



SITE JOURNAL CONTENTS

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

Encampment: Ravenna Blvd and Olga Park Vicinity

Site Address: _____ **Date of Inspection:** 2/1/2022

_____ **Date of Clean-Up:** 2/1/2022

Final Inspector: James Lohman **CSR #:** _____

Referred By: _____ **Photos to HSD?** Yes No

CPT/Bike SPD Response? Yes No

Date of Call to Duty Officer : _____ **Time of Call to Duty Officer:** _____

Date of Call to FC : _____ **Time of Call to FC:** _____

Date of FC Response : _____ **Time FC arrived on site:** _____

Time of FC departure from site: _____ **Action:** _____

System Navigator Called? Yes No **Name of SN:** _____

Date of Call to SN : _____



Time SN arrived on site: _____ Time of Call to SN: _____
Offer of Shelter Made?: [] Yes [x] No

SITE OCCUPANCY DATA

Table with 6 columns: Date of Inspection, Tents, Structures, Bed Rolls, Vehicles, TOTAL COUNT. Row 1: 2/1/2022, 0, 0, 0, 0, 0

VULNERABLE POPULATIONS

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

TOTAL COUNT: []

PUBLIC HEALTH/BIOWASTE

- Rats/Mice [] Yes [x] No
Hazardous Materials [] Yes [x] No
Bio Waste [] Yes [x] No
Chemical Waste [] Yes [x] No
Food Waste [] Yes [x] No
Within 50ft of a water body or wetland [] Yes [x] No
Loose Sharps [] Yes [x] No

TOTAL COUNT: []

SOLID WASTE

- Disorganized Garbage [] Yes [x] No
Bagged Garbage [] Yes [x] No
Loose Garbage [] Yes [x] No
Bulky Items Garbage [] Yes [x] No
Metal [] Yes [x] No

TOTAL COUNT: []



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

TOTAL COUNT:

STRUCTURAL CONCERNS/ENVIRONMENTAL RISKS/EMERGENCY RISKS

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

TOTAL COUNT:

TOTAL SCORE:

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			
<input type="checkbox"/> Blocking intended use of facility	<input checked="" type="checkbox"/> Blocking intended use of Park	<input checked="" type="checkbox"/> Public Health concern	
<input type="checkbox"/> Litter on sidewalk		<input type="checkbox"/> 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

Specifications/Notes



Biohazard Waste

Yes No

Chemical Waste

Yes No

EXTERNAL CONTRACTORS

	Total	Description
Number of Labor Crew	2	Cascadia
Number of Hazmat Crew	1	
Number of Truck Drivers	1	
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	1	SPR light team
Labor Crew Hours On-Site	2	

STAGING LOCATION

Date/Time: _____

Location: Clean City _____

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
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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
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Inspection Photos



After Litter Pick Photos

