



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 location.

Encampment:	<u>Ballard Library Vicinity</u>		
Site Address:	<u>Ballard Library Vicinity</u>	Date of Inspection:	<u>4/5/2020</u>
		Date of Clean-Up:	<u>5/4/2020</u>
Final Inspector:	<u>Bill Gholston</u>	CSR #:	<u>N/A</u>
Referred By:	<u>Parks Dept</u>	Photos to HSD?	☒ Yes ☐ No

CPT/Bike SPD Response?	☐ Yes ☒ No		
Date of Call to Duty Officer :	<u></u>	Time of Call to Duty Officer:	<u></u>
Date of Call to FC :	<u></u>	Time of Call to FC:	<u></u>
Date of FC Response :	<u></u>	Time FC arrived on site:	<u></u>
Time of FC departure from site:	<u></u>	Action:	<u></u>
System Navigator Called?	☐ Yes ☒ No		
Date of Call to SN :	<u></u>	Name of SN:	<u></u>
Time SN arrived on site:	<u></u>	Time of Call to SN:	<u></u>
		Offer of Shelter Made?:	☐ Yes ☒ No

SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
4/5/2020	0	0	0	0	0

VULNERABLE POPULATIONS

Perceived Elderly (60+ years old)	☐ Yes	☒ No
Perceived Infants/Children (≤ 14 years old)	☐ Yes	☒ No
Perceived Youth (15-24 years old)	☐ Yes	☒ No
Perceived Not Ambulatory	☐ Yes	☒ No
Perceived Wounds	☐ Yes	☒ No
Near Facilities for Children (e.g., school, daycare)	☐ Yes	☒ No
Near Facilities for the Elderly (e.g., nursing home)	☐ Yes	☒ No
Perceived Women	☒ Yes	☐ No
Perceived Couples	☐ Yes	☒ No
LGBTQIA (DATA ONLY COLLECTED IF ASKED-- otherwise leave blank)	☐ Yes	☒ No
POC (DATA ONLY COLLECTED IF ASKED-- otherwise leave blank)	☐ Yes	☒ No
Presence of Alcohol	☒ Yes	☐ No
Presence of Contained Sharps	☒ Yes	☐ No

TOTAL COUNT: 0

PUBLIC HEALTH/BIOWASTE

Rats/Mice	☐ Yes	☒ No
Hazardous Materials	☐ Yes	☒ No
Bio Waste	☐ Yes	☒ No
Chemical Waste	☐ Yes	☒ No
Food Waste	☒ Yes	☐ No
Within 50ft of a water body or wetland	☐ Yes	☒ No
Loose Sharps	☒ Yes	☐ No

TOTAL COUNT: 2

SOLID WASTE

Disorganized Garbage	☒ Yes	☐ No
Bagged Garbage	☒ Yes	☐ No
Loose Garbage	☒ Yes	☐ No
Bulky Items Garbage	☐ Yes	☒ No
Metal	☐ Yes	☒ No

TOTAL COUNT: 3

PUBLIC SAFETY/STRUCTURAL CONCERNS

Weapons	☐ Yes	☒ No
Park	☐ Yes	☒ No
Sidewalk	☐ Yes	☒ No
Proximity to Bridge	☐ Yes	☒ No
Impeding Roadway	☐ Yes	☒ No
Within 50ft of a Guardrail	☐ Yes	☒ No
Heavy Traffic	☐ Yes	☒ No

STRUCTURAL CONCERNS/ENVIRONMENTAL RISKS/EMERGENCY RISKS

Near Industrial Zone-blocking vehicle site lines	☐ Yes	☒ No
Falling Trees/Limbs	☐ Yes	☒ No
Forested Area	☐ Yes	☒ No
Rented Area	☐ Yes	☒ No
Property Damage	☒ Yes	☐ No

TOTAL COUNT: 1

Slope more than 27 degrees	☐ Yes	☒ No
Slide Zone	☐ Yes	☒ No
Fires	☒ Yes	☐ No
Exposed Electrical Wiring	☐ Yes	☒ No
Other	☐ Yes	☒ No

TOTAL COUNT:	1
---------------------	---

TOTAL SCORE:	18
---------------------	----

PRIORITY CONDITION DATA

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 cleanup
- ☒ Litter pick
- ☐ Reported to SPU as illegal dump
- ☐ Obstruction or hazard cleanup
- ☐ Clean - no campers

B. LITTER PICK

Reason for Litter Removal			
☐	Blocking intended use of facility	☐	Blocking intended use of Park
☒	Litter on sidewalk	☒	Public Health concern
		☐	Safety or Hazard concern for others near litter

a. LITTER PICK PRE-CLEANUP ACTIVITIES



SPD or WSP officers are present to support cleanup

☒ Yes ☐ No

Crew is present and ready to support cleanup

☒ Yes ☐ No

Emphasis Zone (Date:)

☐ Yes ☒ No

b. LITTER PICK 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
Chemical Waste	☐ Yes	☒ No

Specifications/Notes

EXTERNAL CONTRACTORS

	Total	Description
Number of Labor Crew	2	Cascadia
Number of Hazmat Crew	1	Cascadia
Number of Truck Drivers	1	w/Trailer
Contractors Labor Crew Hours On-Site	2	

INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Crew	0	
Heavy Crew Hours On-Site	0	
Number of Labor Crew	4	Parks W/Packer
Labor Crew Hours On-Site	2	

STAGING LOCATION

Date/Time: 4/5/2020 8:00 AM

Location: Ballard Park



SITE POSTING PHOTOS

No Regular Encampment Clean-up: 72-hour Notice

- 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:

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
			1	0	3	4

LITTER PICK STORAGE TOTALS

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

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
	Yes	N/A		0	0	0	0	

Exh D - Clean Up Photos





After Clean Photos

