

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: 2700 - 3200 Occidental Ave S

CSR Address: 2700 Occidental Ave S **Date of Inspection:** 7/5/2019

Date of Clean-Up: 7/10/2019

Location Description: _____

Inspection By: Bruce Bentley **CSR #:** 19-00119960

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

SITE OCCUPANCY DATA

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

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 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 type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No

TOTAL COUNT:	3	TOTAL COUNT:	8
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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			
<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		Specifications/Notes	
Uneven Terrain (Fall Protection Required)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Medical Waste	<input type="checkbox"/> Yes <input checked="" 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
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	8	Elm Grove
Number of Hazmat Crew Involved	4	
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	0	
Number of Light Teams	0	
Number of Full Time Days On-site Approved	0	
Number of Partial Days On-site Approved	0	
Total Hours Approved	0	

STAGING LOCATION
Date/Time: 7/10/2019 4:00 PM
Location: S. Horton St. & Occidental Ave S

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 Number of People Contacted
7/1/2019	Outreach	2700 - 3200 Occidental	1	1	0	2
7/2/2019	Outreach	2700 - 3200 Occidental	1	2	0	3
7/8/2019	Outreach	2700 - 3200 Occidental	3	4	0	7

Date	Type	Location	Male Outreach	Female Outreach	Non-specific Gender	TOTAL # of People Contacted
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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

CHECKLIST for ENCAMPMENT CLEAN UP

Notice posting is 72 hours in advance of cleanup (Date:)	<u>7/5/2019</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>7/8/2019</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
7/10/2019	5	0	0	0	5

STORAGE SUMMARY

Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES			
OWNER PRESENT Removed Property and Tent	2	ABANDONED STRUCTURE Content Not Storable	0
OWNER PRESENT Discarded Tent/Discarded Property	0	ABANDONED TENT Content Not Storable	1
OWNER PRESENT Discarded Tent / Stored Property	1	ABANDONED TENT Storable	0
OWNER PRESENT Stored Tent/Removed Property	0	ABANDONED TENT Not Storable	0
OWNER PRESENT Asked FC to Discarded Tent / Stored property	1	ABANDONED TENT Storable, Content Not Storable	1
OWNER PRESENT Asked FC to Discarded Tent / Removed property	0	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
7	1	1	1

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: 2700 - 3200 Occidental Ave S

 Date of Clean Up: 7/10/2019

 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
T2-BB-0710	No	N/A		0	0	0	0	Campers left with outreach. Tent wet with holes. Foul smell and needles on floor. Nothing storable.
T1-BB-0710	Yes			0	0	0	0	Camper [REDACTED] informed FC that this was her tent. She asked FC to discard.
[REDACTED]	Yes	Accepted		1	0	0	1	FC stored table and bags of clothing for camper [REDACTED]
[REDACTED]	Yes	Accepted		6	1	1	0	Camper [REDACTED] asked FC to store clothing, bike, luggage, cookware, and personal paperwork. She took what she wanted and asked FC to throw away tent (T1-BB-0710) and remaining items.

Exh A - Inspection Photos



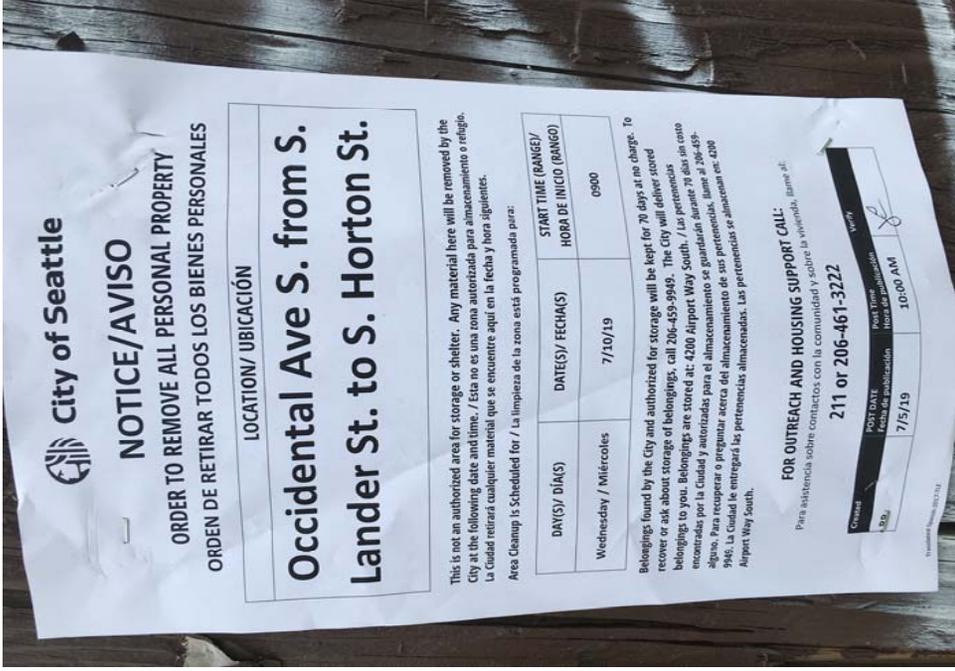








Exh B - Posting Photos









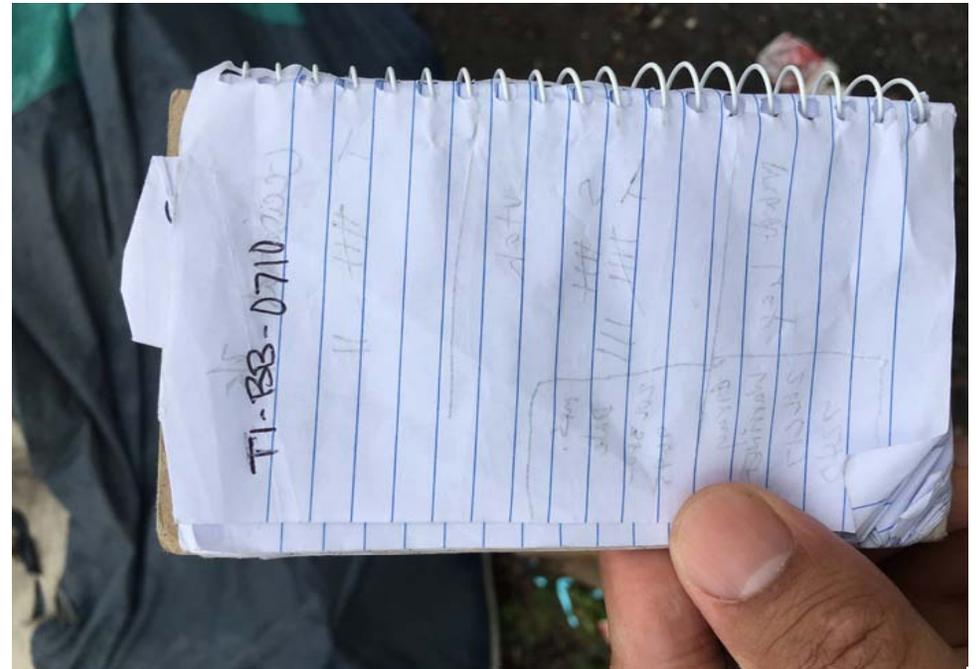


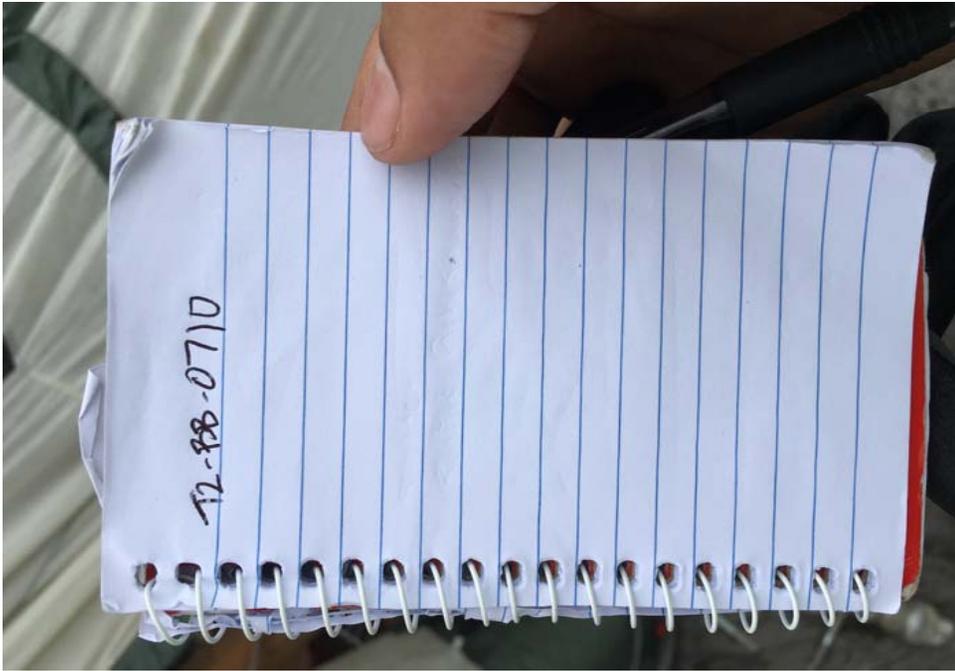
Exh D - Clean Up Photos















After Clean Photos

