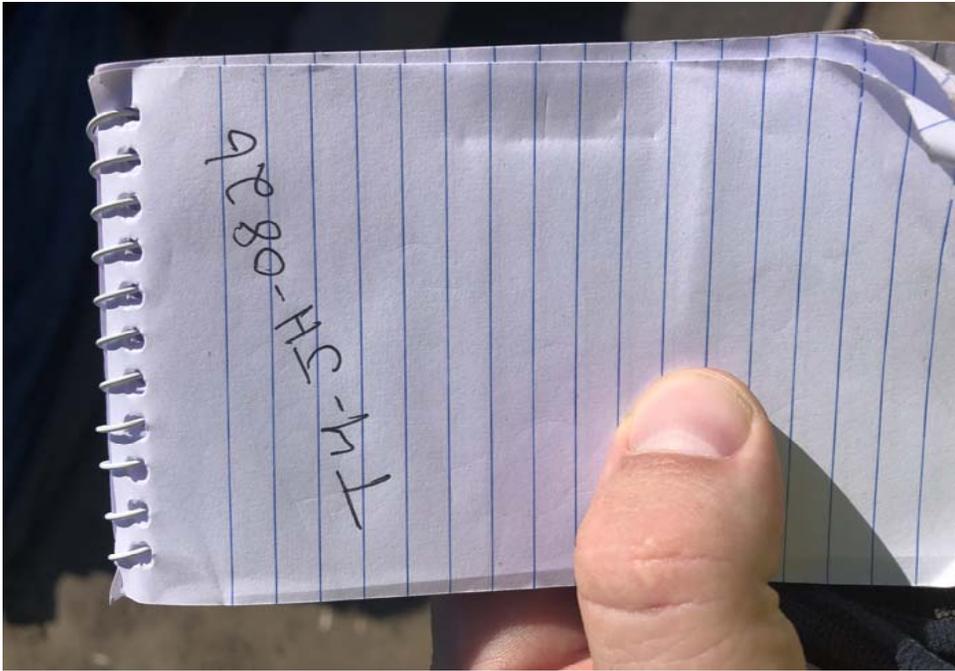




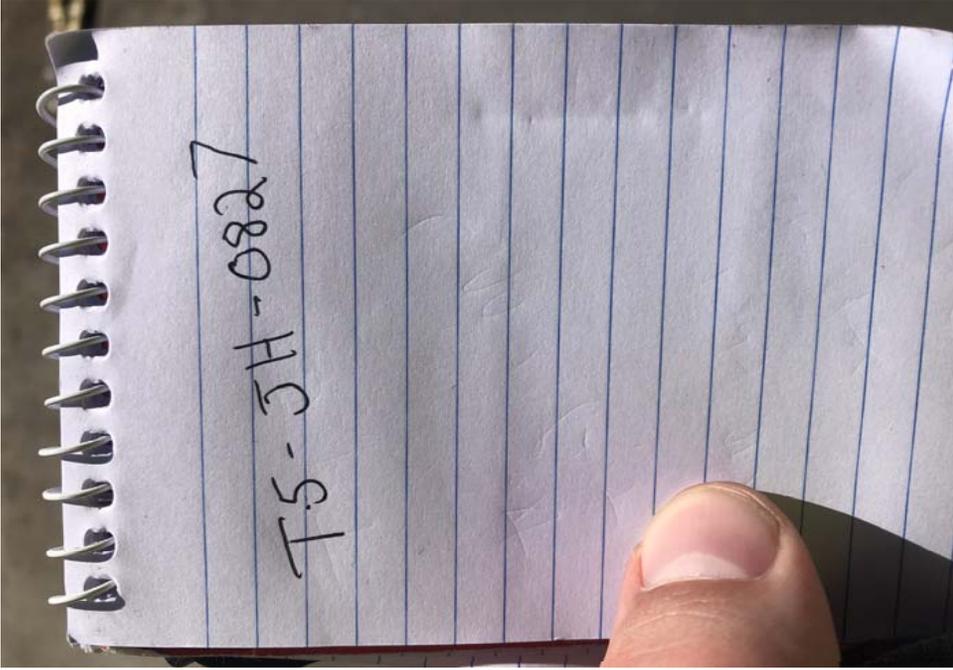


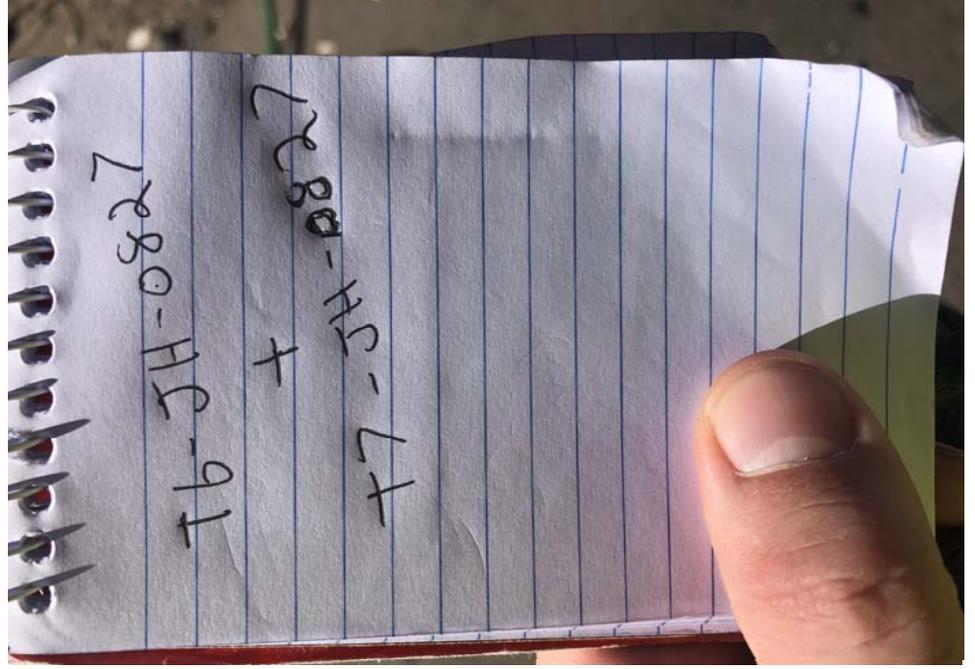


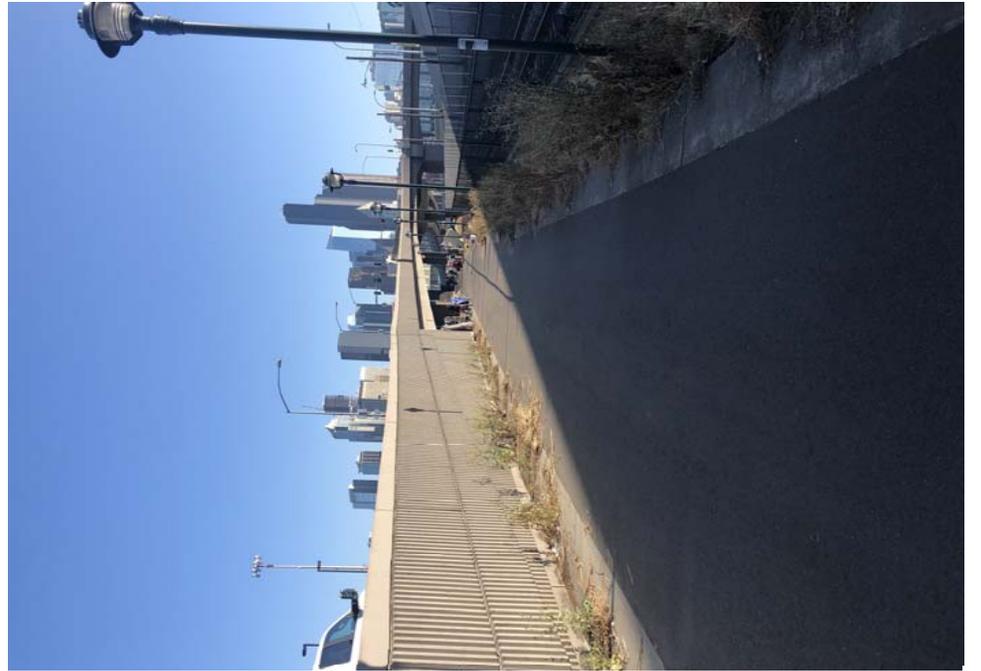
















After Clean Photos

