

**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 location.

**Encampment:** E Lynn St from 14th Ave E to 15th Ave E and vicinity

**Site Address:** \_\_\_\_\_ **Date of Inspection:** 6/5/2024

\_\_\_\_\_ **Date of Clean-Up:** 6/7/2024

**Final Inspector:** ██████████ **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
6/5/2024	0	3	0	0	3

**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

<b>TOTAL COUNT:</b>	0
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**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

<b>TOTAL COUNT:</b>	5
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**SOLID WASTE**

- Disorganized Garbage  Yes  No
- Bagged Garbage  Yes  No
- Loose Garbage  Yes  No
- Bulky Items Garbage  Yes  No
- Metal  Yes  No

<b>TOTAL COUNT:</b>	4
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**PUBLIC SAFETY/STRUCTURAL CONCERNS**

- Weapons  Yes  No

**STRUCTURAL CONCERNS/ENVIRONMENTAL RISKS/EMERGENCY RISKS**

- Near Industrial Zone-blocking vehicle site  Yes  No

Park	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	lines	
Sidewalk	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Falling Trees/Limbs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Proximity to Bridge	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Forested Area	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Impeding Roadway	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Rented Area	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Within 50ft of a Guardrail	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Property Damage	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Heavy Traffic	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<b>TOTAL COUNT:</b> <span style="border: 1px solid black; padding: 2px 10px;">2</span>	
Slope more than 27 degrees	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
Slide Zone	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
Fires	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
Exposed Electrical Wiring	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
Other	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
<b>TOTAL COUNT:</b>		4		

<b>TOTAL SCORE:</b>	42
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**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. 72-HOUR CLEAN RESOURCE PLANNING

### SITE CREW ASSESSMENT *of* FIELD CONDITIONS

#### JOB SITE INSTRUCTIONS

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

#### Specifications/Notes

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**Human Waste/Sharps**

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**propane tanks**

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#### EXTERNAL CONTRACTORS

	<b>Total</b>	<b>Description</b>
Number of Labor Crew	2	Cascadia
Number of Hazmat Crew	1	
Number of Truck Drivers	1	
Contractors Labor Crew Hours On-Site	8	

#### INTERNAL CLEAN UP TEAMS

	<b>Total</b>	<b>Description</b>
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: 6/5/2024 1:00 AM      Location: E Lynn St
**72-HOUR CLEAN PRE-CLEANUP ACTIVITIES**
**EXHIBIT B: SITE POSTING PHOTOS**

 Yes    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:

**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 # of People Contacted
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**72-HOUR CLEAN 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      Rick Mroos

**CHECKLIST for ENCAMPMENT CLEAN UP**

Notice posting is 72 hours in advance of cleanup (Date:)	_____	<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:)	_____	<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 location. 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**

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
6/5/2024	0	3	0	0	3

**STORAGE TOTALS**

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

**EXHIBIT E: STORAGE INFO**

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.

**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
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# Inspection Photos











Clean Up Photos













After Clean Photos





# Posting Photos















