

SITE JOURNAL CONTENTS

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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.

Encampment: Utah Ave S from S Stacy St to S Massachusetts St

CSR Address: 2401 8th Ave S., Seattle 98134 **Date of Inspection:** 9/6/2019

_____ **Date of Clean-Up:** 9/24/2019

Location Description: _____

Inspection By: Sili Kalepo **CSR #:** 19-00167526

Referred By: SPU, Community, CSR **Photos to HSD?** Yes No

SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
9/6/2019	17	7	0	0	24

SITE CHARACTERISTICS

- Park Yes No
- Sidewalk Yes No
- Within 50ft of a water body or wetland Yes No
- Impeding Roadway Yes No
- Within 50ft of a Guardrail Yes No
- Heavy Traffic Yes No
- Near Industrial Zone-blocking vehicle site lines Yes No
- Forested Area Yes No
- Play Area Yes No
- Rented Area Yes No
- Slope more than 27 degrees Yes No
- Slide Zone 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 (SPD response needed) Yes No

Fire Damage	<input checked="" type="checkbox"/> Yes <input 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:	<input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No

TOTAL COUNT:	5	TOTAL COUNT:	12
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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
- Vehicle/RVs/License Plates
- General Photos of the Encampment
- Debris Fields

NAVIGATION TEAM ASSESSMENT

Full Encampment Clean Up
 Litter Pick
 Remanded to SPU
 Reported back to CSB

PRE-JOB SITE ASSESSMENT & INSTRUCTIONS	Specifications/Notes
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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	

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	Specifications/Notes
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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	

Biohazard Waste

 Yes No

EXTERNAL CONTRACTORS

	Total	Description
Number of City Labor Crew Involved	9	Elm Grove
Number of Hazmat Crew Involved	3	
Number of Truck Drivers Approved	3	
Number of Full Time Days On-site Approved	2	
Number of Partial Days On-site Approved	0	
Total Hours Approved	16	

INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Teams	4	1 Packer; 2 10yd DT; 1 Excavator (All Parks)
Number of Light Teams	2	Parks
Number of Full Time Days On-site Approved	2	
Number of Partial Days On-site Approved	0	
Total Hours Approved	16	

STAGING LOCATION
Date/Time: 9/24/2019 4:00 PM
Location: Utah Ave S and S Massachusetts

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
9/21/2019	Outreach	Utah to Massachusetts	2	5	0	7

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 Sili Kalepo

CHECKLIST for ENCAMPMENT CLEAN UP

Notice posting is 72 hours in advance of cleanup (Date:)	<u>9/20/2019</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>9/21/2019</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
9/24/2019	9	1	0	0	10

STORAGE SUMMARY

Total should equal total in Occupancy Data

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

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.

Site Name: Utah Ave S from S Stacy St to S Massachusetts St

 Date of Clean Up: 9/24/2019

 Field Coordinators are responsible for completing this form as part of the *Site Journal*. You should log the following –

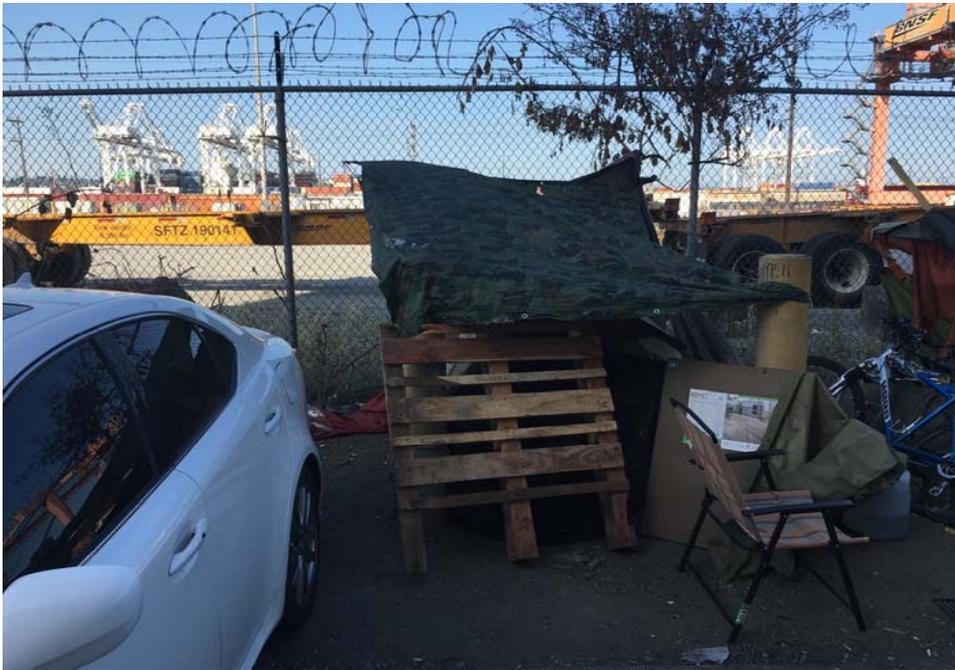
- Tent owners who present and accept storage
- Tent owners who are present and indicate that they want their tent/belongings disposed of
- Abandoned tents or items found in debris that we are storing
- Abandoned tents that we are disposing of

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.

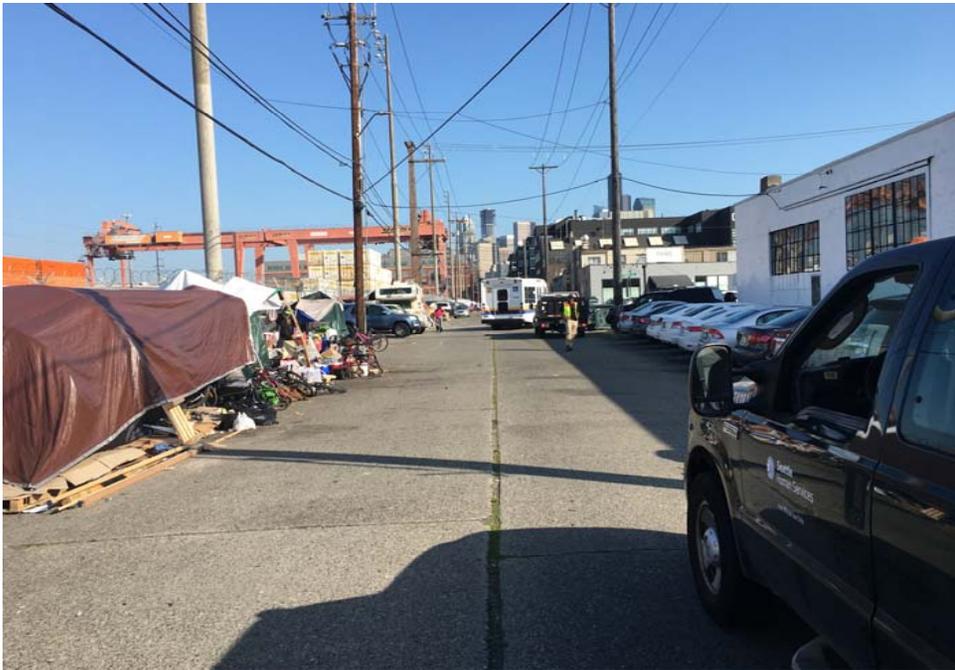
Tent Naming Convention: T#-Initials-MonthDay **Example:** T1-JH-0428

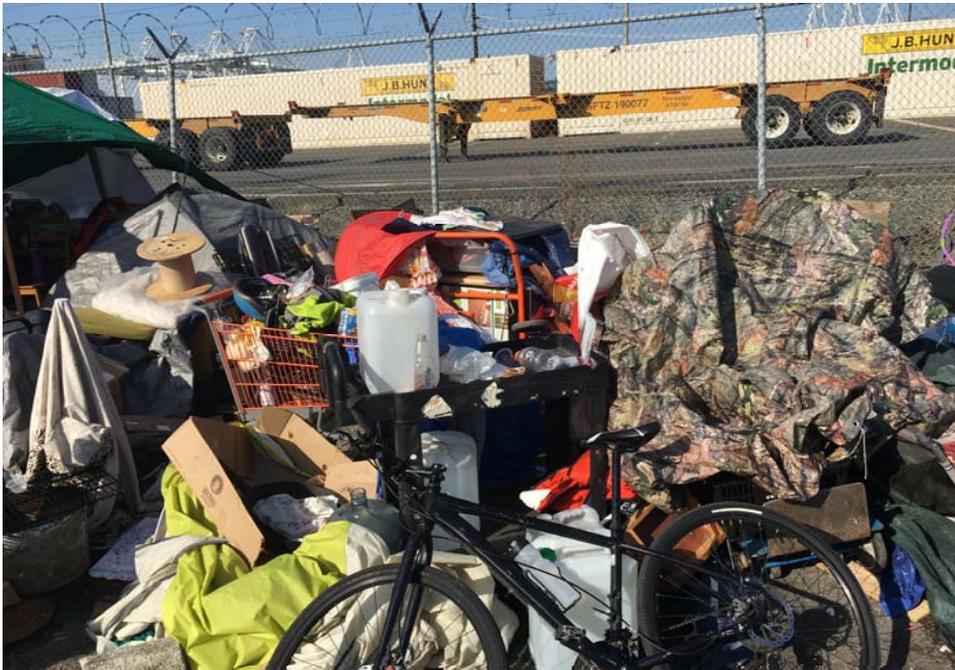
Owner Name OR Tent/Structure #	Owner Present?	Storage?	Not Storable? <i>Check All That Apply</i>	# of Bins	# of Bikes	# of Luggage	# of Large Items	Short Description
T1-SK-0924	No	N/A		0	0	0	0	Abandon tent. Wet tent, wet clothes, needles, rips on tents, pee bottles in tents, scatter items, and mini propane tanks. Nothing storable.
T3-SK-0924	No	N/A		0	0	0	0	Abandon tent. Wet cardboard box inside tent soaked with urine. Nothing storable.
T5-SK-0924	No	N/A		0	0	0	0	Abandon tent. Graffiti on tent. Wet tent and wet bedding. Nothing storable.
T2-SK-0924	No	N/A		0	0	0	0	Abandon tent. Wet item inside tent, and wet tarp. Soiled carpet and cardboard inside tent. Wet clothes. Items were storable but FC Sili gave item back to camper when heading back to the truck and before the inventory list process began.
T4-SK-0924	No	N/A		0	0	0	0	Abandon tent. Food inside tent. Wet sleeping bags and clothes. Wet tent nothing storable.

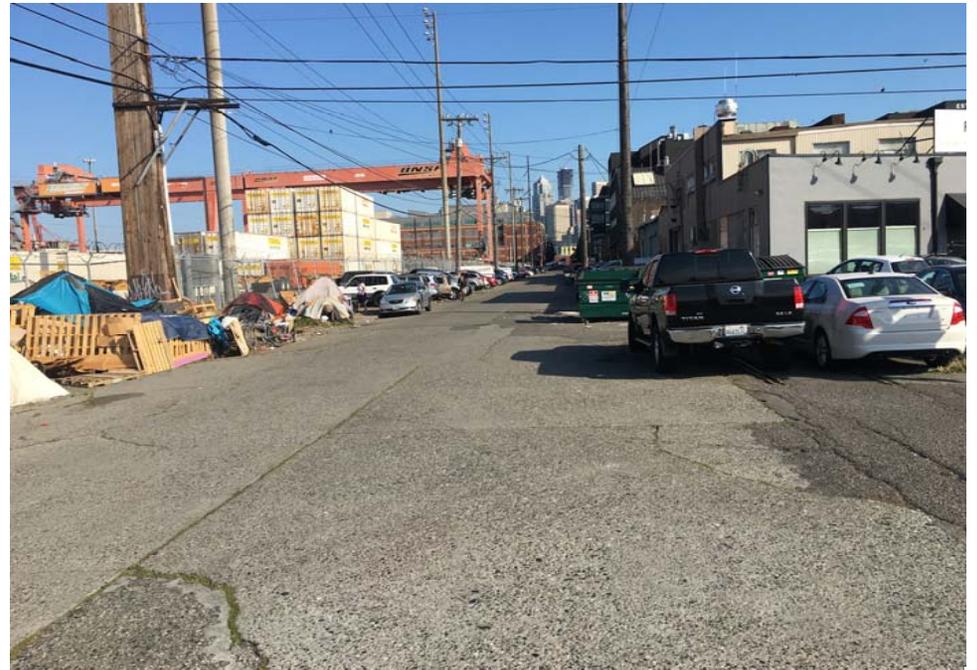




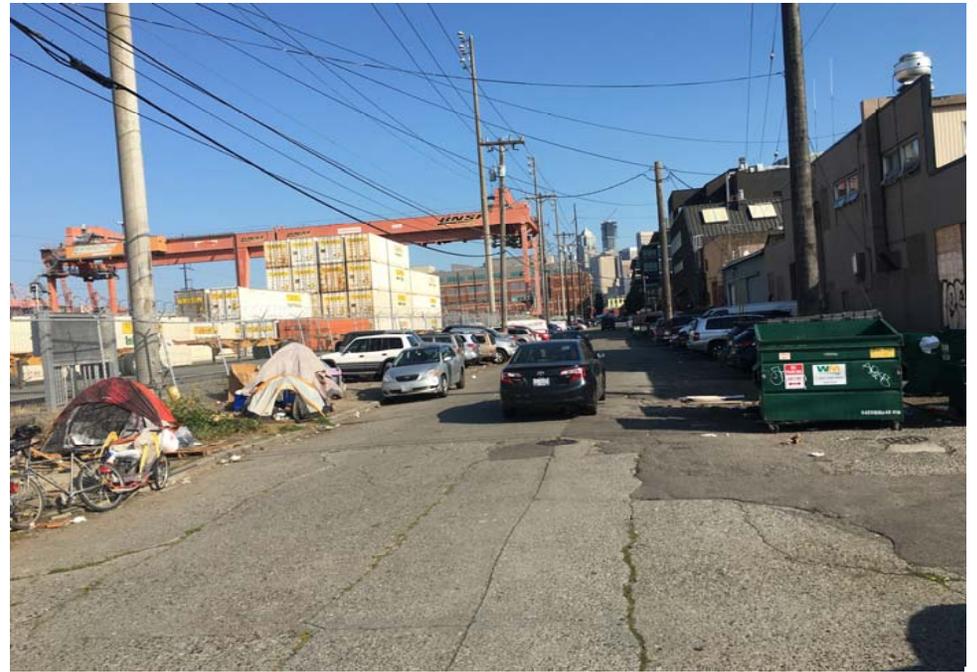








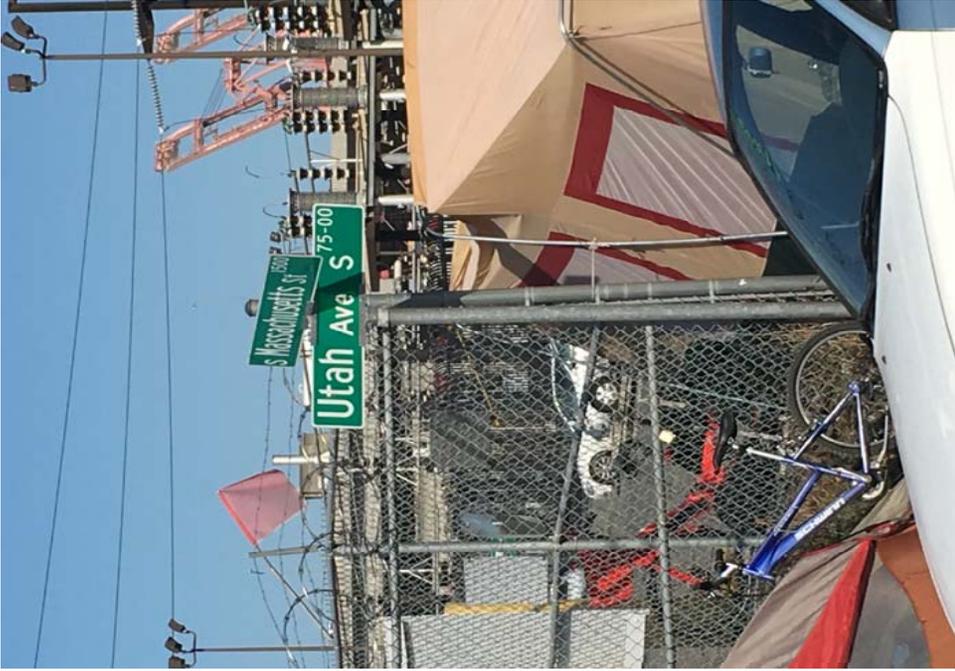




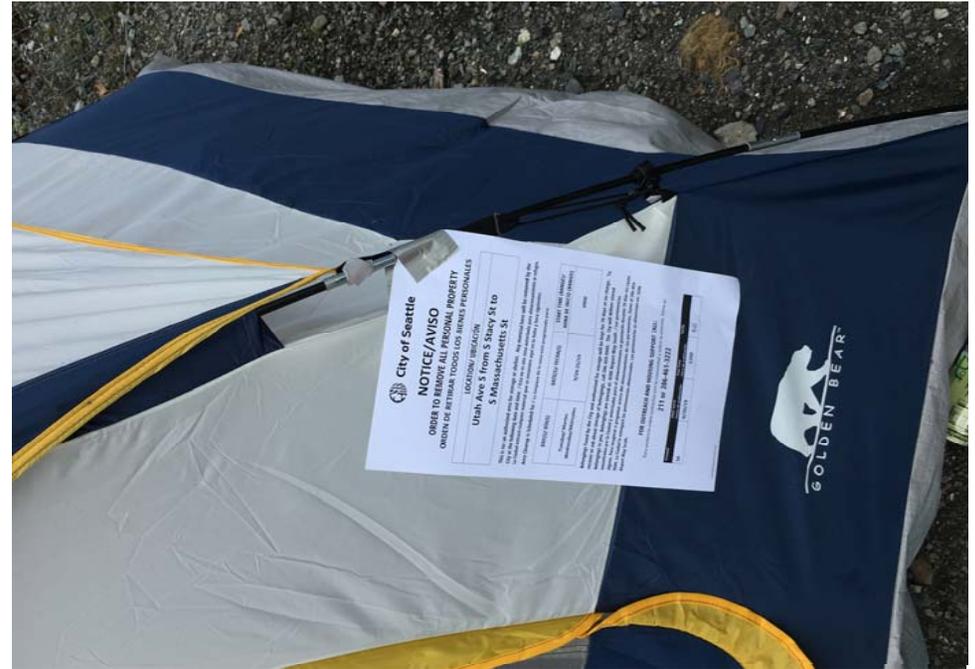
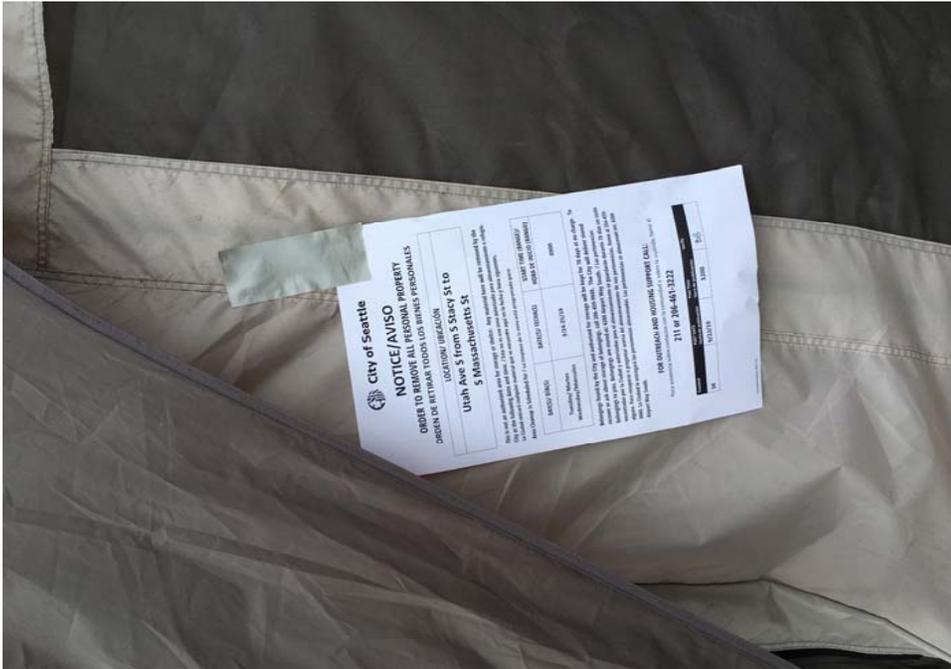


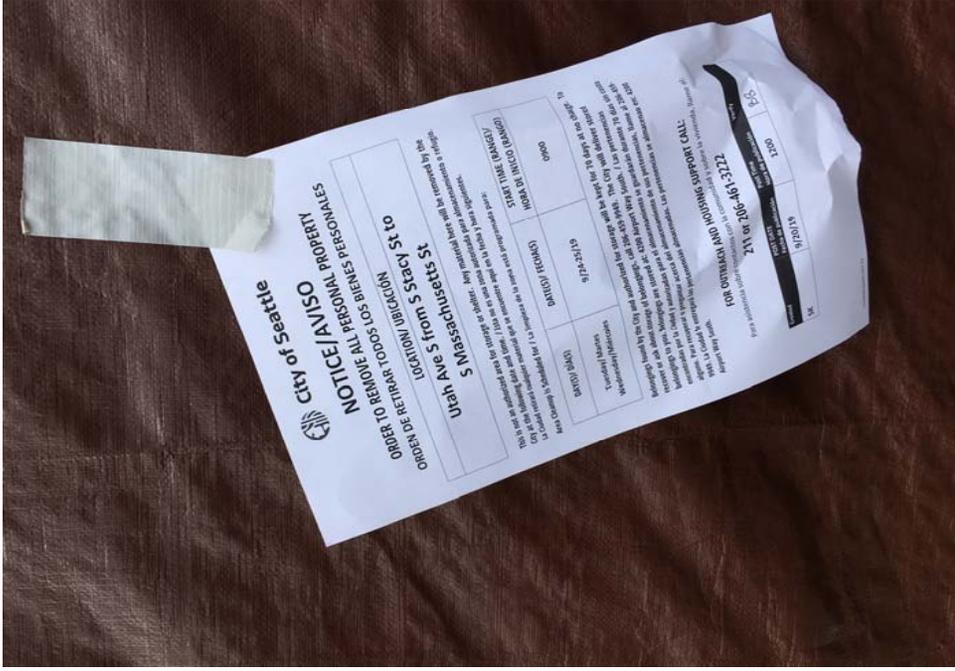


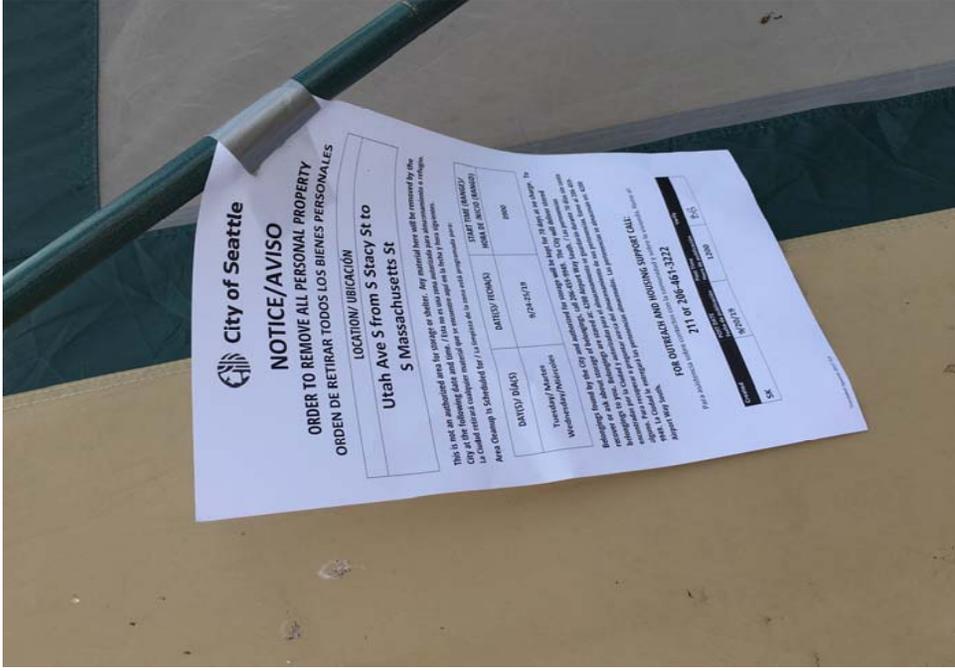


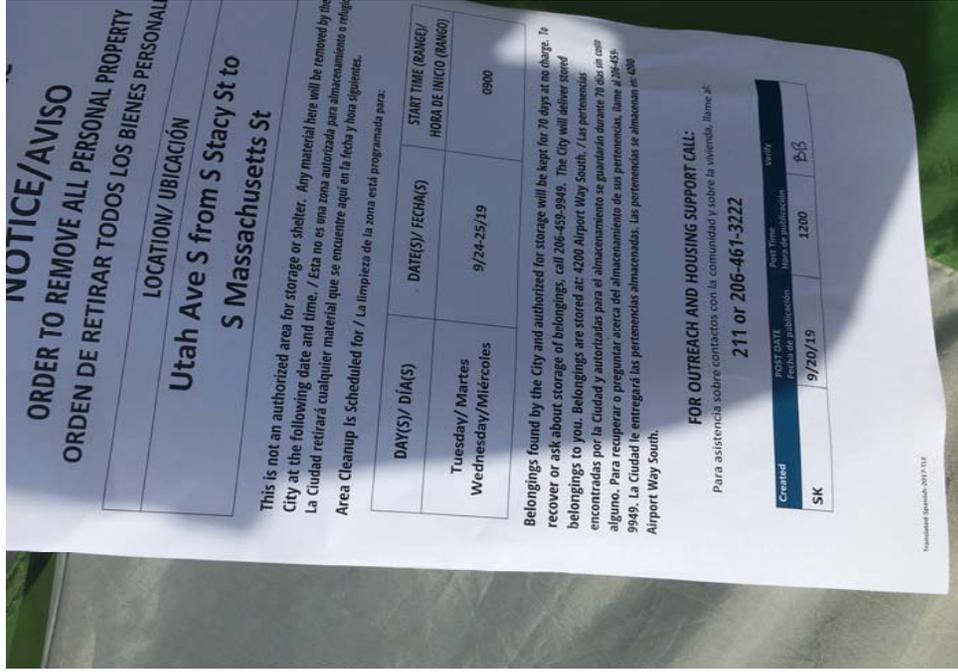
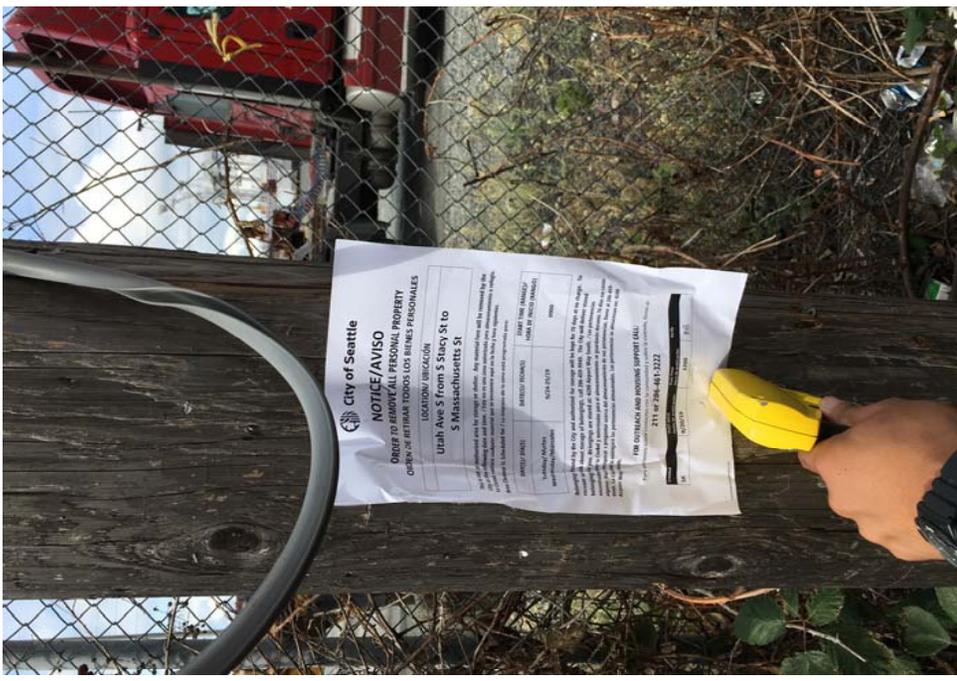


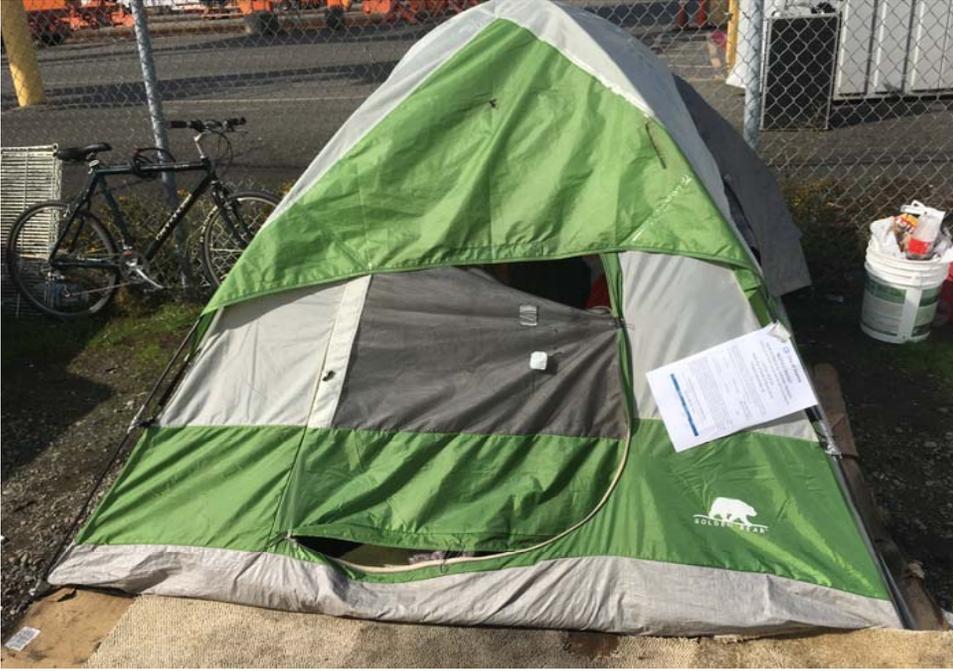
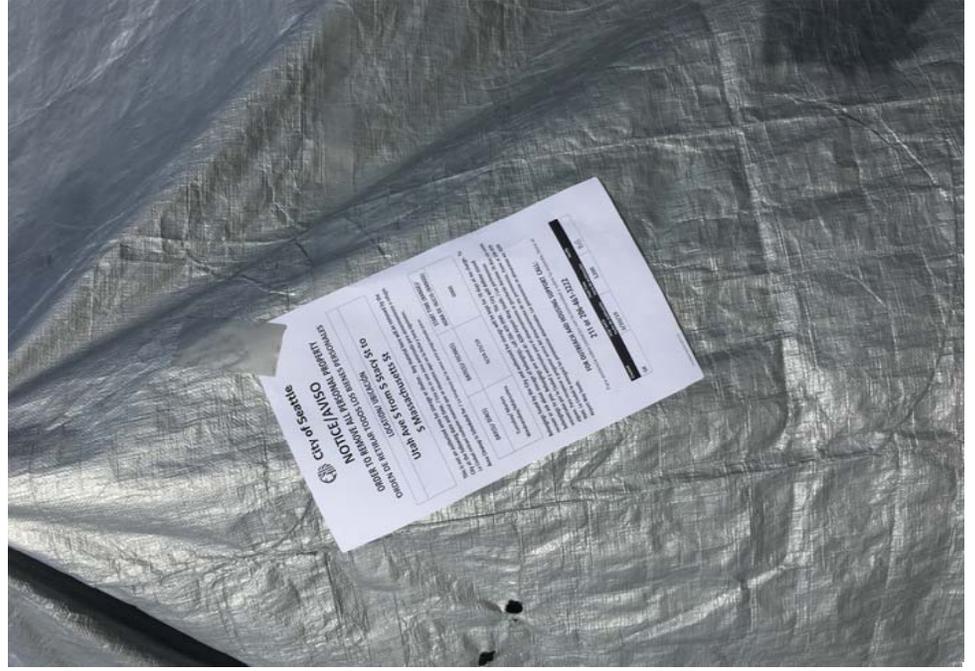
Exh B - Posting Photos

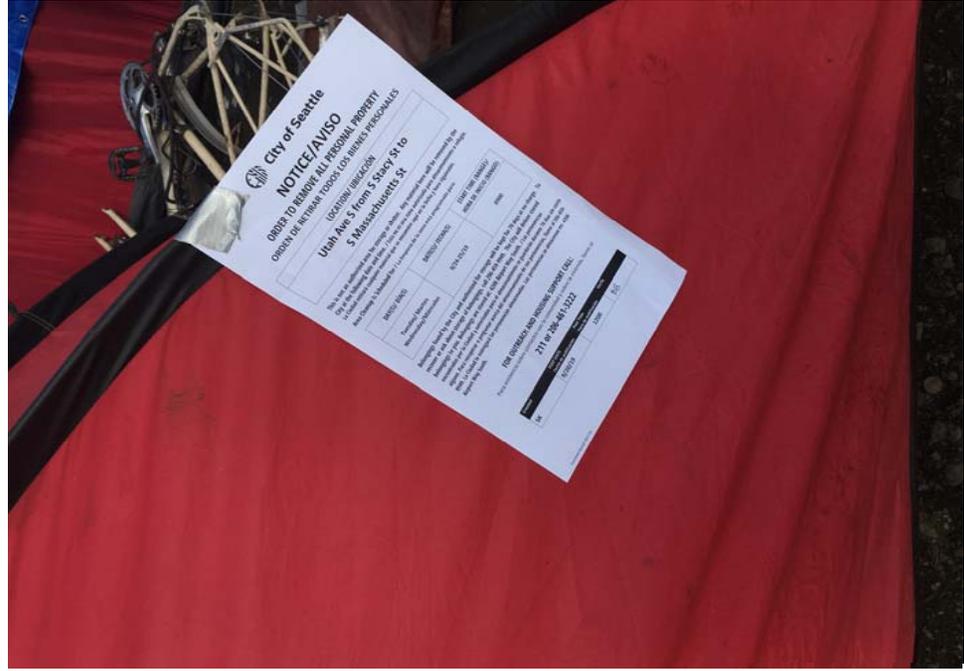


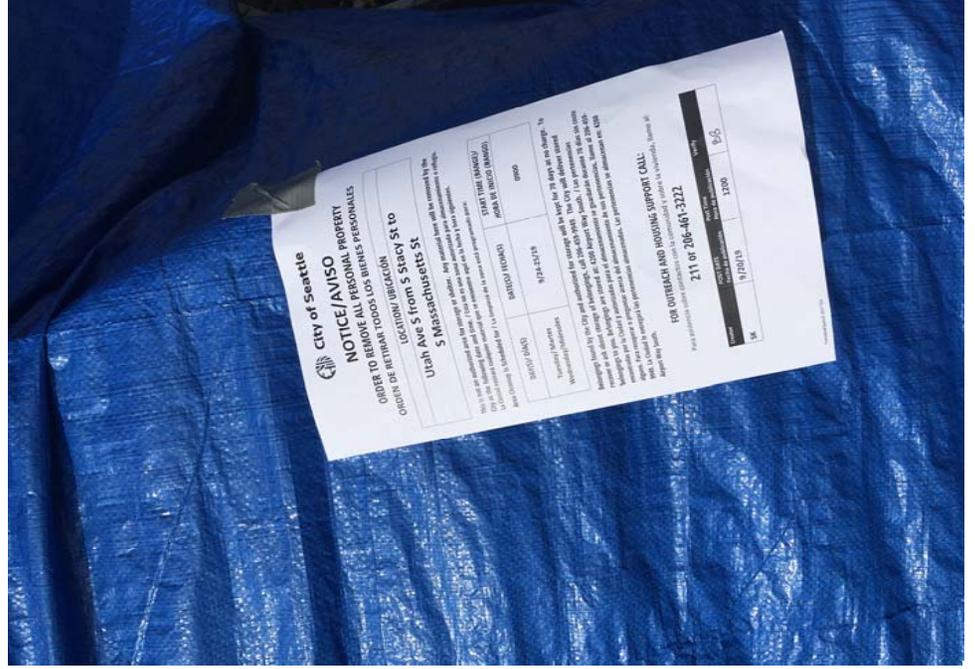
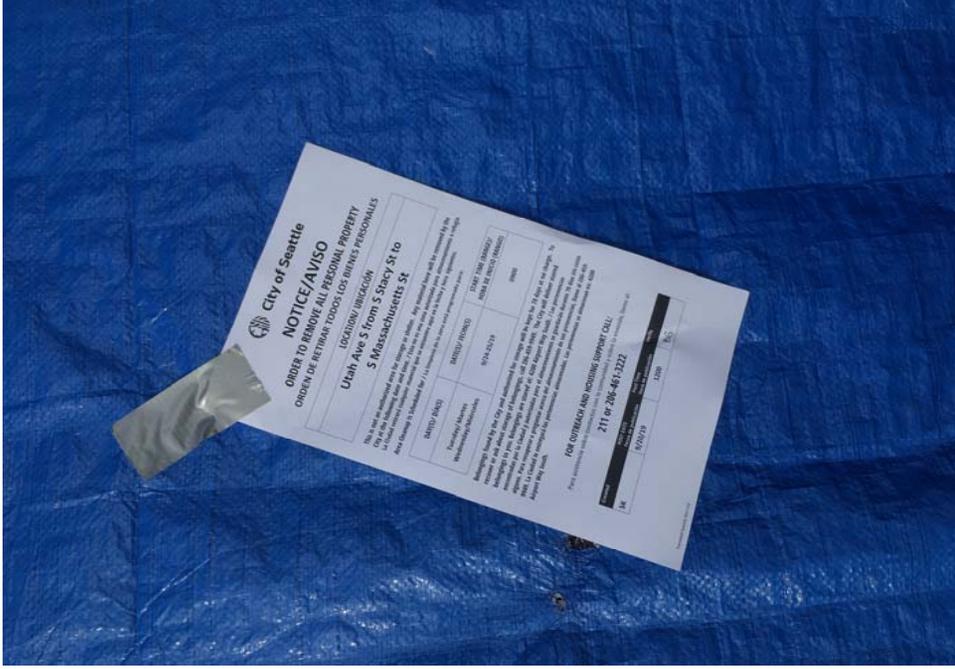


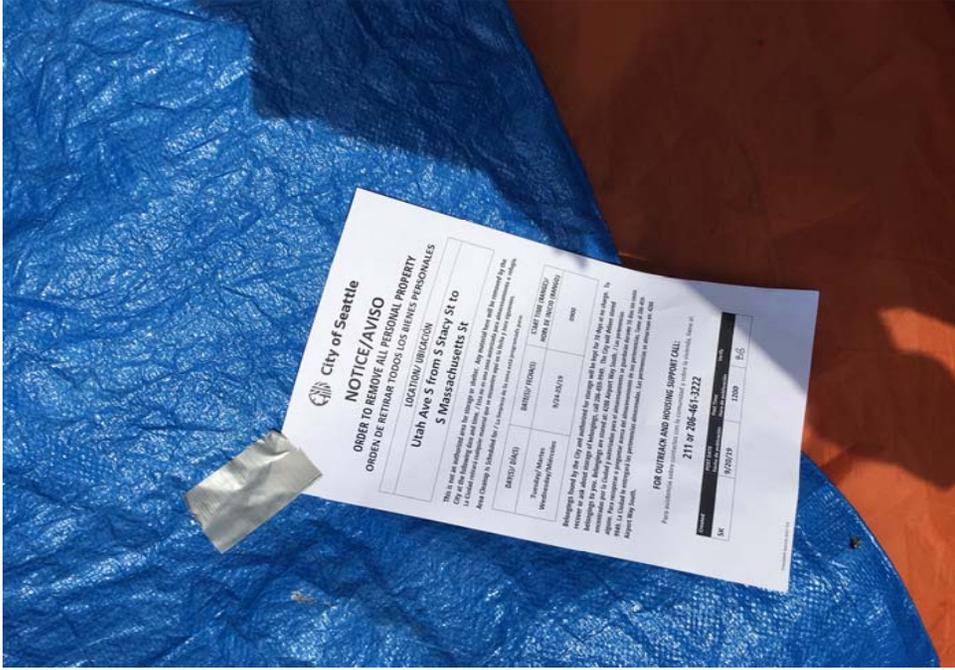


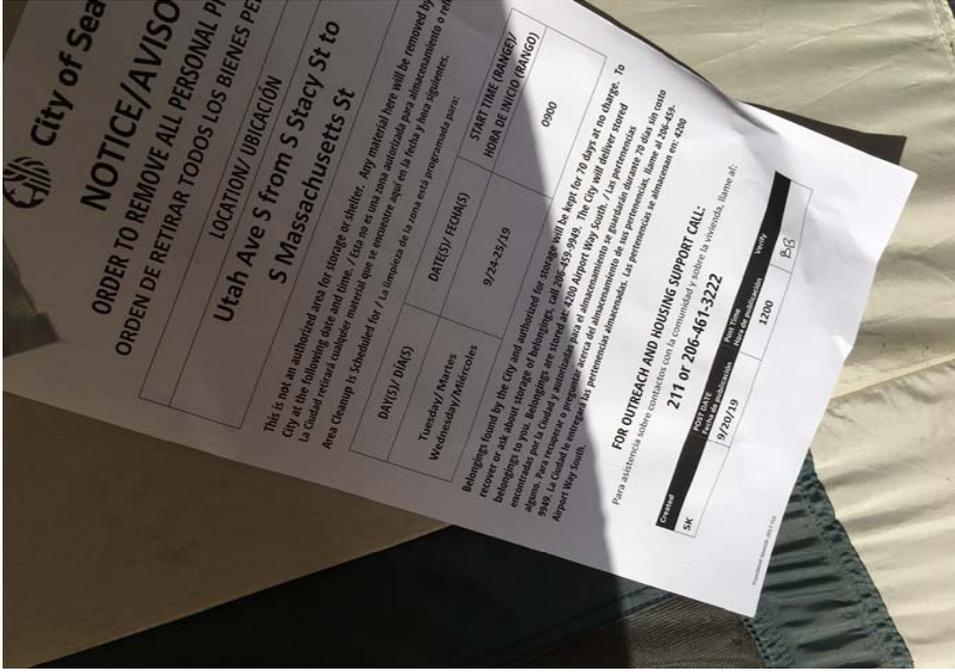
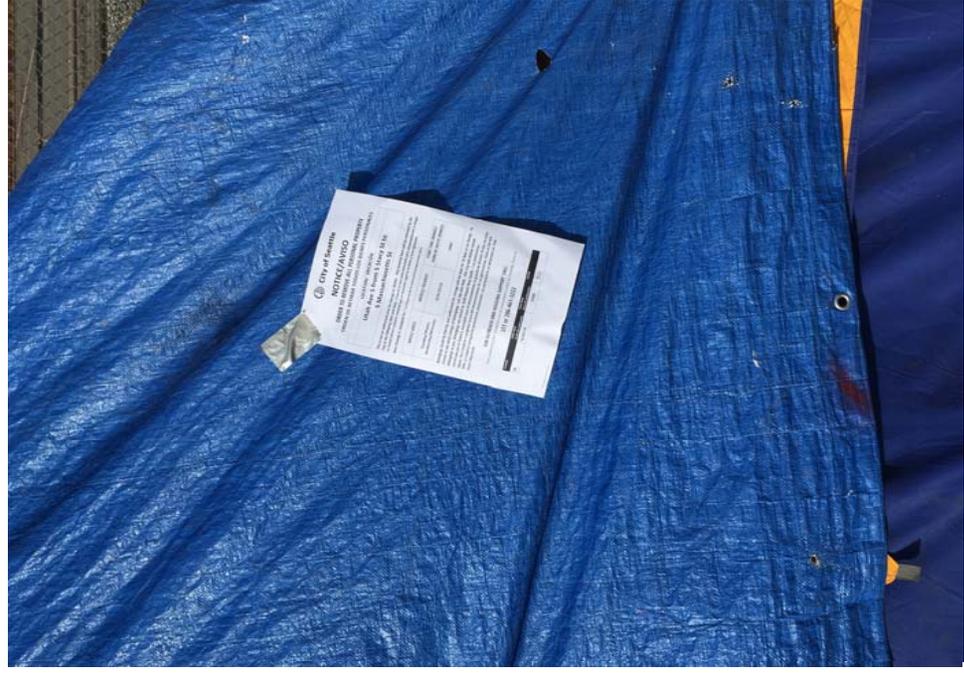


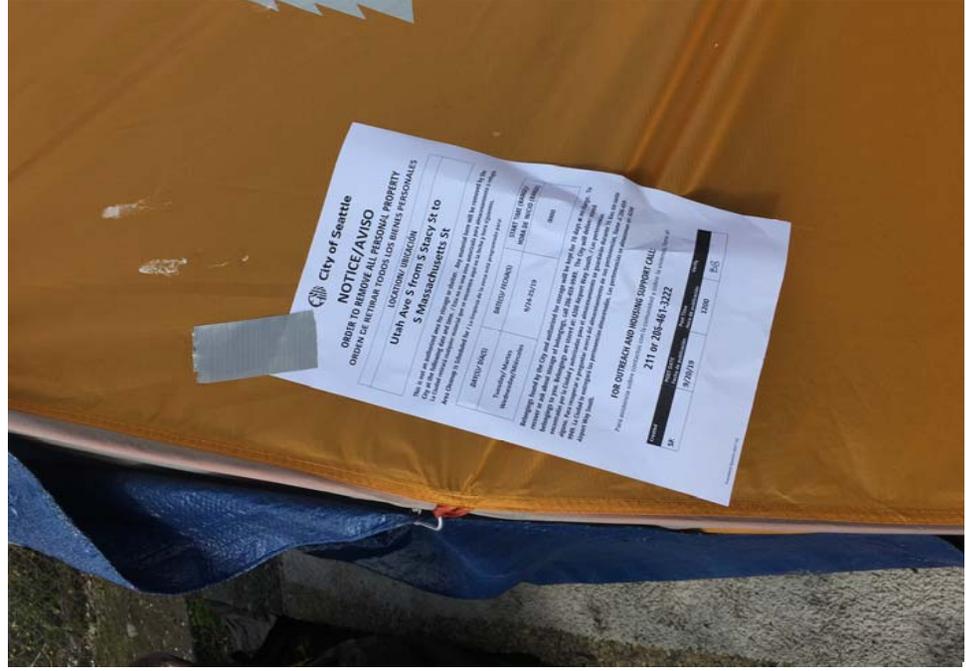


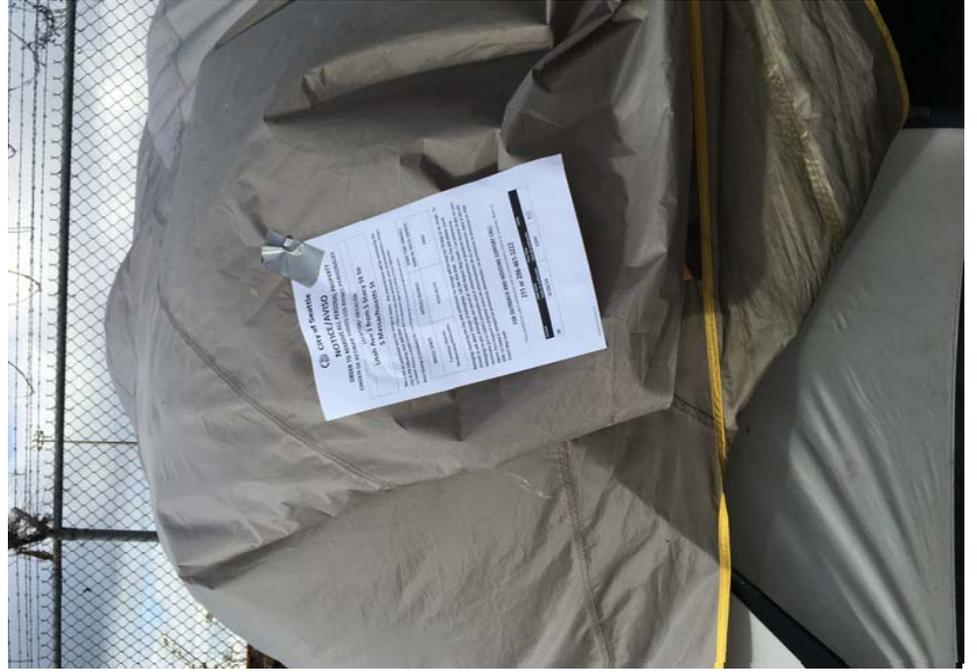
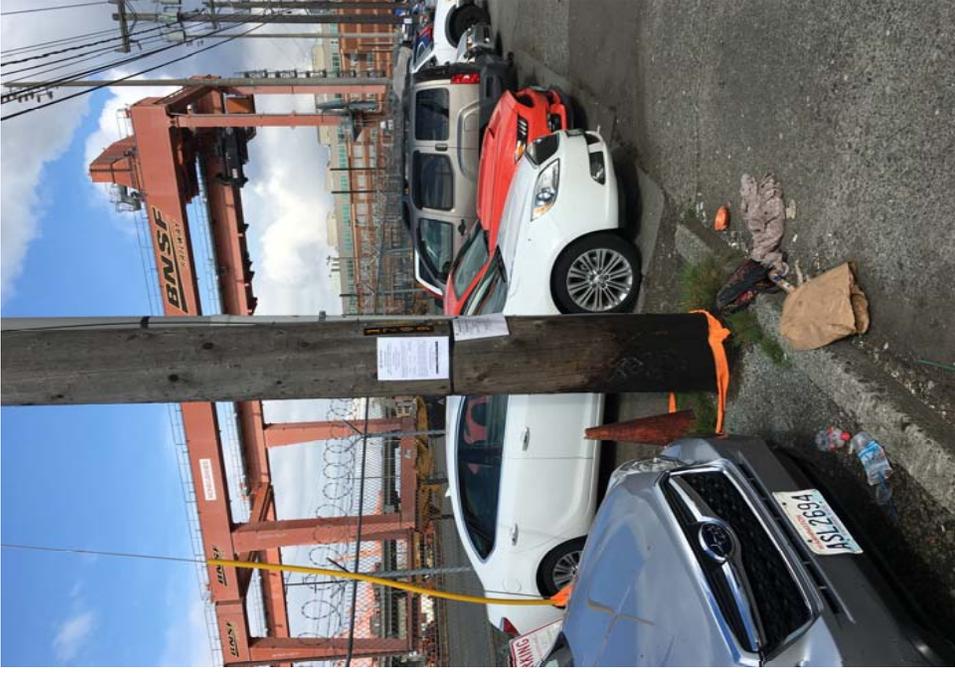


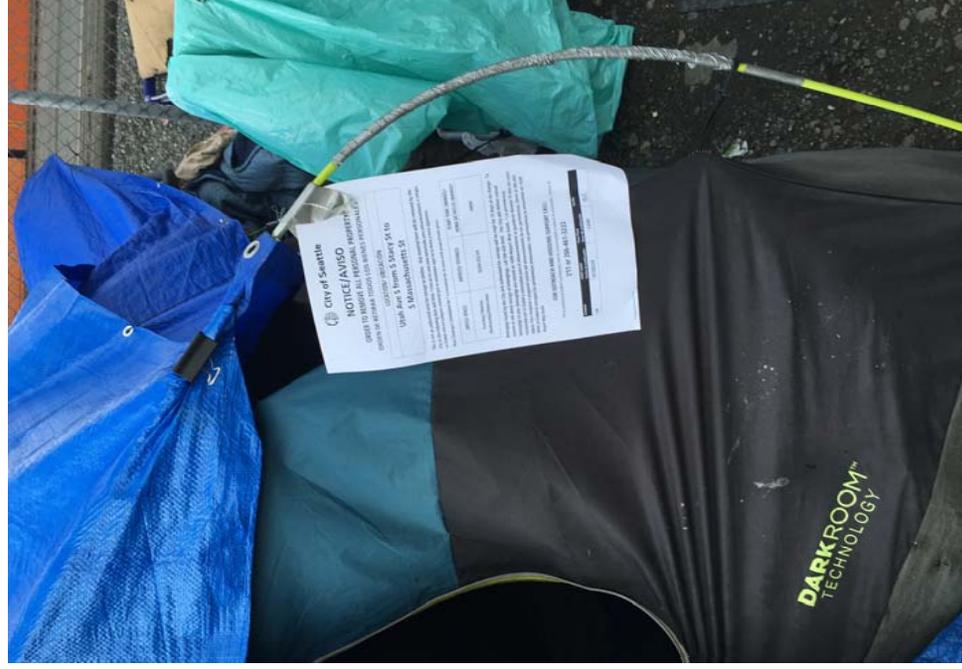
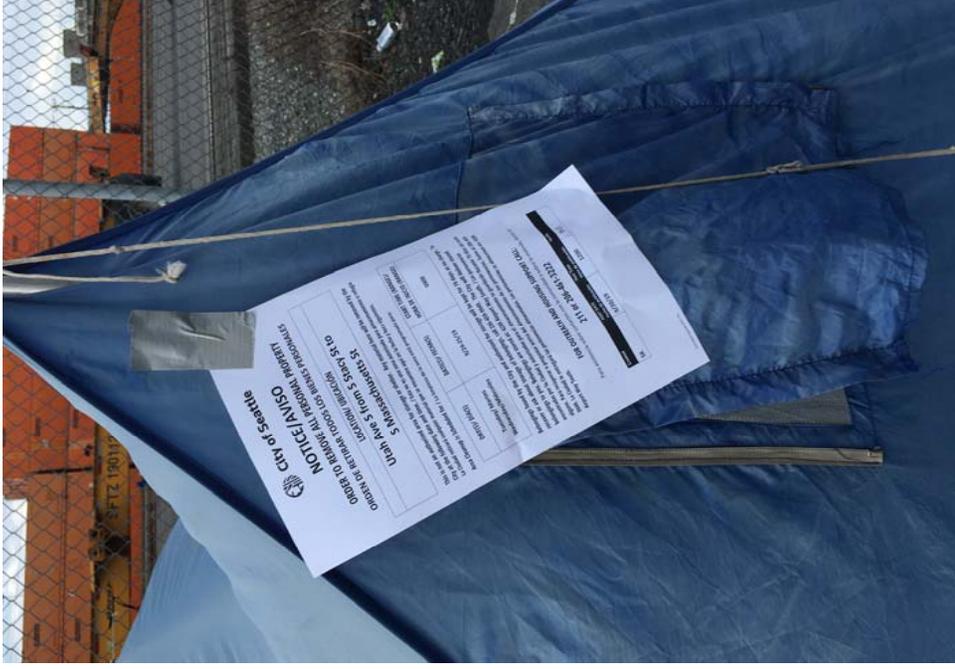


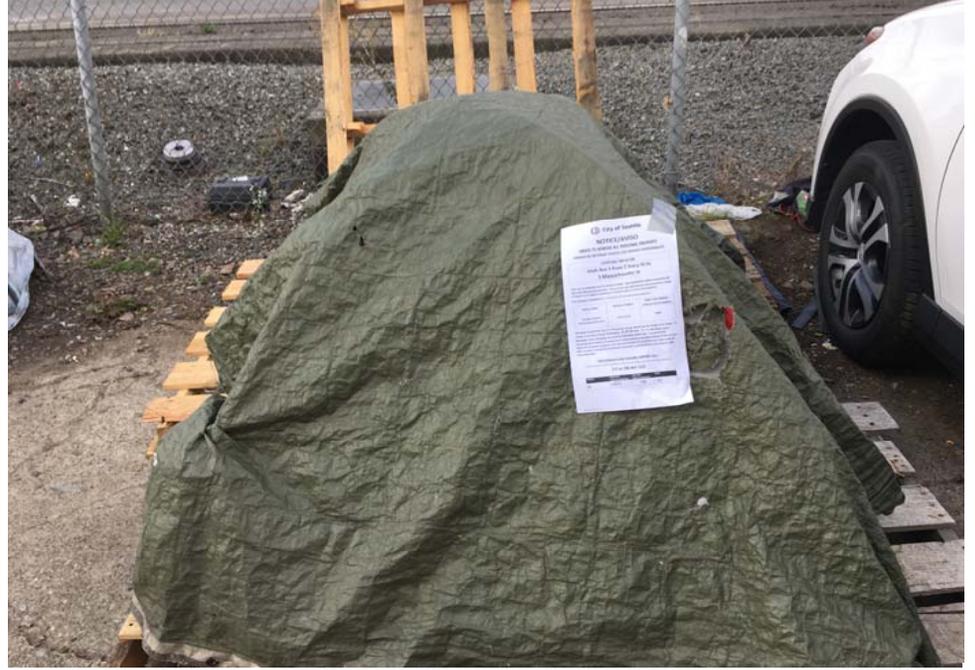
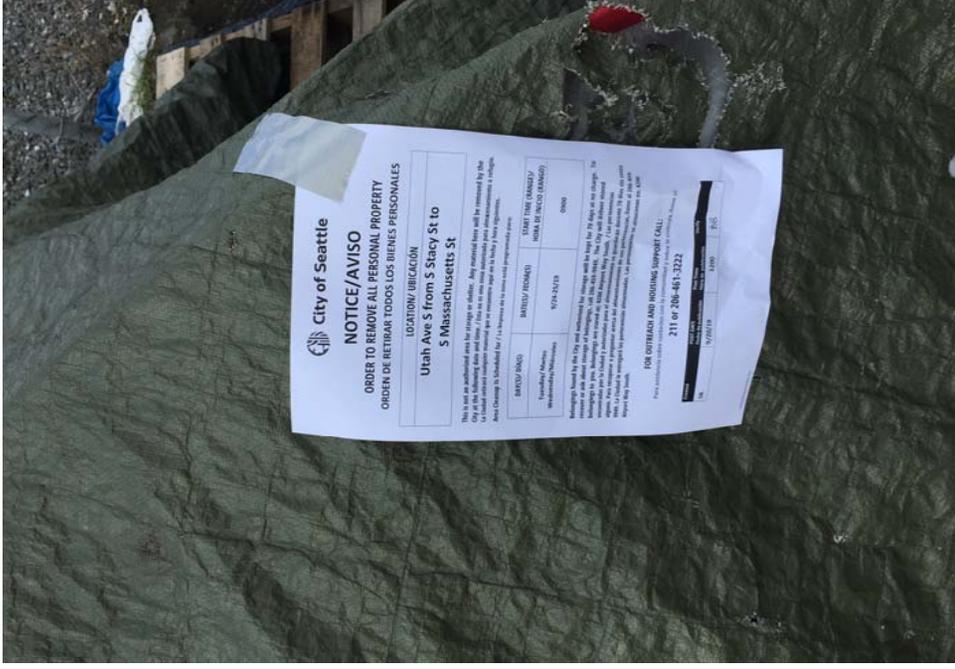


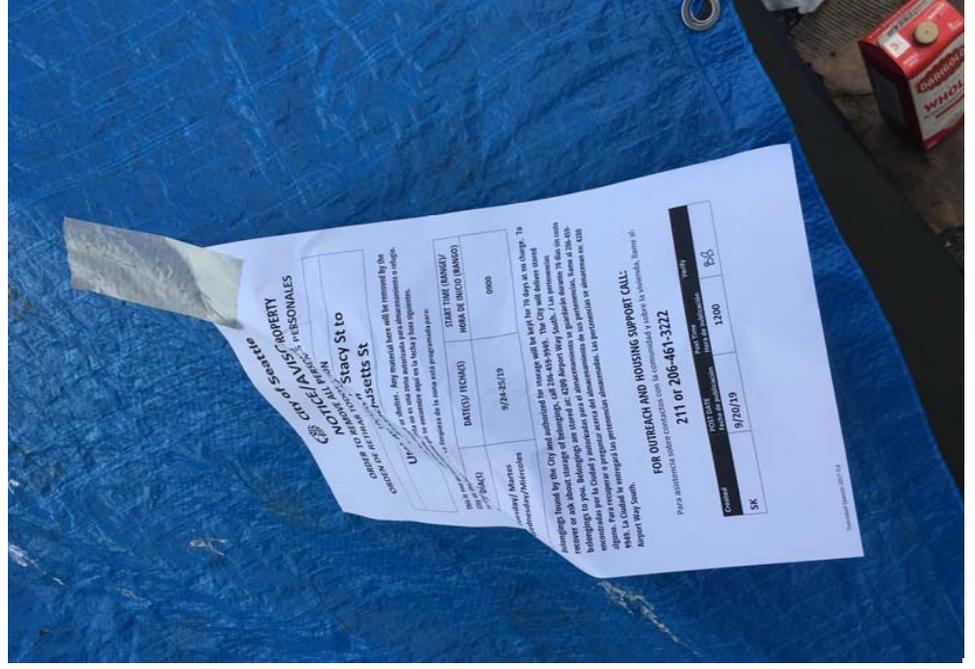
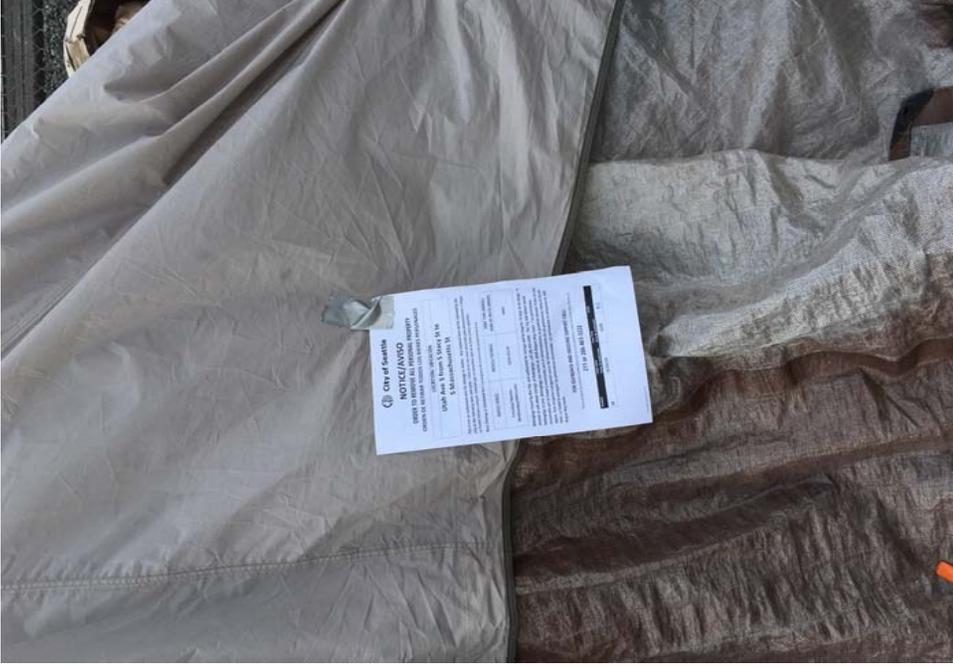


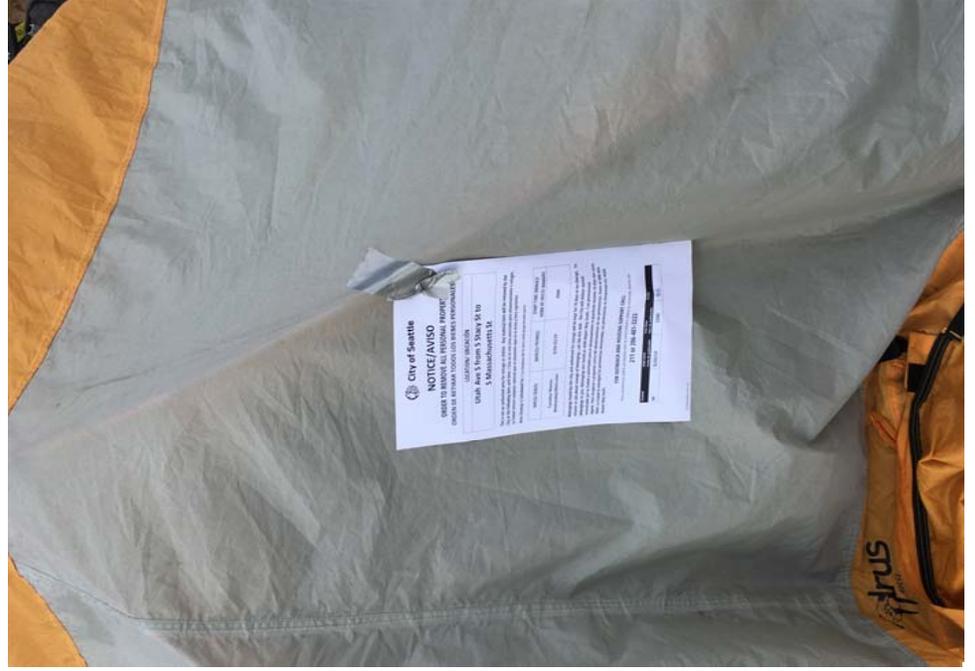
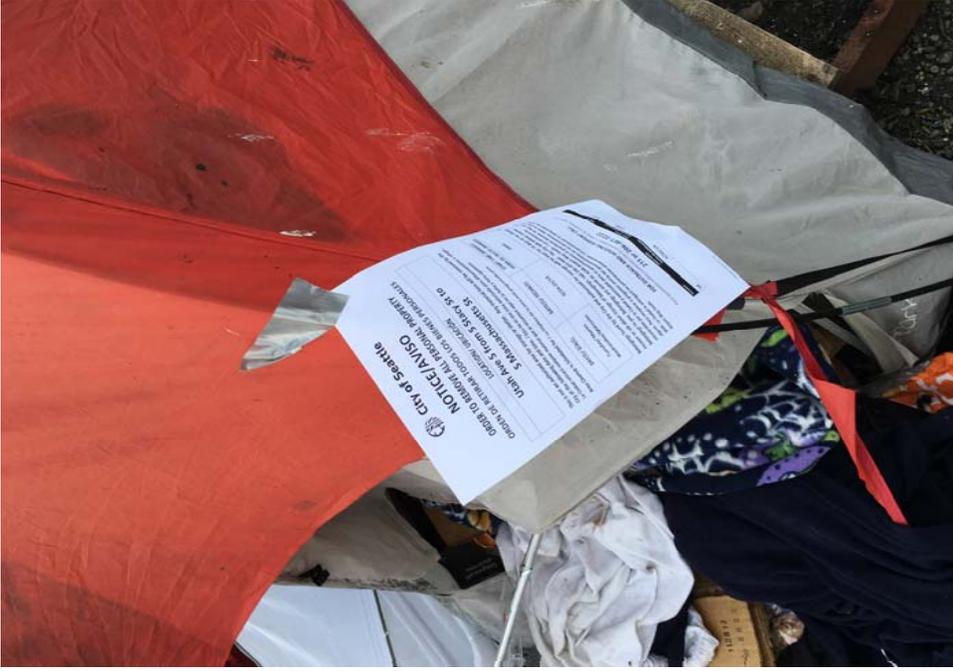




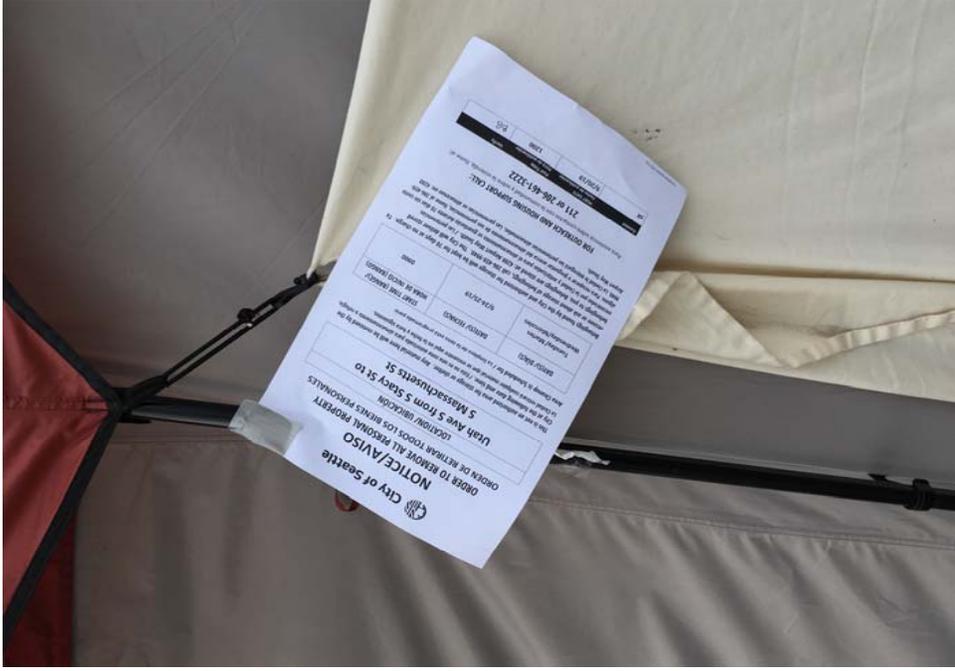






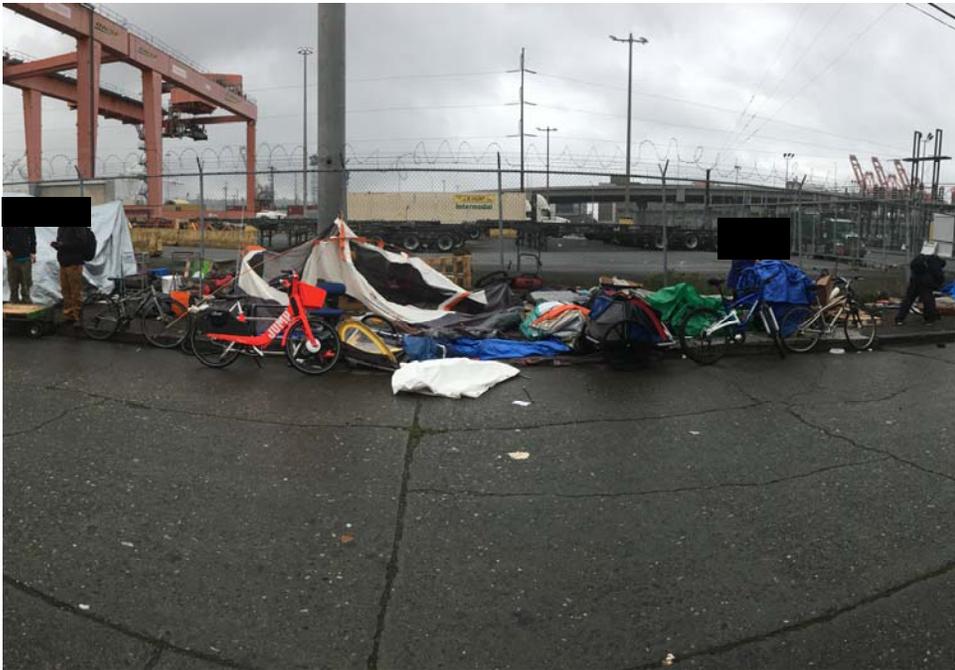






Exh D - Clean Up Photos





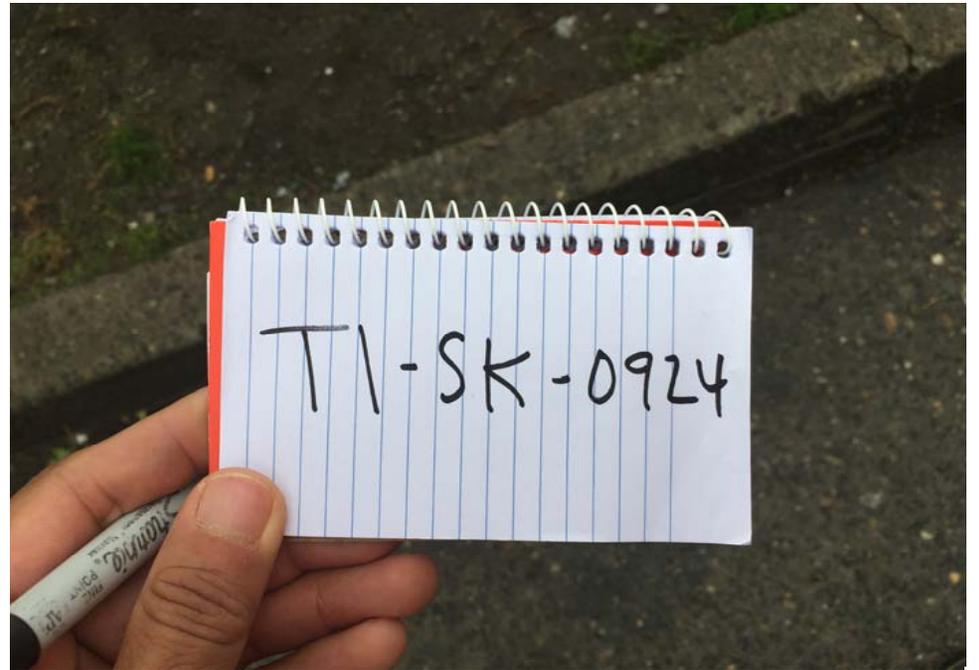




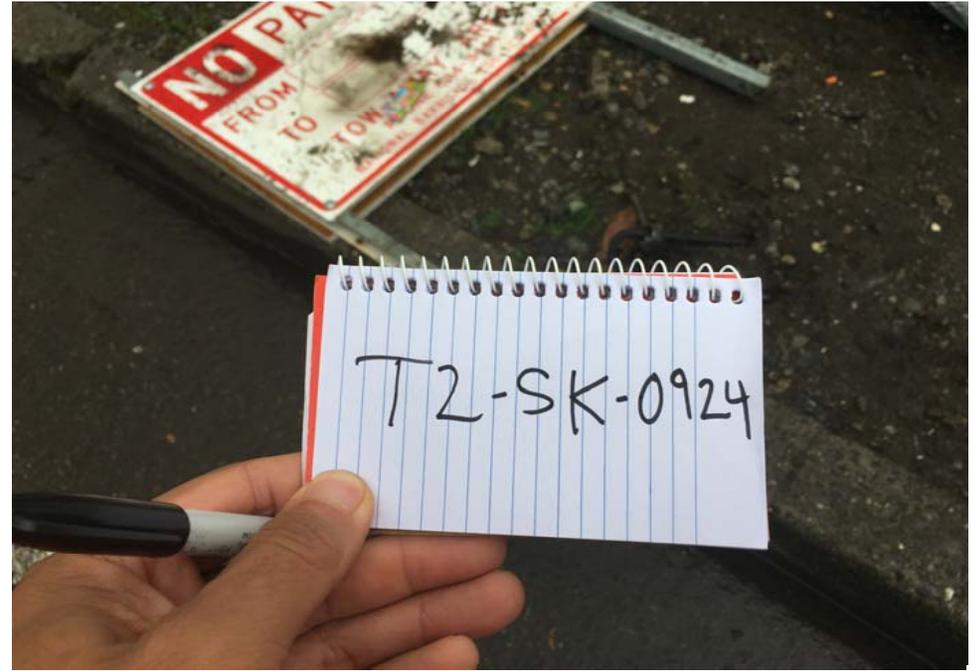






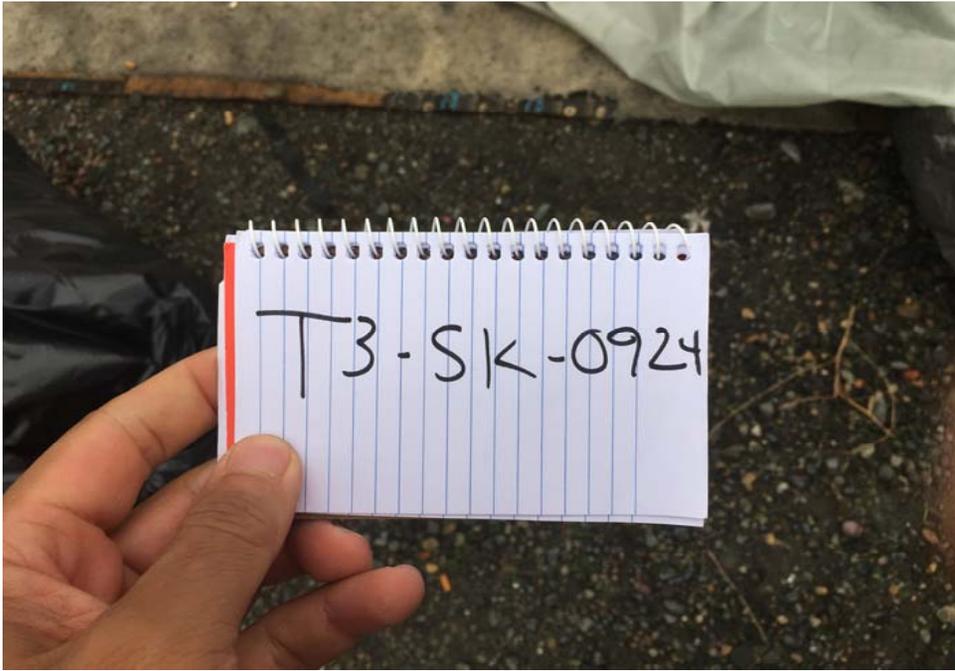




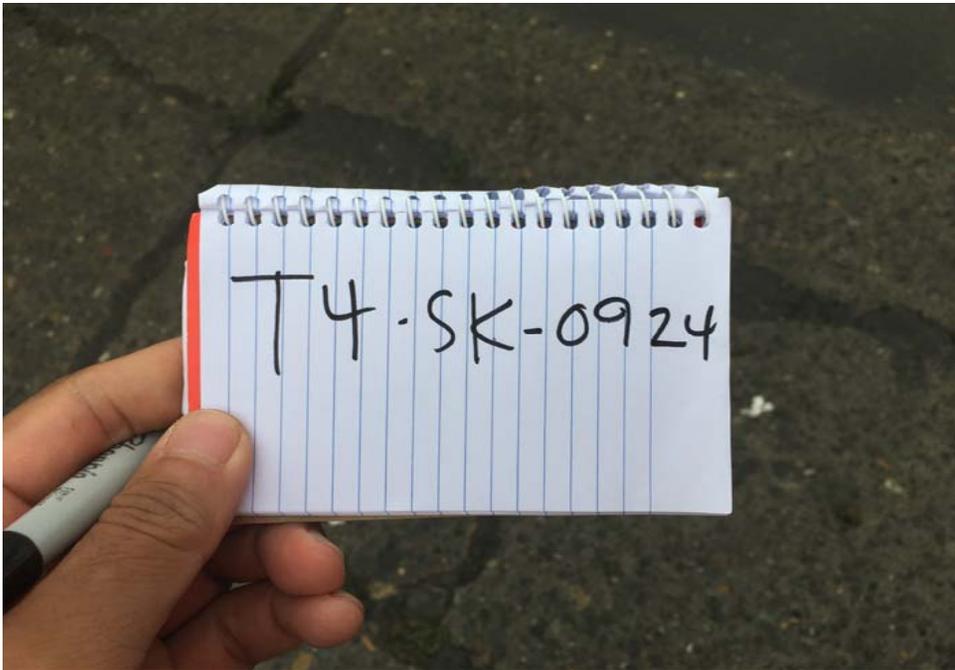
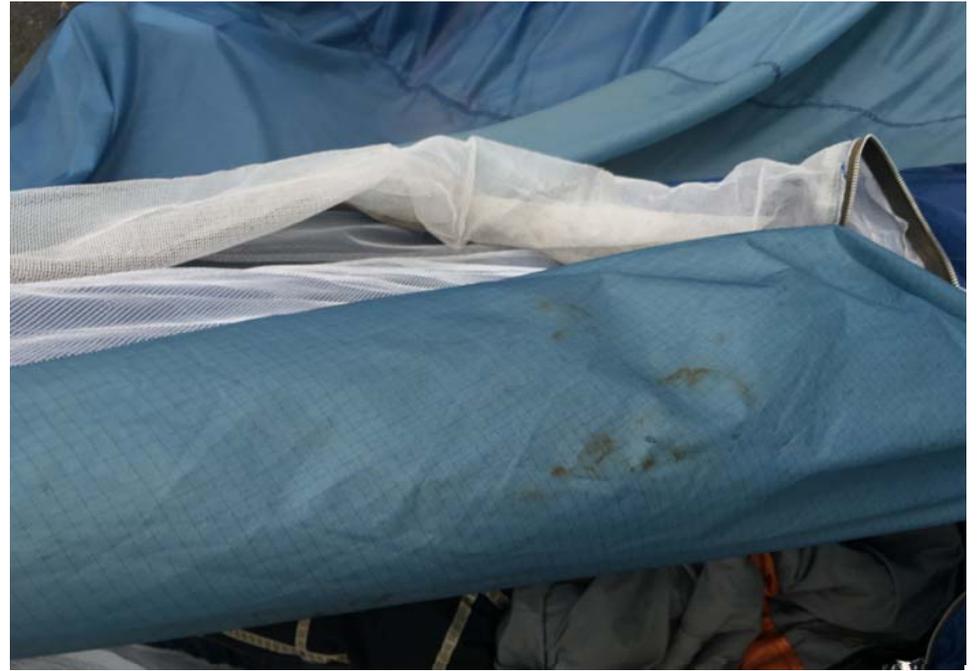












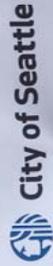
After Clean Photos











NOTICE OF CLEANUP / AVISO DE LIMPIEZA

CLEANUP DATE/ FECHA DE LIMPIEZA	LOCATION/ UBICACIÓN
9/24/19	Utah Ave S from s Massachusetts to S Stacy St

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:
Las Pertencencias Están En Almacenamiento

YES / SÍ **NO / No**

TO RECOVER OR ASK ABOUT BELONGINGS
CALL: **206-459-9949**
PARA RECUPERAR SUS PERTENCENCIAS, LLÁME AL:

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:

Para asistencia sobre conexiones con la comunidad y sobre la vivienda, llame al:
211 or 206-461-3222





