

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:	Ballard Commons F	Park			
Site Address:			Date of Inspection:	8/1/2023	
			Date of Clean-Up:	8/1/2023	
Final Inspector:	Sam Phillips		CSR #:		
Referred By:			Photos to HSD?	☑ Yes □ No	
CPT/Bike SPD Response?	☐ Yes	☑ No			
Date of Call to Duty Offic	er :		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:		



SITE J	JOU	RN	ΑL
Encampmo	ent Res	ponse	Team

Time of FC departure from site:			Action:				
System Navigator Called?	□ Yes	☑ No	Name of SN:				
Date of Call to SN:			Time of Call to SN:				
Time SN arrived on site:			Offer of Shelter Made?:	□ Yes	☑ No		

SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
8/1/2023	0	0	0	0	0

PRIORITY CONDITION DATA

VULNERABLE POPULATIONS	PUBLIC HEALTH/BIOWASTE				
Perceived Elderly (60+ years old)	☐ Yes	☑ No	Rats/Mice	☐ Yes	☑ No
Perceived Infants/Children (≤ 14 years old)	☐ Yes	☑ No	Hazardous Materials	☐ Yes	☑ No
Perceived Youth (15-24 years old)	☐ Yes	☑ No	Bio Waste	☑ Yes	□ No
Perceived Not Ambulatory	☐ Yes	☑ No	Chemical Waste	☐ Yes	☑ No
Perceived Wounds	☐ Yes	☑ No	Food Waste	☑ Yes	□ No
Near Facilities for Children (e.g., school, daycare)	☐ Yes	☑ No	Within 50ft of a water body or wetland	☐ Yes	☑ No



SITE JOURNAL

Encampment Response Team

Near Facilities for the Elderly (e.g., nursing home)	☐ Yes	☑ No	Loose Sharps		☐ Yes	☑ No
Perceived Women	☐ Yes	☑ No		TOTAL COUNT:	2	
Perceived Couples	☐ Yes	☑ No				
LGBTQIA (DATA ONLY COLLECTED IF ASKED	☐ Yes	☑ No	SOLID WASTE			
otherwise leave blank)			Disorganized Garbage		☐ Yes	☑ No
POC (DATA ONLY COLLECTED IF ASKED	☐ Yes	☑ No	Bagged Garbage		☑ Yes	□ No
otherwise leave blank)	-		Loose Garbage		☑ Yes	□ No
Presence of Alcohol	☑ Yes	□ No	Bulky Items Garbage		□ Yes	☑ No
Presence of Contained Sharps	☐ Yes	☑ No				
TOTAL COUNT:	0		Metal		☑ Yes	□ No
				TOTAL COUNT:	2	

PUBLIC SAFETY/STRUCTURAL CO	STRUCTURAL CONCERNS/ENVIRONMENTAL				
Weapons	☐ Yes	☑ No	RISKS/EMERGENCY RISKS		□ N-
Park	☑ Yes	□ No	Near Industrial Zone-blocking vehicle site lines	⊔ Yes	☑ No
Sidewalk	☐ Yes	☑ No	Falling Trees/Limbs	☐ Yes	☑ No
Proximity to Bridge	☐ Yes	☑ No	Forested Area	☐ Yes	☑ No
Impeding Roadway	☐ Yes	☑ No	Rented Area	☐ Yes	☑ No
Within 50ft of a Guardrail	☐ Yes	☑ No	Property Damage	☐ Yes	☑ No
Heavy Traffic	☐ Yes	☑ No	TOTAL COUNT:	0	



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:	15	5
EXHIBIT A: SITE INSPECTION P	UNTOS		

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



☐ Clean - no campers

☑ Obstruction or hazard cleanup

B. OBSTRUCTION/HAZARD

SITE JOURNAL Encampment Response Team

V	Obstruction Removal		Emphasis Zone		Hazard Removal		
☑	Blocking intended use of facility				Safety of camper		
	Tent on sidewalk				Safety of others near an	d around ca	amp
	Tent on median to adjacent sidewalk				Safety of camper and ot around camp	hers near a	ind
a. OBSTRUCTION/HAZARD PRE-CLEANUP ACTIVITIES							
СНІ	ECKLIST for OBSTRUCTION CLEAN UP						
Not	ice posting is 72 hours in advance of cleanu	p (Da	ate:)			☐ Yes	☑ No
Clea	anup is occuring on date specified in notice					☑ Yes	□ No
Per	sonnel are ready to identify and collect belo	ngin	gs			☐ Yes	☑ No
SPD or WSP officers are present to support cleanup						☑ Yes	□ No
Cre	w is present and ready to support cleanup					☑ Yes	□ No
	NOT REQUIRED but PROVIDED:						
Out	reach was provided before the cleanup (Da	te:)				☐ Yes	☑ No



b. OBSTRUCTION/HAZARD RESOURCE PLANNING

SITE CREW ASSESSMENT of FIELD CONDITIONS

JOB SITE INSTRUCTIONS			Specifications/Notes
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	
EXTERNAL CONTRACTORS	Total		Description
Number of Labor Crew		2	Fresh Family
Number of Hazmat Crew		1	
Number of Truck Drivers		1	
Contractors Labor Crew Hours On-Site		2	
INTERNAL CLEAN UP TEAMS	٦	Γotal	Description
Number of Heavy Crew		0	



Heavy Crew Hours On-site	0		
Number of Labor Crew	0		
Labor Crew Hours On-site	0		
STAGING LOCATION			
Date/Time:	Location:		
SITE POSTING PHOTOS			
No Regular Encampment Clean-u	p: 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.

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

OBSTRUCTION SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
8/1/2023	0	0	0	0	0

Field Coordinators are responsible for completing this form as part of the Site Journal. You should log the following –

- Owners who are present and accept storage
- Abandoned property that we are storing
- Abandoned property that we are disposing of and why

Each tent/structure/bedroll/vehicle should occupy one line so we can document if storage was offered, accepted and/or to explain why items were disposed of.

STORAGE TOTALS

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

Owner Name OR	Owner	Storage?	Not Storable?	# of	# of	# of	# of Large	Short Description



SITE JOURNAL

Encampment Response Team

Tent/Structure #	Present?		Check All That Apply	Bins	Bikes	Luggage	Items	
T1-SP-0801	No	N/A		0	0	0	1	STORED;
								-Razor scooter
								NOT STORED;
								-Bagged garbage
								-Loose garbage
								-Shopping carts
								-Damaged clothing
								-Red lunch box with
								garbage and clothing with
								human waste
								-Damaged blanket with
								damaged bag
								-Clothing hangers
								-Used water container

Inspection Photos





Clean Up Photos

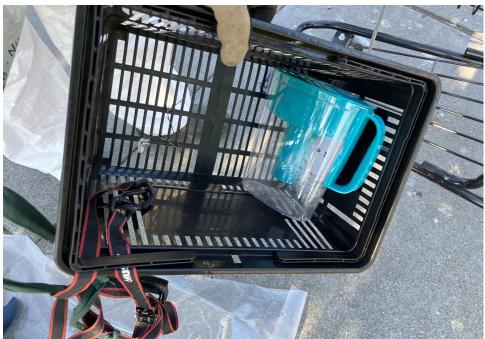


















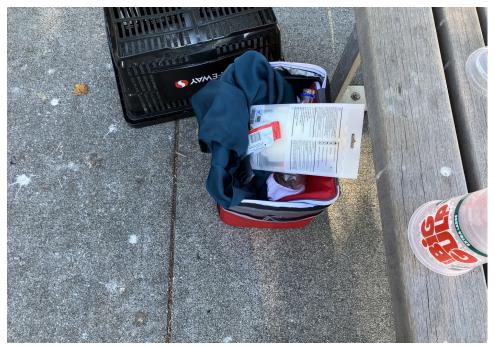






























After Clean Photos















Posting Photos



