

**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:** Aurora Ave N. & Dexter Way N to Dexter Ave N

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**Site Address:** \_\_\_\_\_ **Date of Inspection:** 12/6/2024

\_\_\_\_\_ **Date of Clean-Up:** 12/11/2024

**Final Inspector:** [REDACTED] **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
12/6/2024	1	0	0	0	1

**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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	lines	
Sidewalk	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Falling Trees/Limbs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Proximity to Bridge	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Forested Area	<input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> Yes	<input 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> 2	
Slope more than 27 degrees	<input type="checkbox"/> Yes	<input checked="" 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>		3		

<b>TOTAL SCORE:</b>	39
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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 type="checkbox"/> Yes	<input checked="" 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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> 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	_____	_____

#### INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Crew	_____	_____
Heavy Crew Hours On-site	_____	_____
Number of Labor Crew	1	SPR Light Team
Labor Crew Hours On-site	2	_____

**STAGING LOCATION**

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

**72-HOUR CLEAN PRE-CLEANUP ACTIVITIES**
**EXHIBIT B: 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:

**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 Kareem Jenkins

**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
12/11/2024	1	0	0	0	1

**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
T1-KJ-1211	Yes	Declined						

# Inspection Photos







# Clean Up Photos













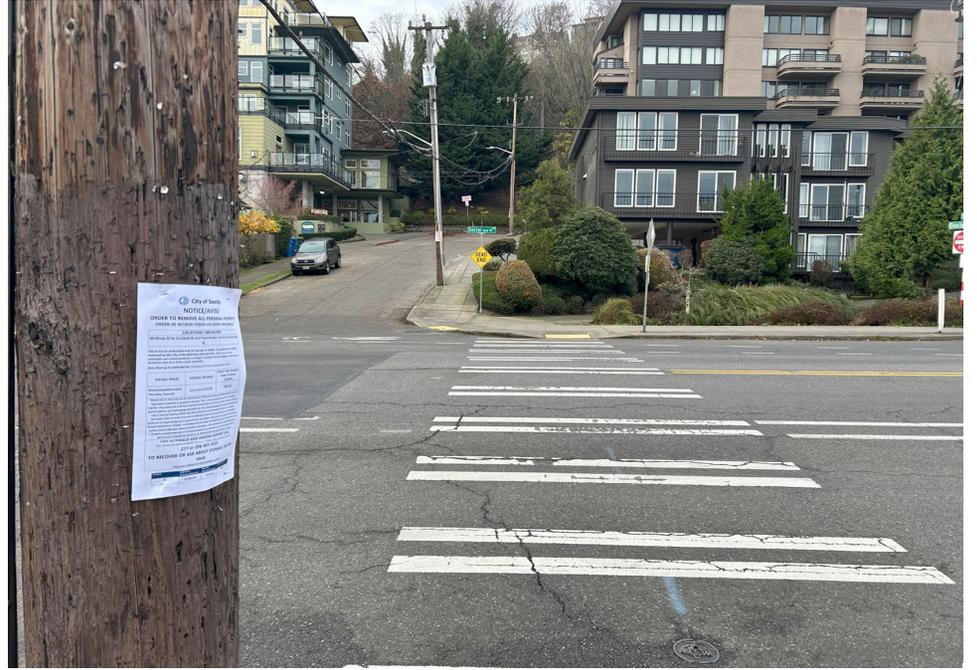
After Clean Photos



# Posting Photos









**City of Seattle**  
**NOTICE/AVISO**  
**ORDER TO REMOVE ALL PERSONAL PROPERTY**  
**ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES**

**LOCATION/UBICACIÓN**  
 McGraw St to Crockett St and from Dexter Ave N to Aurora Ave N

This is not an authorized area for storage or shelter. Any material here will be removed by the City at the following date and time. / Esta no es una zona autorizada para almacenamiento o refugio. La Ciudad retirará cualquier material que se encuentre aquí en la fecha y hora siguientes.  
 Area cleanup is scheduled for / La limpieza de la zona está programada para:

DAY(S)/DIA(S)	DATE(S)/FECHA(S)	START TIME (RANGE)/HORA DE INICIO (RANGO)
Wednesday(Miércoles)-Thursday (Jueves)	12/11/24-12/12/24	9:00 am

Materials in this area are an obstruction of the intended use of this property, are in a hazardous location or present a hazard. This is not an authorized area for storage or shelter. Any materials left here will be removed by the City on or after the date and time posted above, and 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. / Los materiales en esta zona son un obstáculo para el uso previsto de esta propiedad, están en un lugar peligroso o representan un peligro. Esta no es una zona autorizada para almacenamiento o refugio. La Ciudad retirará todos los materiales que se dejen aquí en la fecha y hora indicadas anteriormente o después, y 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.

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

**TO RECOVER OR ASK ABOUT STORAGE: 206-459-9949**

PARA RECUPERAR SUS PERTENENCIAS, LLAME AL:

Created	POST DATE Fecha de publicación	Post Time Hora de publicación	Verifico /Verifico
KI	12/06/24	8:55 am	RM

update 2023.11

