

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.

CRS Listing: 150 NE 116th St **Date of First Inspection:** 5/13/19
Site Address: NE 116th St and 3rd Ave NE (next to I-5 NB at the dead end) **Date of Clean-Up:** 6/4/19
Inspection By: Jeff Horan **CRS #:** 19-00096377
Referred By: Sound Transit , Community **Photos to FAS?** Yes No

SITE OCCUPANCY DATA (add additional lines as needed)

| Date of Inspection | Tents | Structures | Bed Rolls | Vehicles | TOTAL COUNT |
|--------------------|-------|------------|-----------|----------|-------------|
| 5/13/19 | 3 | 0 | 0 | 0 | 3 |
| | | | | | |
| | | | | | |
| | | | | | |

SITE CHARACTERISICS

- 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° Yes No
- Slide Zone Yes No
- Fire Damage Yes No
- Fire Under low Barrier: 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 (SPD response needed) Yes No
- Weapons Yes No
- Open Alcohol Yes No
- Sharps Yes No
- Property Damage Yes No

TOTAL COUNT: 2

TOTAL COUNT: 10

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 | | |
|--|---|---|
| <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 CRS |
| PRE-JOB SITE ASSESSMENT & INSTRUCTIONS | | Specifications/Notes |
| 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 | | 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 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 | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |

Specifications/Notes

EXTERNAL CONTRACTORS

| | Total | Description |
|---|-------|-------------|
| Number of Labor Crew Involved | 2 | Cascadia |
| Number of Hazmat Crew Involved | 1 | _____ |
| 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 | _____ |
| Number of Light Teams | 1 | Parks w/Packer |
| Number of Full Time Days On-site Approved | 1 | _____ |
| Number of Partial Days On-site Approved | 0 | _____ |
| Total Hours Approved | 8 | _____ |

STAGING LOCATION

Date: 6/4/19 Time: 0900 Location: 3rd Ave NE and NE 116th

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 |
|-----------|----------|----------|---------------|-----------------|---------------------|----------------------------------|
| 5/31/2019 | Outreach | NE 116th | 3 | 0 | 0 | 3 |
| 6/4/2019 | Outreach | NE 116th | 6 | 2 | 0 | 8 |

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>5/31/19</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>5/31/19</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

| Day of Clean-up | Tents | Structures | Bed Rolls | Vehicles | TOTAL COUNT |
|-----------------|-------|------------|-----------|----------|-------------|
| 6/4/19 | 3 | 0 | 0 | 0 | 3 |

STORAGE SUMMARY

Total should equal total in Occupancy Data

| TOTAL TENTS/STRUCTURES | | | | |
|---|---|--|--|---|
| OWNER PRESENT Removed Property and Tent | 2 | | ABANDONED TENT/STRUCTURE Content Storable | 0 |
| OWNER PRESENT Asked FC to discard tent | 1 | | ABANDONED TENT Content Not Storable | 0 |
| OWNER PRESENT Discarded Tent / Stored property | 0 | | ABANDONED TENT Storable | 0 |
| 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 |
|----------------|-------|---------------------|-------------|
| 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.

Exh A - Posting Photos

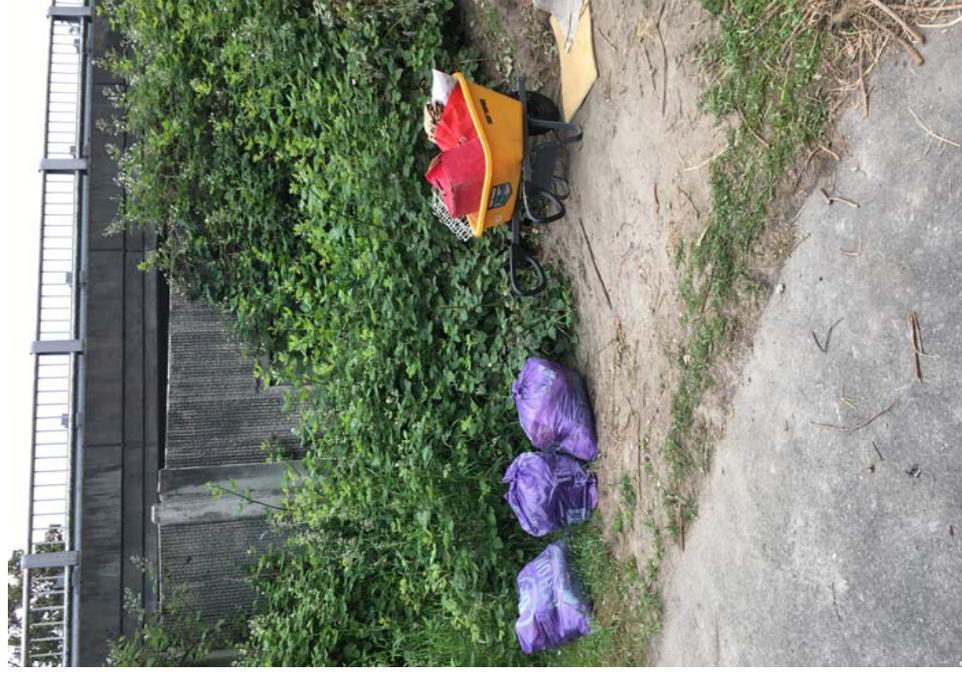






Exh B - Posting Photos





City of Seattle
NOTICE/AVISO
ORDER TO REMOVE ALL PERSONAL PROPERTY
ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES

LOCATION/ UBICACIÓN
1st Ave NE from NE 116th St to NE 115th St

This is not an authorized area for storage or shelter. Any material here will be removed by the City at the following date and time. / Esta no es una zona autorizada para almacenamiento o refugio. La Ciudad retirará cualquier material que se encuentre aquí en la fecha y hora siguientes.

Area Cleanup Is Scheduled For / La limpieza de la zona está programada para:

| DATE(S)/ FECHA(S) | DAYS/ DÍAS | START TIME (RANGE)/ HORA DE INICIO (RANGO) |
|-------------------|------------|--|
| Tuesday/Martes | 6/4/19 | 0900 |

Belongings found by the City are authorized for storage and be kept for 70 days at no charge. To recover or ask about storage of belongings, call 206-459-9948. 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. Para recuperar o preguntar por el almacenamiento o guardado de sus pertenencias, llame al 206-459-9948. La Ciudad le entregará las pertenencias almacenadas. Las pertenencias se almacenarán en: 4200 Airport Way South.

FOR OUTREACH AND HOUSING SUPPORT CALL:
211 or 206-461-3222

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

| Created | POST DATE / Fecha de publicación | Post Time / Hora de publicación | Verify |
|---------|----------------------------------|---------------------------------|--------|
| SK | 5/31/19 | 0900 | |

Reported: 5/31/2019 9:00 AM

City of Seattle
NOTICE/AVISO
ORDER TO REMOVE ALL PERSONAL PROPERTY
ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES

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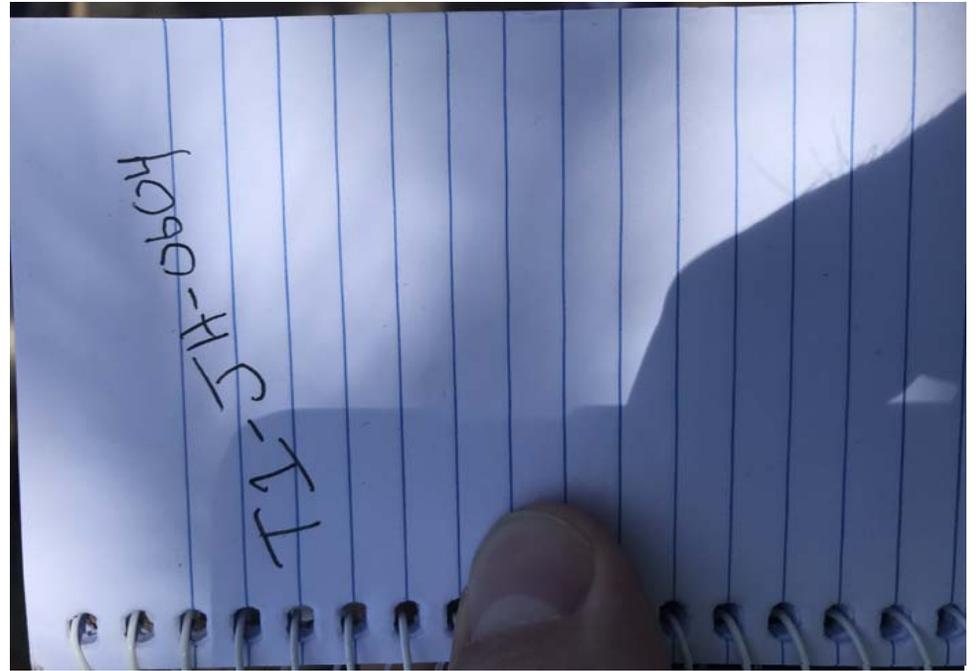
| Created | POST DATE / Fecha de publicación | Post Time / Hora de publicación | Verify |
|---------|----------------------------------|---------------------------------|--------|
| SK | 5/31/19 | 0900 | |

Reported: 5/31/2019 9:00 AM



Exh D - Clean Up Photos







After Clean Photos





Site Name: NE 116th St and 3rd Ave NE (next to I-5 NB at the dead end)

 Date of Clean Up: 6/4/19

 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-JH-0604 | <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 [REDACTED] took what he wanted and asked FC to discard his tent. |
| | <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 | | | | | |
| | <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 | | | | | |