



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: Meadowbrook Playfield

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Site Address: \_\_\_\_\_ Date of Inspection: 6/25/2024

\_\_\_\_\_ Date of Clean-Up: 6/26/2024

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
6/25/2024	0	0	1	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:** 3



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

<b>TOTAL COUNT:</b>	1
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<b>TOTAL SCORE:</b>	39
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**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 type="checkbox"/> Hazard Removal
<input type="checkbox"/> Blocking intended use of facility		<input type="checkbox"/> Safety of camper
<input type="checkbox"/> Tent on sidewalk		<input 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	<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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**Gas Cannisters**

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**Sharps**

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**Paint Thinner**

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**EXTERNAL CONTRACTORS**

	<b>Total</b>	<b>Description</b>
Number of Labor Crew	<u>0</u>	<hr/>
Number of Hazmat Crew	<u>0</u>	<hr/>
Number of Truck Drivers	<u>0</u>	<hr/>
Contractors Labor Crew Hours On-Site	<u>0</u>	

**INTERNAL CLEAN UP TEAMS**

	<b>Total</b>	<b>Description</b>
Number of Heavy Crew	<u>0</u>	<hr/>



Heavy Crew Hours On-site	<u>0</u>	
Number of Labor Crew	<u>1</u>	<b>SPR Encampment Light Team with Trailer</b>
Labor Crew Hours On-site	<u>2</u>	

**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
6/26/2024	0	0	1	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	1	3

Owner Name OR Owner	Storage?	Not Storable?	# of	# of	# of	# of Large	Short Description
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Tent/Structure #	Present?	Accepted	Check All That Apply	Bins	Bikes	Luggage	Items
[REDACTED]	Yes	Accepted		2	0	1	3 Items Stored - 1 Pink colored ground cover mat folded with stains 1 Wood Box empty 1 Black metal folding bed frame 1 Tan Kelty brand tent rainfly with stains 1 Coleman brand folding cot with stains and broken hinge 1 Radio Flyer fold up wagon with cargo net 1 Three section tent with poles in Graco bag 1 Grey unbranded tent rain fly 1 Unbranded Red tent rainfly with stains 1 Black Pineapple Drink brand folding fabric bin with stains 1 Makita Toolbox containing 8 small glasses and 3 tshirts 1 Key West Keychain emblem 1 Ricardo Santa Cruz



								brand green suitcase stained and broken handle 1 Getting Away titled book - damaged 1 Voynich Manuscript book - damaged 1 Holistic Herbal book - damaged 1 Metal wine glass 1 Metal decorative chalice with lid 1 Black Plastic utility tool 1 Pair metal kitchen shears 1 Wood Block with red stains and carve outs 1 Wood Box with broken glass mirror - empty 1 Wood box with pentagram emblem on top - empty 1 New English Dictionary brand box - empty 1 The Giving Tree titled book - damaged 1 Red metal cash box - empty 1 #24 toy car - damaged 1 Metal knife - gold colored 1 Decorative metal tiara
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# Inspection Photos









# Clean Up Photos

































After Clean Photos





# Posting Photos











