

**SITE JOURNAL CONTENTS**

- Completed Site Journal
- Exhibit A: Site Inspection Photos
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- 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.

**CRS Listing:** 1000 Union St. Seattle, WA 98101 **Date of First Inspection:** 3/19/19  
**Site Address:** Elliott Bay Trail from S Atlantic St to S King St **Date of Clean-Up:** 4/30/19  
**Inspection By:** Jeff Horan **CRS #:** 19-00072820  
**Referred By:** CSR, Community **Photos to FAS?**  Yes  No

**SITE OCCUPANCY DATA ( add additional lines as needed)**

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
3/19/19	24	1	0	0	25
3/21/19 (conducted a litter pick)	N/A	N/A	N/A	N/A	N/A
4/1/19 (conducted a litter pick)	N/A	N/A	N/A	N/A	N/A
4/15/19 (conducted a litter pick)	N/A	N/A	N/A	N/A	N/A

**SITE CHARACTERISICS**

- Park  Yes  No
- Sidewalk  Yes  No
- Within 50ft of a water body or wetland  Yes  No
- Impeding Roadway/Bike trail  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°  Yes  No
- Slide Zone  Yes  No
- Fire Damage  Yes  No
- Fire Under low Barrier:  Yes  No
- Other: Along bike Trail  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 (SPD response needed)  Yes  No
- Weapons  Yes  No
- Open Alcohol  Yes  No
- Sharps  Yes  No
- Property Damage  Yes  No

**TOTAL COUNT:** 4

**TOTAL COUNT:** 12

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

**NAVIGATION TEAM ASSESSMENT**

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

**PRE-JOB SITE ASSESSMENT & INSTRUCTIONS**                      **Specifications/Notes**

Uneven Terrain (Fall Protection Required)      Yes      No     \_\_\_\_\_  
 Medical Waste     Yes      No    \_\_\_\_\_  
 Chemical Waste      Yes      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                             Yes      No  
 Waste Hauling to Dump                             Yes      No  
 Waste Hauling to Other Location                 Yes      No  
 Vegetation Pruning                                  Yes      No  
 Biohazard Waste                                      Yes      No

#### Specifications/Notes

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### EXTERNAL CONTRACTORS

	Total	Description
Number of City Labor Crew Involved	4	Cascadia
Number of Hazmat Crew Involved	2	
Number of Truck Drivers Approved	1	
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	0	Parks w Packer
Number of Light Teams	2	
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

#### STAGING LOCATION

Date: 4/30/19     Time: 0830     Location: S. Atlantic & 1<sup>st</sup> Ave

## C. PRE-CLEAN UP ACTIVITIES

### EXHIBIT B: SITE POSTING PHOTOS

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

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 Number of People Contacted
4/26/2019	Outreach	S Atlantic and Elliot Bay Bike Trail	8	2	0	10
4/29/2019	Outreach	S Atlantic and Elliot Bay Bike Trail	8	7	0	15

## 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

Bruce Bentley & Sili Kalepo

#### CHECKLIST for ENCAMPMENT CLEAN UP

Notice posting is 72 hours in advance of cleanup (Date:)	4/26/2019	<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:)	4/29/2019	<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

Day of Clean-up	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
4/30/2019	14	1	0	0	15

**STORAGE SUMMARY**

Total should equal total in Occupancy Data

<b>TOTAL TENTS/STRUCTURES</b>			
OWNER PRESENT Removed Property and Tent	9	ABANDONED TENT/STRUCTURE Content Storable	1
OWNER PRESENT Discarded Tent/Discarded Property	1	ABANDONED TENT Content Not Storable	2
OWNER PRESENT Discarded Tent / Stored property	1	ABANDONED TENT Storable	1
ABANDONED BEDROLL Storable	0	ABANDONED TENT Not Storable	0
ABANDONED BEDROLL Not Storable	0	IMPOUNDED VEHICLE	0

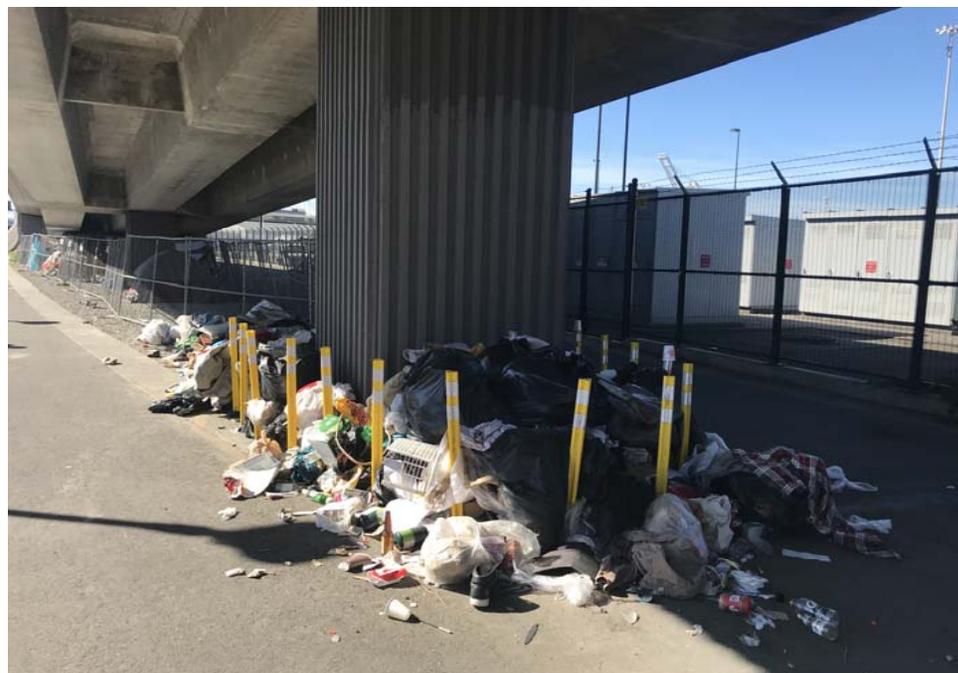
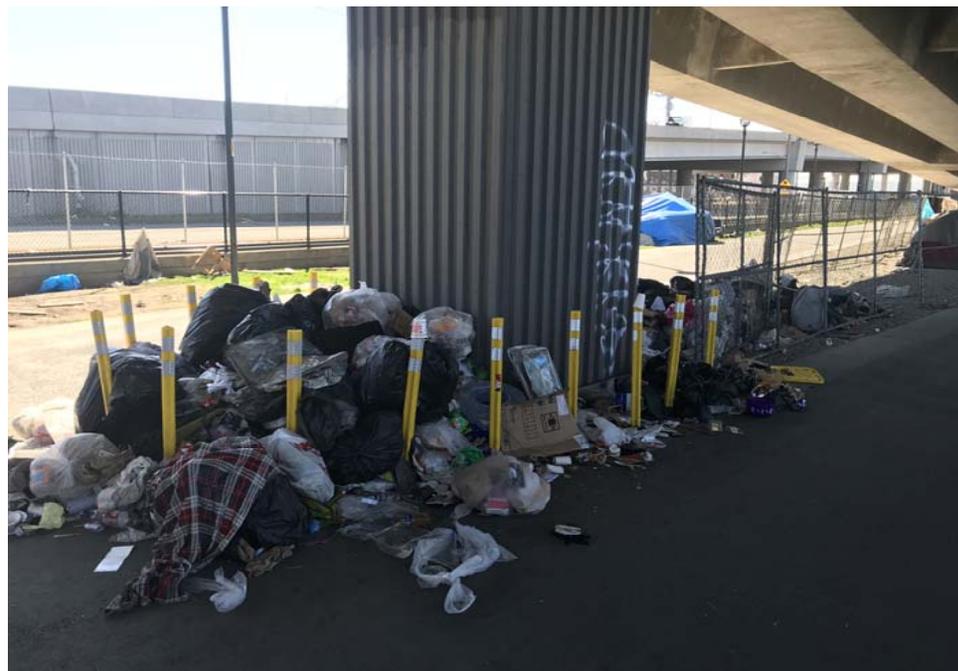
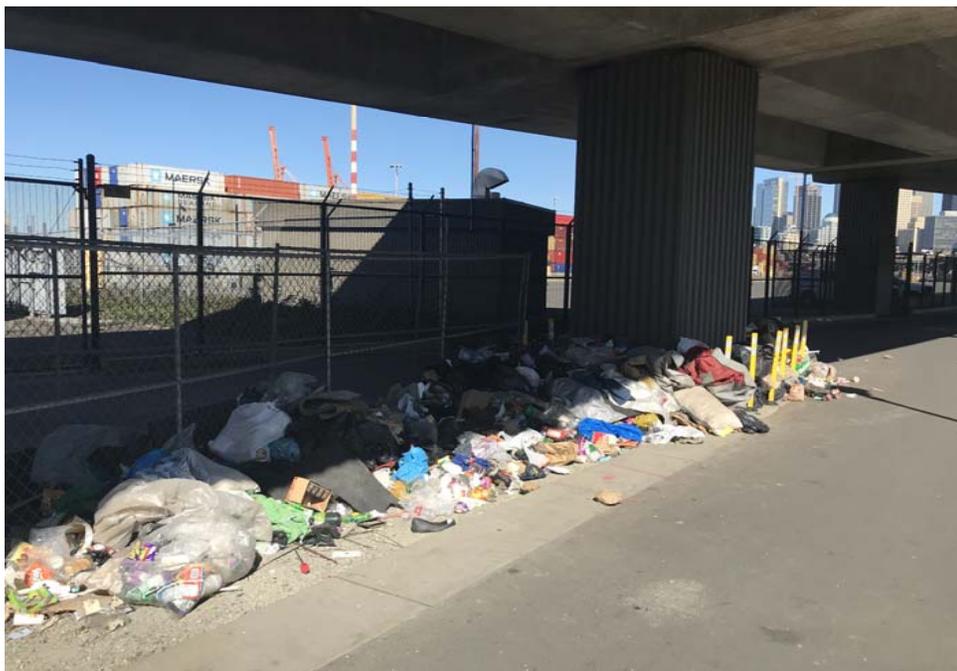
**STORAGE TOTALS**

Number of Bins	Bikes	Large Luggage Items	Large Items
5	1	0	0

 **EXHIBIT E: STORAGE INFO**

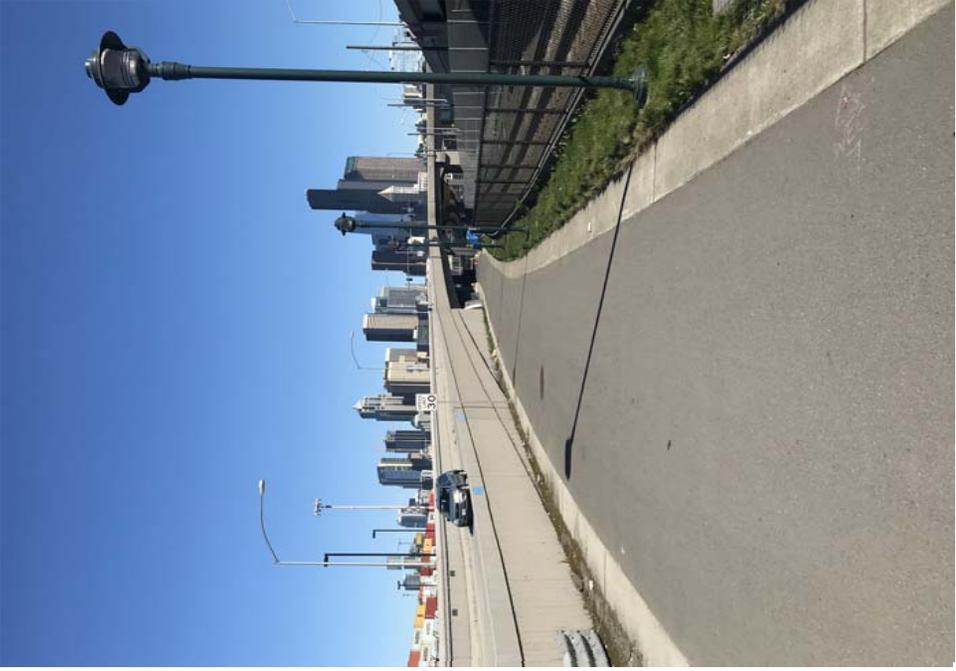
Field Coordinators are responsible for ensuring that we log information about each tent/structure that is at the clean-up site.

# Exh A - Inspection Photos





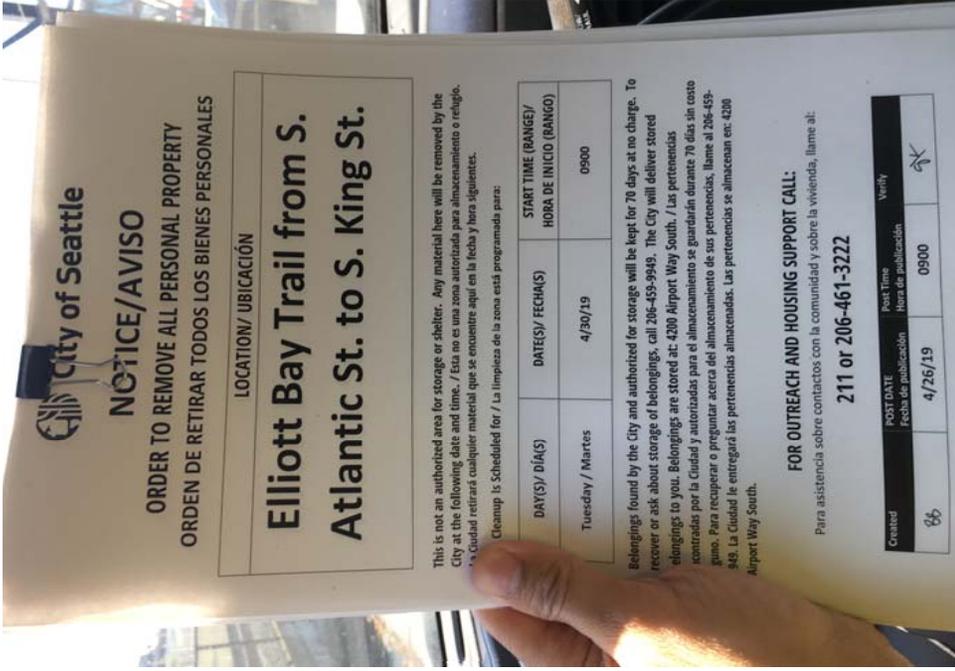


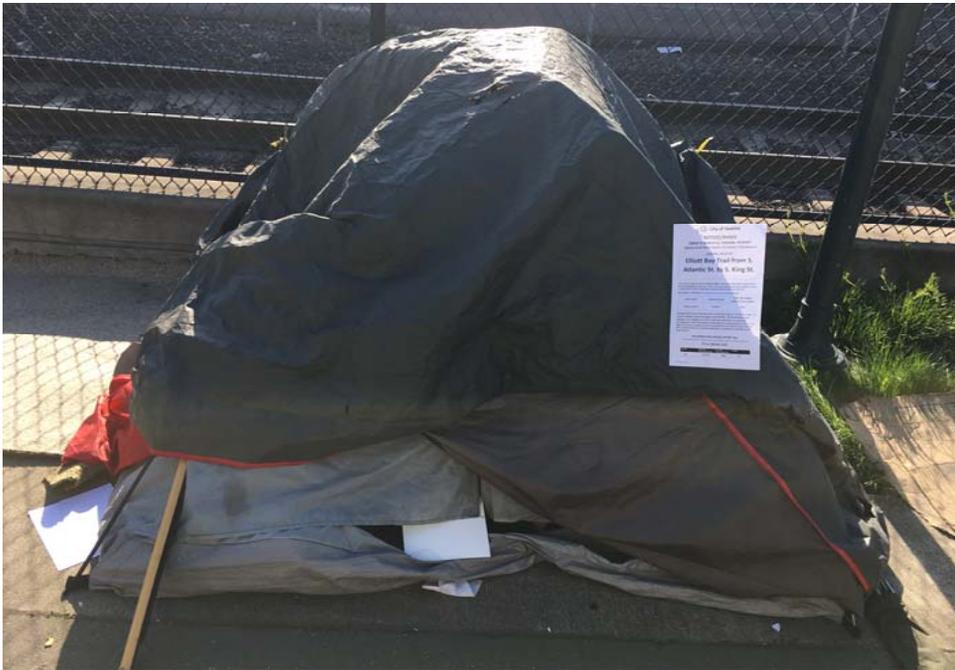


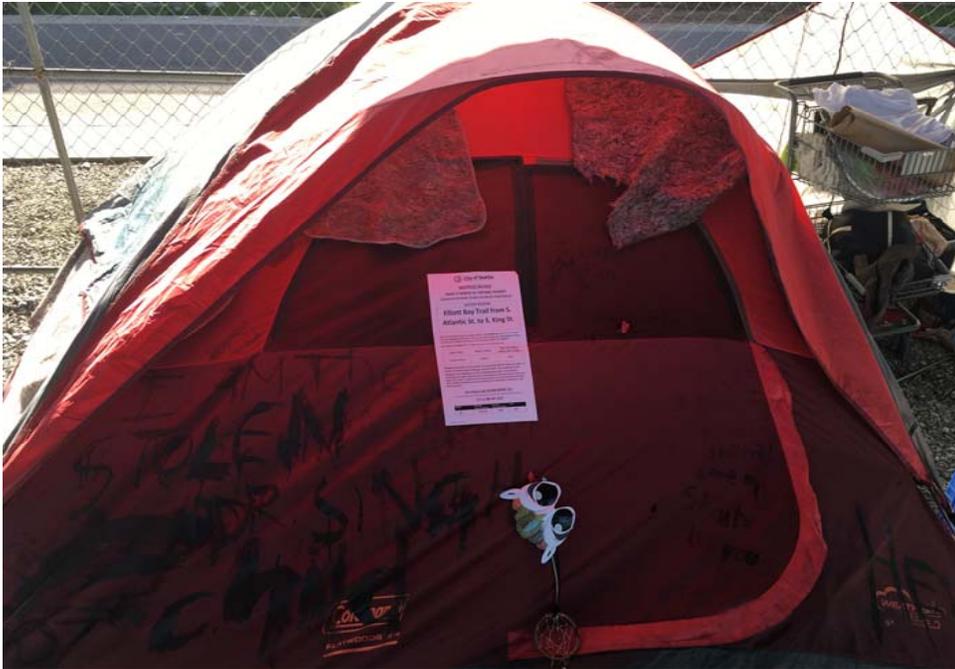




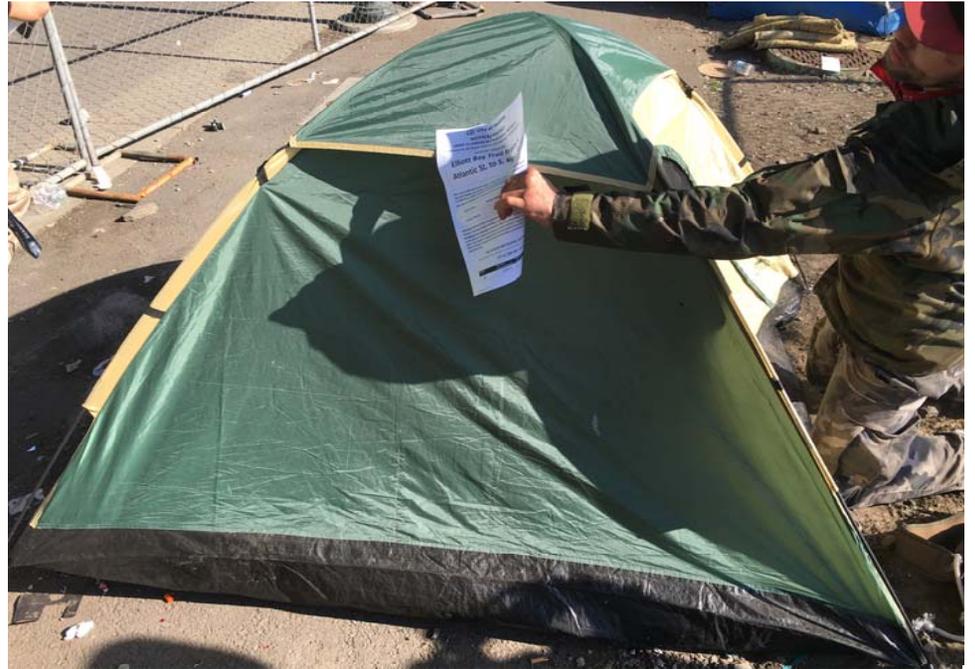
# Exh B - Posting Photos







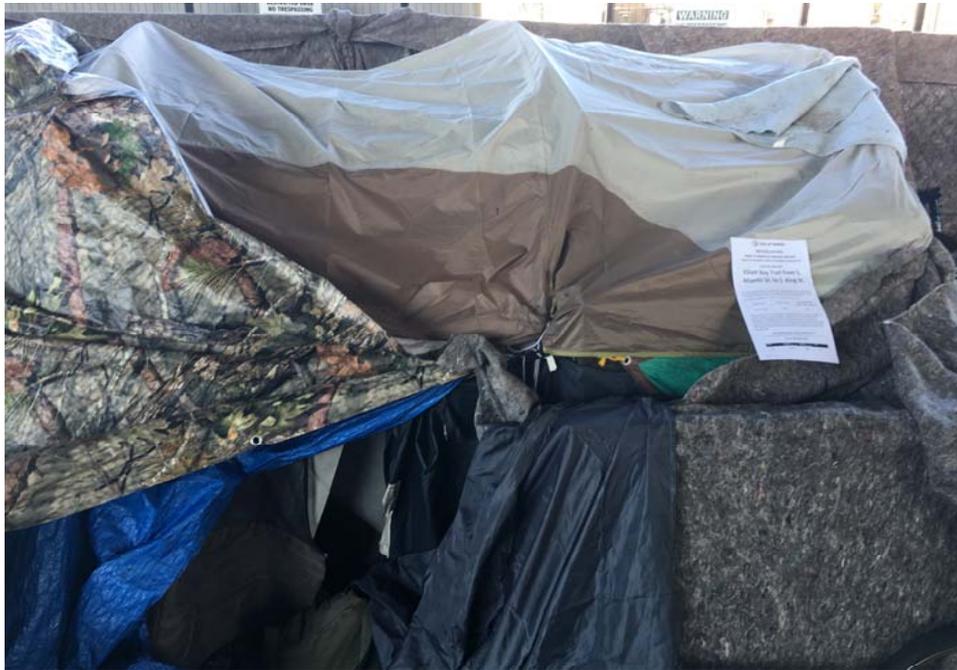








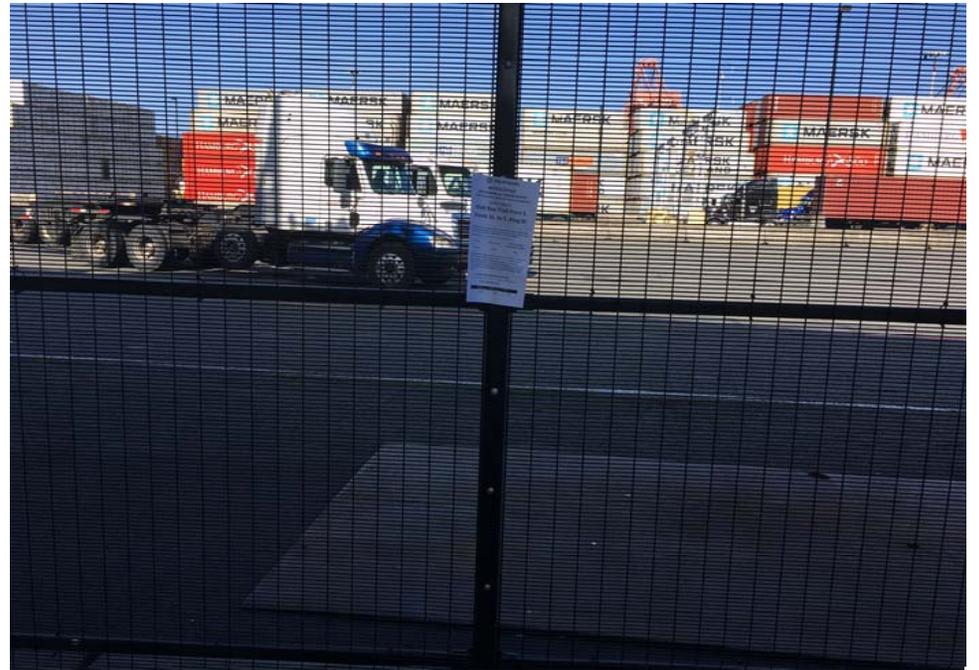








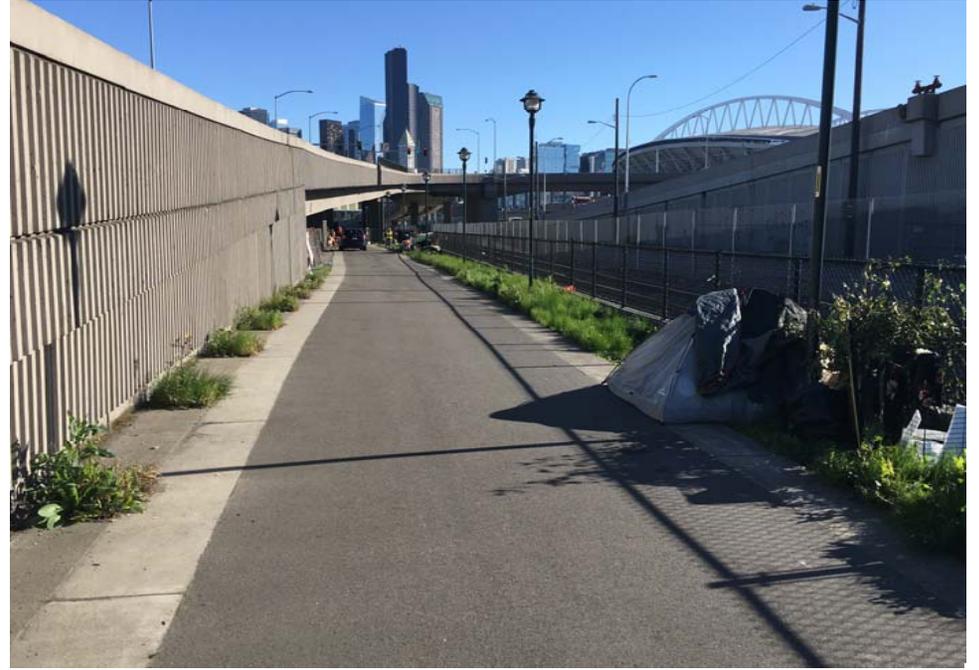






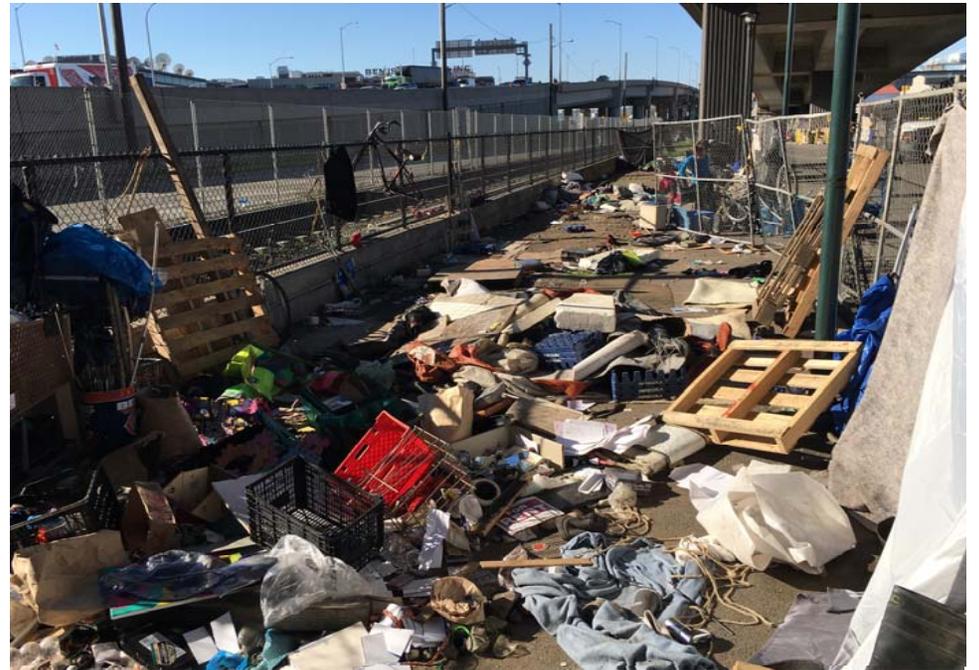
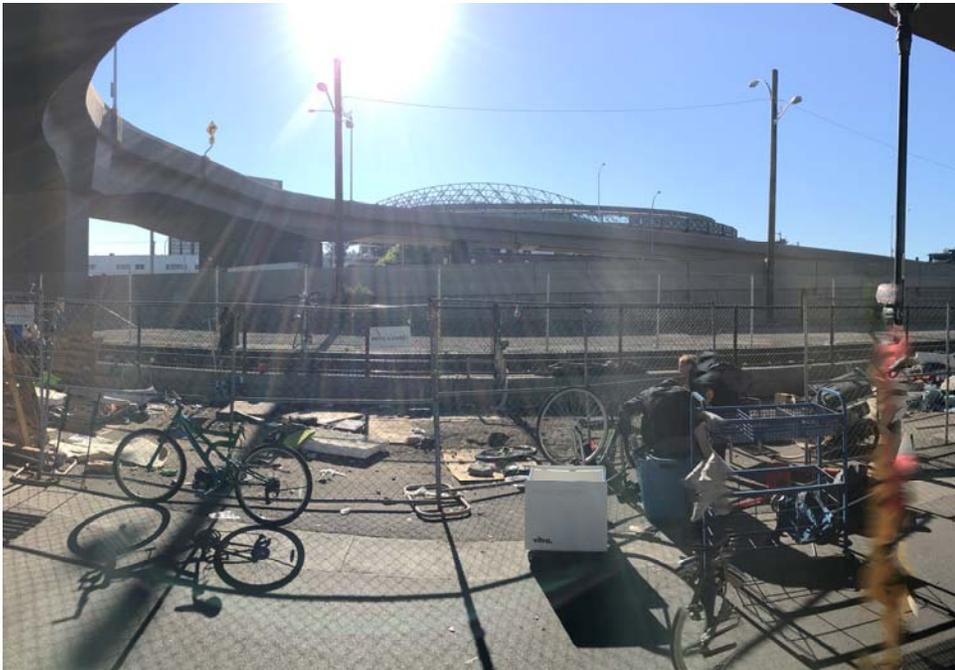
# Exh D - Clean Up Photos

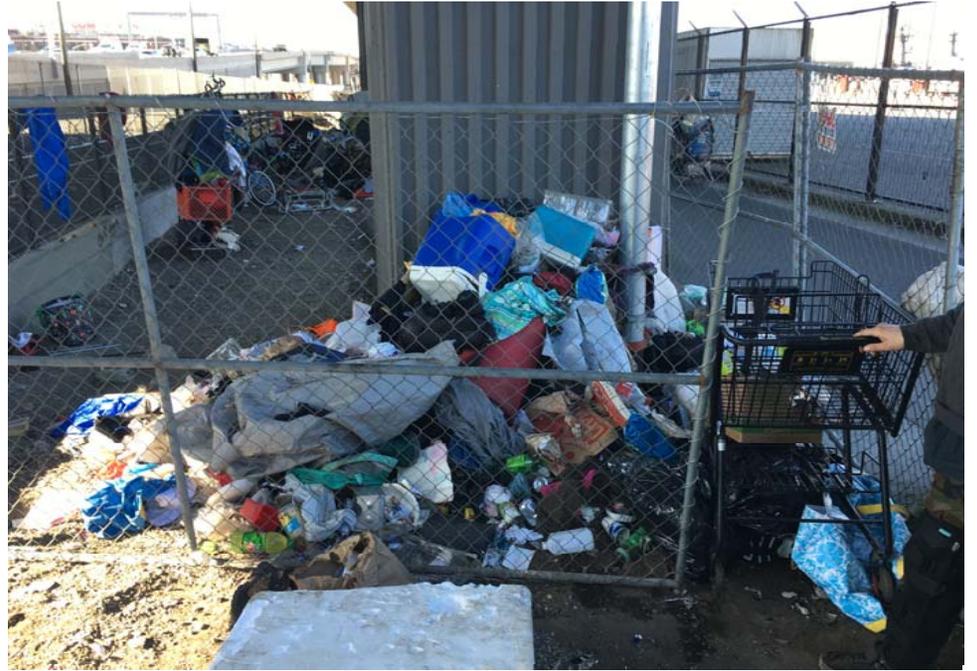


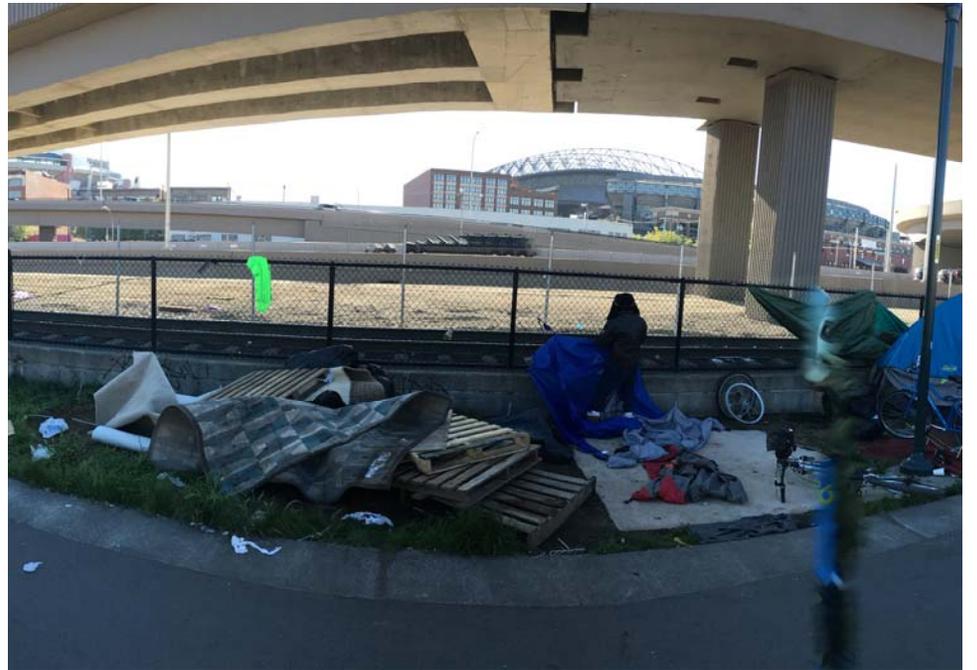




















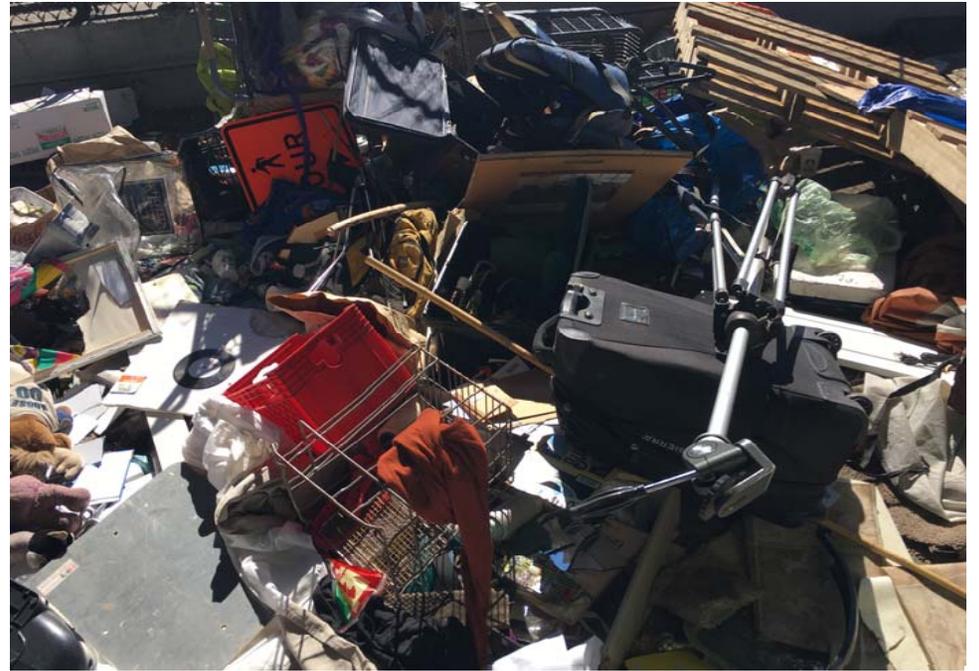
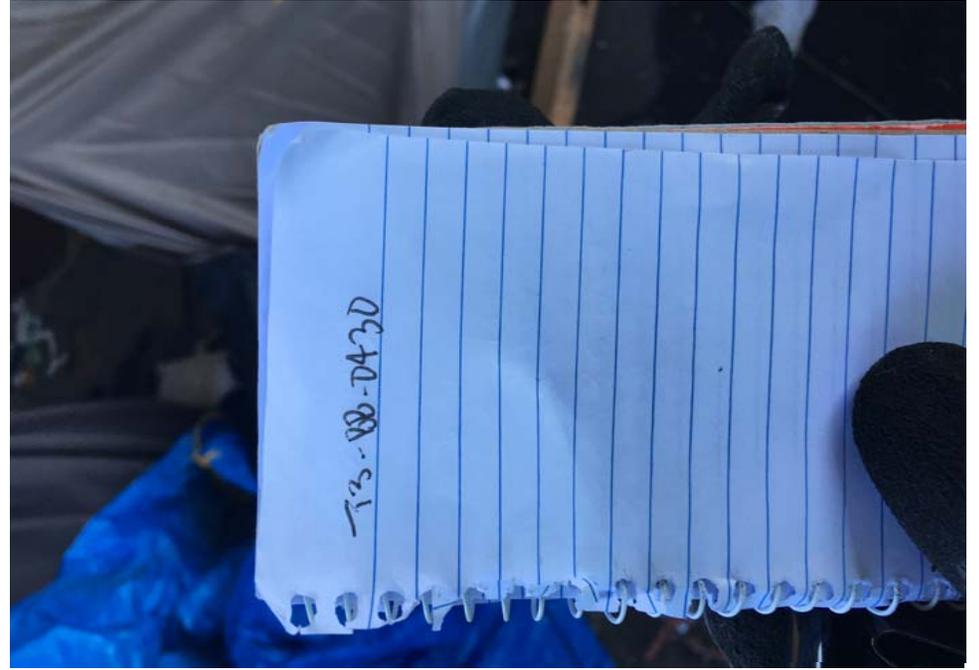






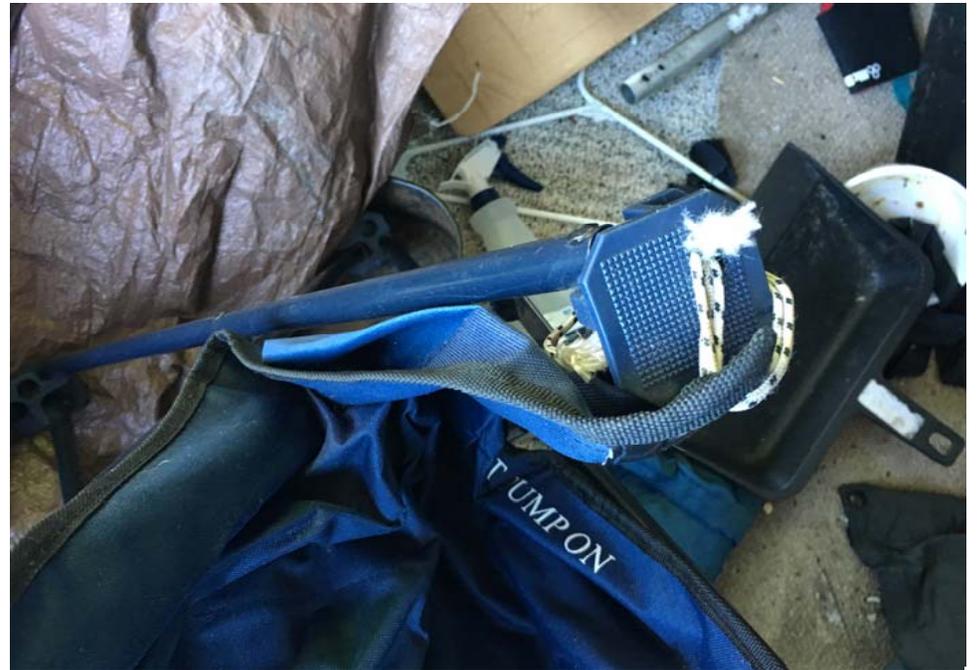


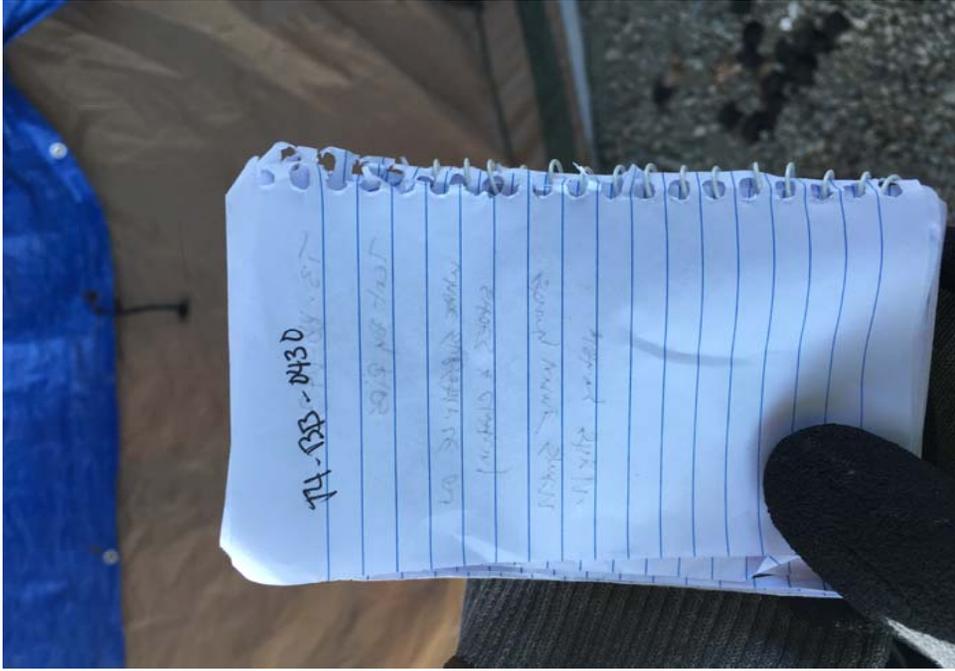


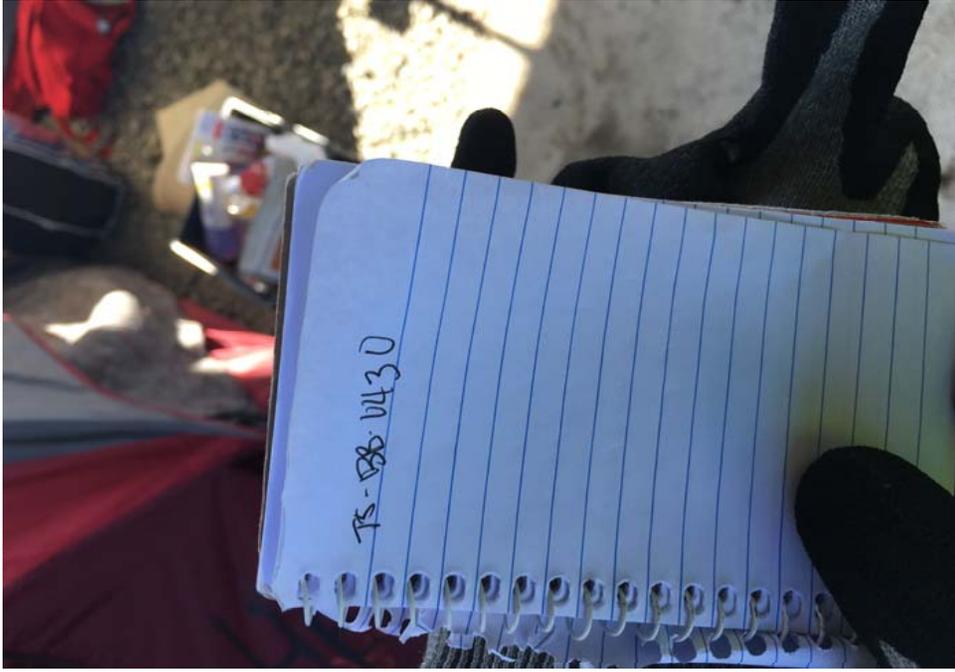
























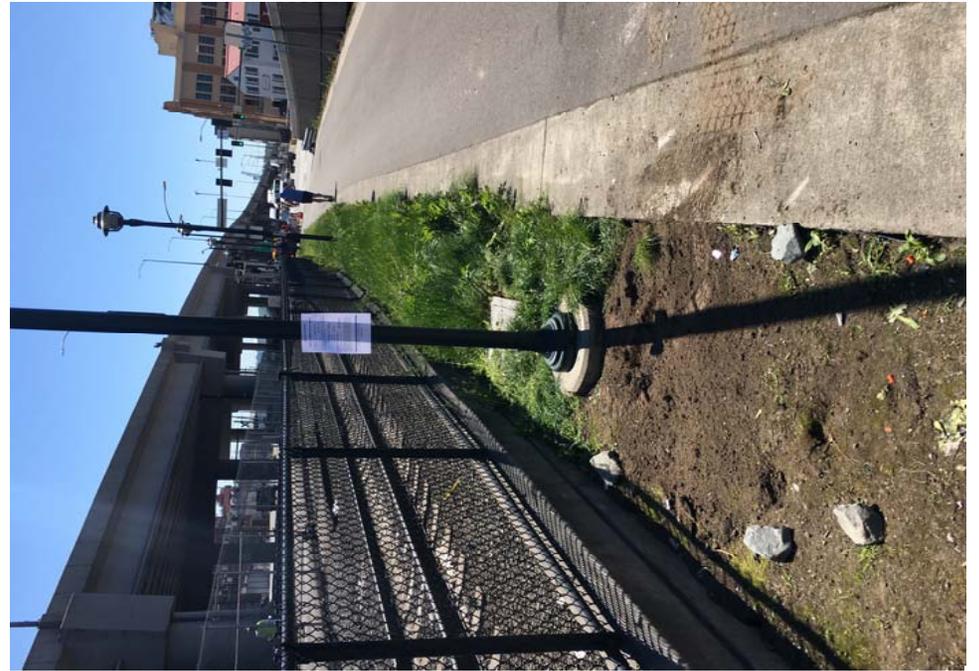


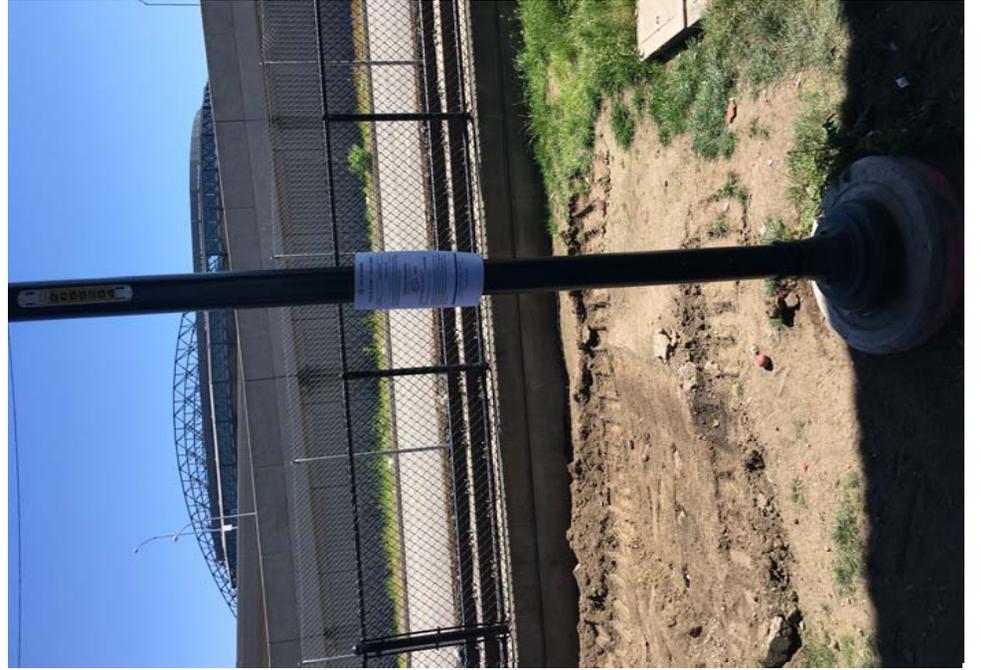




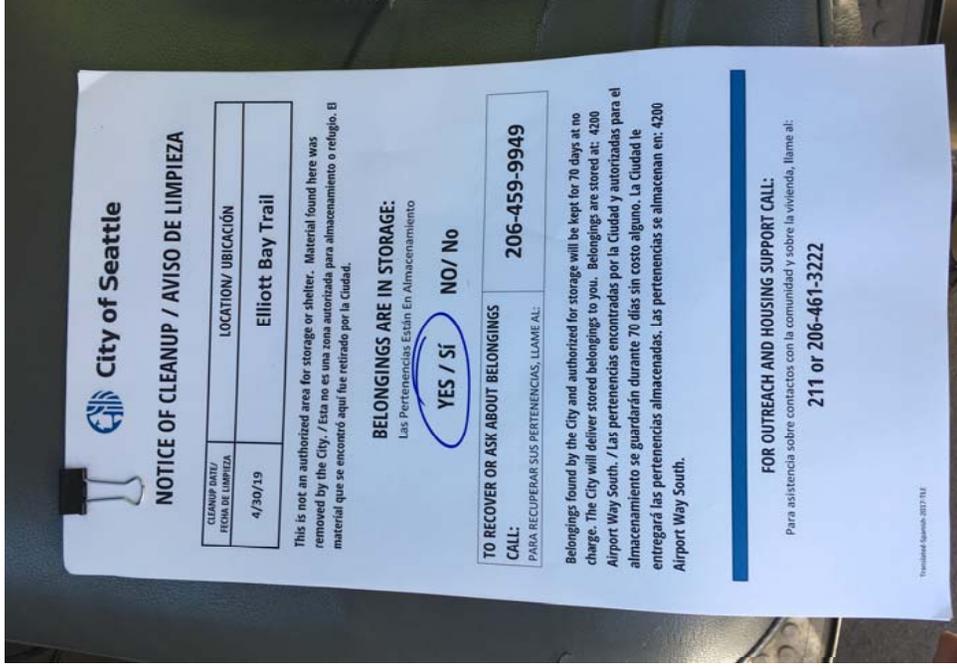


# After Clean Photos











Site Name: Elliott Bay Bike trail

 Date of Clean Up: 4-30-19

 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-BB-0430	<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	Holes in tent, not storable. Urine bottle with strong urine smell. Clothing and blankets stained. Stored artwork in folder.
T2-BB-0430	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input checked="" type="checkbox"/> Human Waste <input type="checkbox"/> Damaged	0	0	0	0	Owner told FC to throw away structure. Feces on side of it.
T3-BB-0430	<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 ripped, not storable. Food waste and white powdery substance inside tent on clothing and shoes. Strong urine smell. Nothing storable.
T4-BB-0430	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input checked="" type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged	0	0	0	0	Owner came back and took belongings and tent.
T5-BB-0430	<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 ripped and damaged, not storable. Blankets stained with holes. FC found storable items outside tent. Nothing inside storable.