



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:** 9th Ave NW from NW 88th - 87th St

**Site Address:** \_\_\_\_\_ **Date of Inspection:** 3/20/2024

\_\_\_\_\_ **Date of Clean-Up:** 3/20/2024

**Final Inspector:** Kareem Jenkins **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 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
3/20/2024	1	0	0	0	1

PRIORITY CONDITION DATA

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

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



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:** 1

Loose Sharps  Yes  No

**TOTAL COUNT:** 5

**SOLID WASTE**

Disorganized Garbage  Yes  No

Bagged Garbage  Yes  No

Loose Garbage  Yes  No

Bulky Items Garbage  Yes  No

Metal  Yes  No

**TOTAL COUNT:** 4

**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  Yes  No lines

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:** 2

**TOTAL SCORE:** 40

**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. OBSTRUCTION/HAZARD

<input checked="" type="checkbox"/> Obstruction Removal	<input type="checkbox"/> Emphasis Zone	<input checked="" type="checkbox"/> Hazard Removal
<input type="checkbox"/> Blocking intended use of facility		<input type="checkbox"/> Safety of camper
<input checked="" type="checkbox"/> Tent on sidewalk		<input checked="" type="checkbox"/> Safety of others near and around camp
<input type="checkbox"/> Tent on median to adjacent sidewalk		<input type="checkbox"/> Safety of camper and others near and around camp

### a. OBSTRUCTION/HAZARD PRE-CLEANUP ACTIVITIES

#### CHECKLIST *for* OBSTRUCTION CLEAN UP

- Notice posting is 72 hours in advance of cleanup (Date: \_\_\_\_\_)  Yes  No
- Cleanup is occurring on date specified in notice  Yes  No
- Personnel are ready to identify and collect belongings  Yes  No
- SPD or WSP officers are present to support cleanup  Yes  No
- Crew is present and ready to support cleanup  Yes  No
- NOT REQUIRED but PROVIDED:**
- Outreach was provided before the cleanup (Date: \_\_\_\_\_)  Yes  No



**b. OBSTRUCTION/HAZARD 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**

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**EXTERNAL CONTRACTORS**

**Total**

**Description**

- Number of Labor Crew \_\_\_\_\_
- Number of Hazmat Crew \_\_\_\_\_
- Number of Truck Drivers \_\_\_\_\_
- Contractors Labor Crew Hours On-Site \_\_\_\_\_

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**INTERNAL CLEAN UP TEAMS**

**Total**

**Description**

- Number of Heavy Crew \_\_\_\_\_

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Heavy Crew Hours On-site \_\_\_\_\_

Number of Labor Crew \_\_\_\_\_

Labor Crew Hours On-site \_\_\_\_\_

**STAGING LOCATION**

**Date/Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**SITE POSTING PHOTOS**

No Regular Encampment Clean-up: 72-hour Notice

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- 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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**OBSTRUCTION SITE OCCUPANCY DATA**

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
3/20/2024	1	0	0	0	1

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
2	0	0	0

Owner Name OR Owner	Storage?	Not Storable?	# of	# of	# of	# of Large	Short Description
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Tent/Structure #	Present?	<i>Check All That Apply</i>	Bins	Bikes	Luggage	Items
T1-KJ-0320	Yes	N/A		2		1- Camping Stove w/o legs 1- Coleman lantern w/ case; 1- Coleman lantern w/o case 4 pcs. of vehicle dolly set 1- Husqvarna chainsaw 1- Coleman tent bag with possible tent 1- Ryobi circular saw w/o battery 1- pair of black and brown sneakers.

# Inspection Photos



# Clean Up Photos





# After Clean and Posting Photos



**City of Seattle**

**NOTICE OF CLEANUP / AVISO DE LIMPIEZA**

CLEANUP DATE/ FECHA DE LIMPIEZA	LOCATION/ UBICACIÓN
00/10/24	NW 88 <sup>th</sup> St. and 9 <sup>th</sup> Ave. NW

This is not an authorized area for storage or shelter. Material found here was removed by the city. / Esta no es una zona autorizada para almacenamiento o refugio. El material que se encontró aquí fue retirado por la Ciudad.

**BELONGINGS ARE IN STORAGE:**  
Las Perteneencias Están En Almacenamiento

**YES / Sí**      **NO/ No**

**TO RECOVER OR ASK ABOUT BELONGINGS CALL: 206-459-9949**  
PARA RECUPERAR SUS PERTENEENCIAS, LLAME AL:

Belongings found by the city and authorized for storage will be placed into a secure facility within the City of Seattle and stored for 70 days at no charge. The city will deliver stored belongings to you / Las pertenencias encontradas por la Ciudad y autorizadas para el almacenamiento se colocarán en una instalación segura dentro de la Ciudad de Seattle y se almacenarán durante 70 días sin cargo. La Ciudad le entregará las pertenencias guardadas.

**FOR OUTREACH AND HOUSING SUPPORT CALL:**  
Para asistencia sobre contactos con la comunidad y sobre la vivienda, llame al:  
**211 or 206-461-3222**

