

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 folder in the <G:\FAC\Encampments\Encampment clean ups> directory.

Site: Ravenna Woods **Date of First Inspection:** 4-2-18
Site Address: 4633 Ravenna Ave NE **Date of Clean-Up:** 4-17-18
Inspection By: J. Lohman **SERIS #** 2808-03, 3092-01, 240-05
Referred By: Parks Dept. **Photos to FAS?** Yes No

SITE OCCUPANCY DATA

| Date of Inspection | Tents | Structures | Bed Rolls | Vehicles | TOTAL COUNT |
|--------------------|-------|------------|-----------|----------|-------------|
| 4-2-18 | 7 | 2 | 0 | 0 | 9 |
| | | | | | |
| | | | | | |
| | | | | | |

SITE CHARACTERISTICS

- Park Yes No
- Sidewalk Yes No
- Within 50ft of a water body or wetland Yes No
- Roadway Yes No
- Within 50ft of a Guardrail Yes No
- Heavy Traffic Yes No
- Near Industrial Zone Yes No
- Forested Area Yes No
- Play Area Yes No
- Rented Area Yes No
- Slope Yes No
- Slide Zone Yes No
- Fire Yes No
- Other: Yes No
- Other: Yes No
- Other: Yes No

HEALTH CONDITIONS

- Disorganized Yes No
- Garbage/Bagged Yes No
- Garbage/Loose Yes No
- Garbage/Bulky Items Yes No
- Garbage/Metal Yes No
- Human Waste Yes No
- Rats/Mice Yes No
- Hazardous Materials Yes No
- Falling Tree or Limbs Yes No
- Chemical Waste Yes No
- Fires Yes No
- Criminal Activity Yes No
- Weapons Yes No
- Open Alcohol Yes No
- Sharps Yes No
- Property Damage Yes No

TOTAL COUNT: 4

TOTAL COUNT: 14

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
- General Photos of the Encampment
- Photos of Individual Tents
- Debris Fields
- Obstructions or Hazards
- Vehicles/RVs /License Plates

| NAVIGATION TEAM ASSESSMENT | | |
|--|---|--|
| <input checked="" type="checkbox"/> Full Encampment Clean Up | <input type="checkbox"/> Obstruction Removal | <input type="checkbox"/> Hazard Removal |
| | <input type="checkbox"/> Tent on side walk | <input type="checkbox"/> Safety of Occupant |
| | <input type="checkbox"/> Blocking intended use of facility | <input type="checkbox"/> Safety of other near and around camp |
| | | <input type="checkbox"/> Cleared by scheduled contractors- FAS |
| | | <input type="checkbox"/> Remand to SPU |
| PRE-JOB SITE ASSESSMENT & INSTRUCTIONS | | Specifications/Notes |
| Uneven Terrain (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 | _____ |
| SPU ASSESSMENT & INSTRUCTIONS | Date | Requirements: |
| <input type="checkbox"/> Litter removed -area more than 20 feet from active camp | | <input type="checkbox"/> Field Coordinator accessed |
| <input type="checkbox"/> Illegal Dumping -Encampment Related Trash | | |

B. 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 checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Biohazard Waste | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | |

Specifications/Notes

EXTERNAL CONTRACTORS

| | Total | Description |
|---|-------|-------------|
| Number of Labor Crew Involved | 5 | Cascadia |
| Number of Hazmat Crew Involved | 1 | |
| Number of Truck Drivers Approved | 1 | |
| Number of Full Time Days On-site Approved | 1 | |
| Number of Partial Days On-site Approved | 0 | |
| Total Hours Approved | 8 | |

INTERNAL CLEAN UP TEAMS

| | Total | Description |
|---|-------|-----------------------------|
| Number of Heavy Teams | 0 | |
| Number of Light Teams | 1 | Parks Dept w/Packer support |
| Number of Full Time Days On-site Approved | 1 | |
| Number of Partial Days On-site Approved | 0 | |
| Total Hours Approved | 8 | |

STAGING LOCATION

Date: 04-17-18 Time: 0900 Location: Ravenna Woods

C. PRE-CLEAN UP ACTIVITIES

EXHIBIT B: SITE POSTING PHOTOS

- Regular Encampment Clean-up:** 72-hour Notice
- Obstruction or Hazard Clean-up:** Notice of Immediate Removal

- Cross Street Signs
- General Photos of the Encampment
- Postings on Individual Tents
- Postings within the Vicinity
- Documentation of the Actual Obstruction or Hazard

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 | Day of Week | Type | Location | Male Outreach | Female Outreach | Non-specific Gender | Total Number of People Contacted |
|-----------|-------------|----------|---------------|---------------|-----------------|---------------------|----------------------------------|
| 4/3/2018 | Wednesday | Outreach | Ravenna Woods | 0 | 0 | 0 | 0 |
| 4/5/2018 | Tuesday | Outreach | Ravenna Woods | 1 | 1 | 0 | 2 |
| 4/6/2018 | Friday | Outreach | Ravenna Woods | 4 | 0 | 0 | 4 |
| 4/6/2018 | Friday | Outreach | Ravenna Woods | 2 | 1 | 0 | 3 |
| 4/9/2018 | Monday | Outreach | Ravenna Woods | 4 | 1 | 0 | 5 |
| 4/10/2018 | Monday | Outreach | Ravenna Woods | 5 | 0 | 0 | 5 |
| 4/12/2018 | Wednesday | Outreach | Ravenna Woods | 3 | 1 | 0 | 4 |
| 4/16/2018 | Monday | Outreach | Ravenna Woods | 3 | 1 | 0 | 4 |
| 4/17/2018 | Tuesday | Outreach | Ravenna Woods | 7 | 1 | 0 | 8 |

D. 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 J. Lohman

CHECKLIST for ENCAMPMENT CLEAN UP

| | | | |
|--|----------------|---|-----------------------------|
| Notice posting is 72 hours in advance of cleanup (Date:) | <u>4-12-18</u> | <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:) | <u>4-16-18</u> | <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 G: Drive folder. This includes pictures of site conditions, tents, storage, and before/after photos.

- Cross Street Signs
- General Photos of the Encampment
- Photos of Tent ID Numbers
- Individual Tent Contents
- Photos of Storage Bin Contents
- After Photos

SITE OCCUPANCY DATA

| Day of Clean-up | Tents | Structures | Bed Rolls | Vehicles | TOTAL COUNT |
|-----------------|-------|------------|-----------|----------|-------------|
| 4-17-18 | 3 | 2 | 0 | 0 | 5 |

STORAGE SUMMARY

Total should equal total in Occupancy Data

| TOTAL TENTS/STRUCTURES | | | |
|---|---|--|---|
| OWNER PRESENT Accepted Storage | 0 | ABANDONED TENT Content Storable | 1 |
| OWNER PRESENT Removed Tent | 0 | ABANDONED TENT Content Not Storable | 3 |
| OWNER PRESENT Removed tent but stored contents | 0 | ABANDONED TENT Storable | 0 |
| OWNER PRESENT Asked FC to Discard Tent | 1 | ABANDONED TENT Not Storable | 0 |

STORAGE TOTALS

| Number of Bins | Bikes | Large Luggage Items | Large Items |
|----------------|-------|---------------------|-------------|
| 1 | 7 | 0 | 0 |

EXHIBIT E: STORAGE INFO

Field Coordinators are responsible for ensuring that we log information about each tent/structure that is at the clean-up site. This includes regular, obstruction and hazard clean-ups.

Exh A: Site Inspection Photos

















Exh B: Site Posting Photos









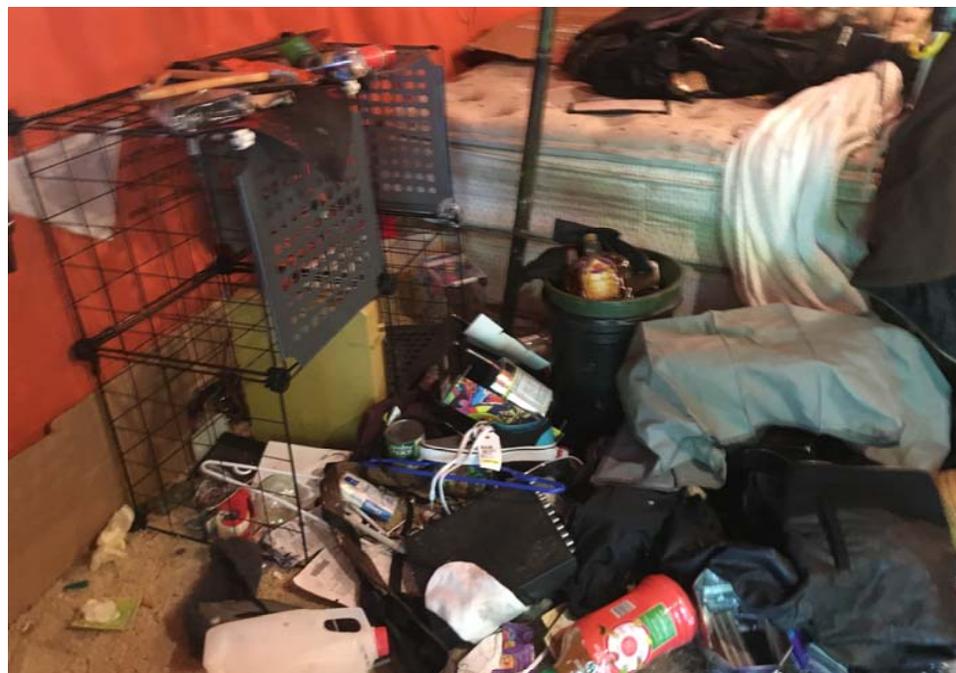


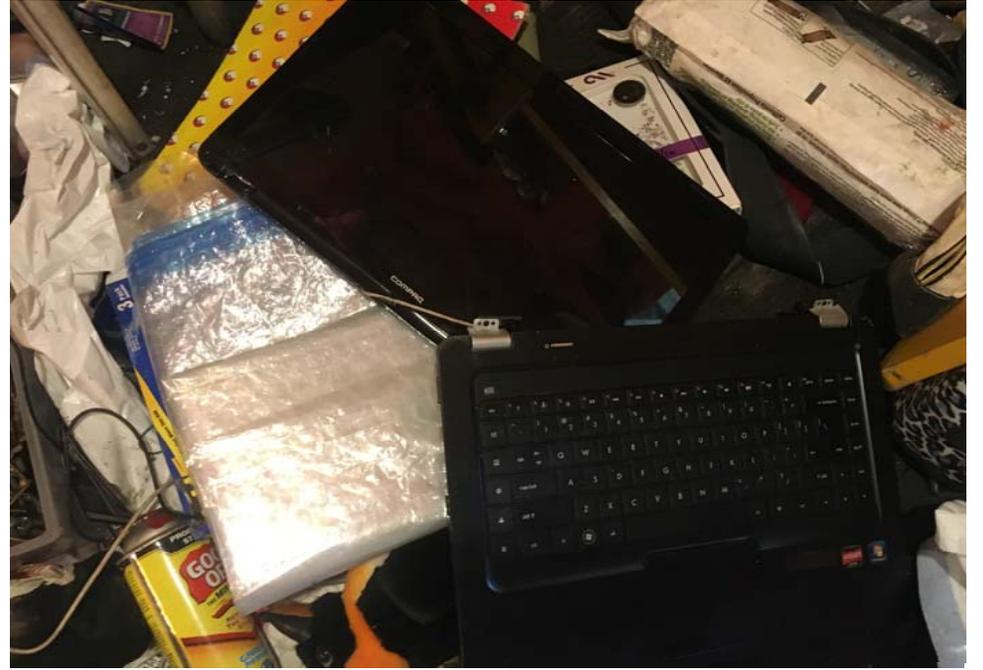


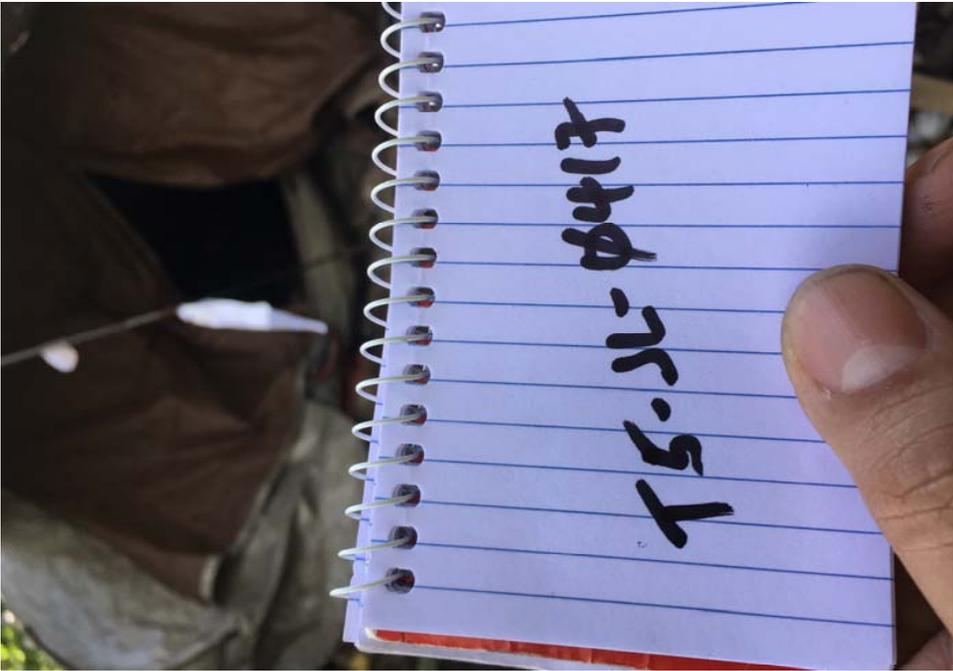




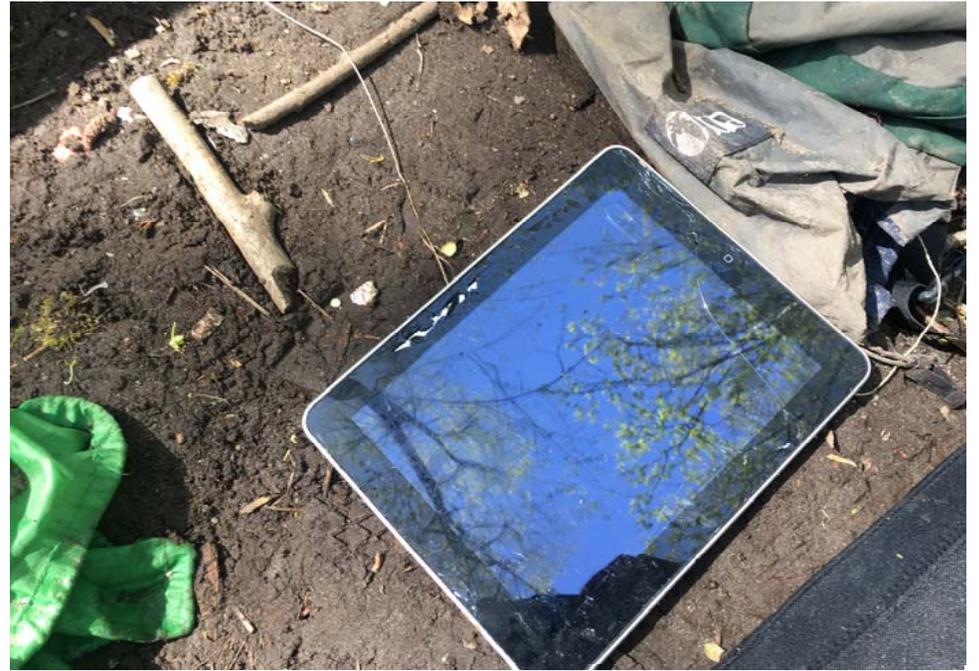
Exh D: Clean Up & Storage Photos

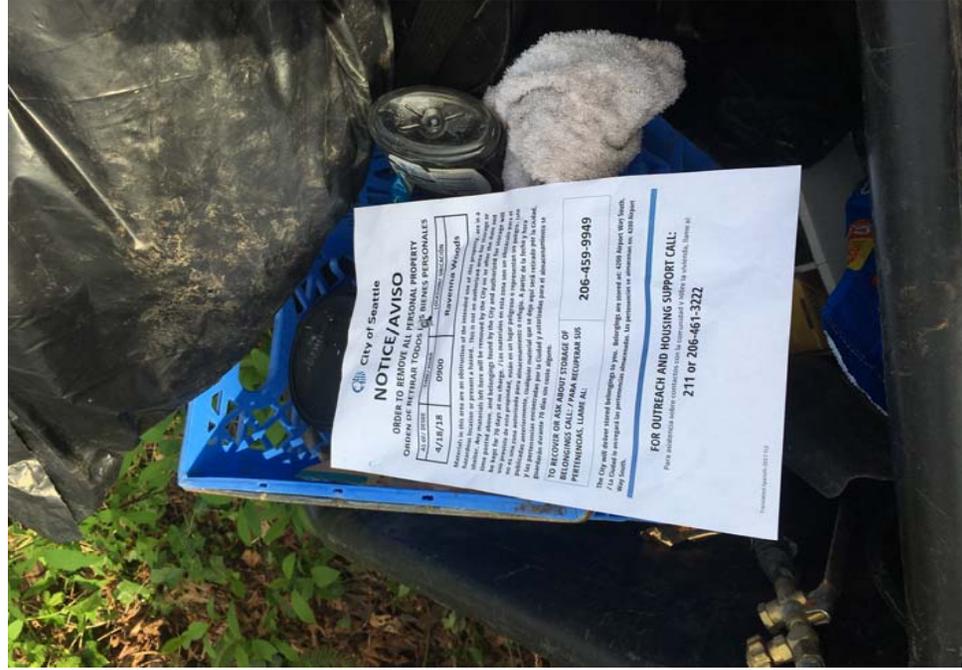
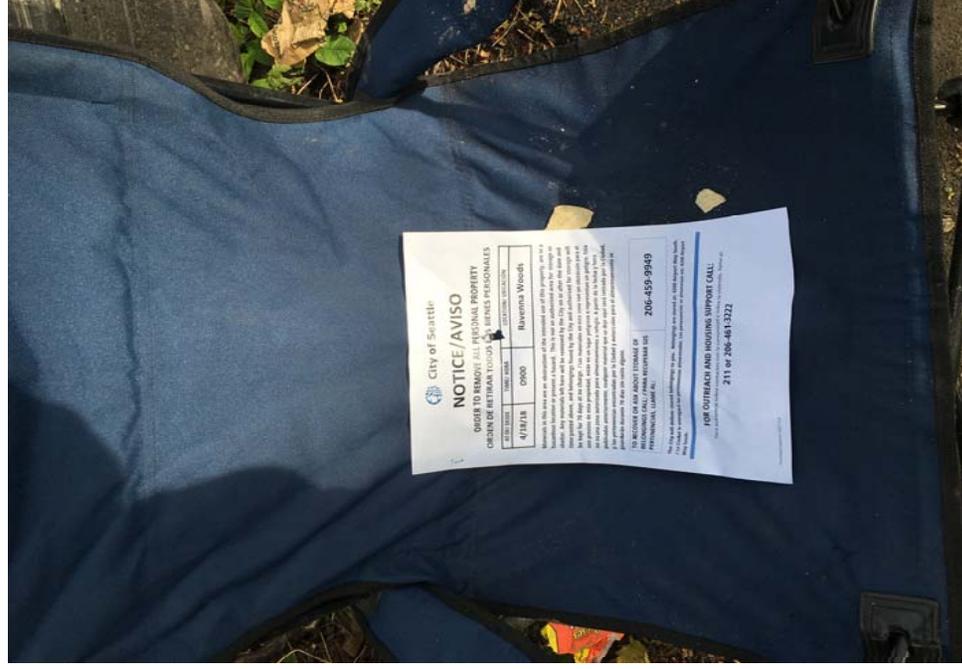


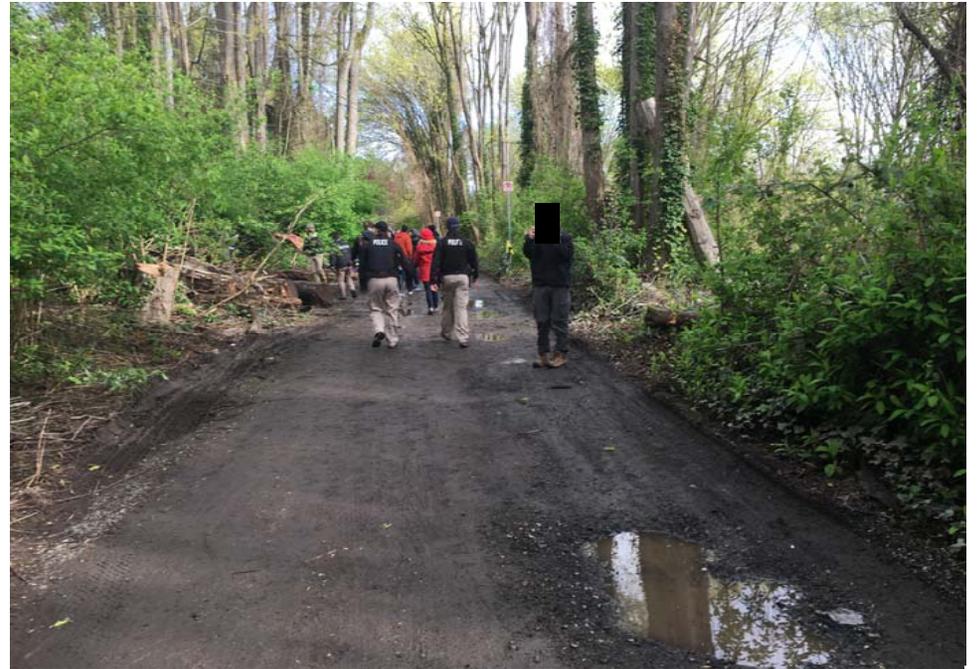












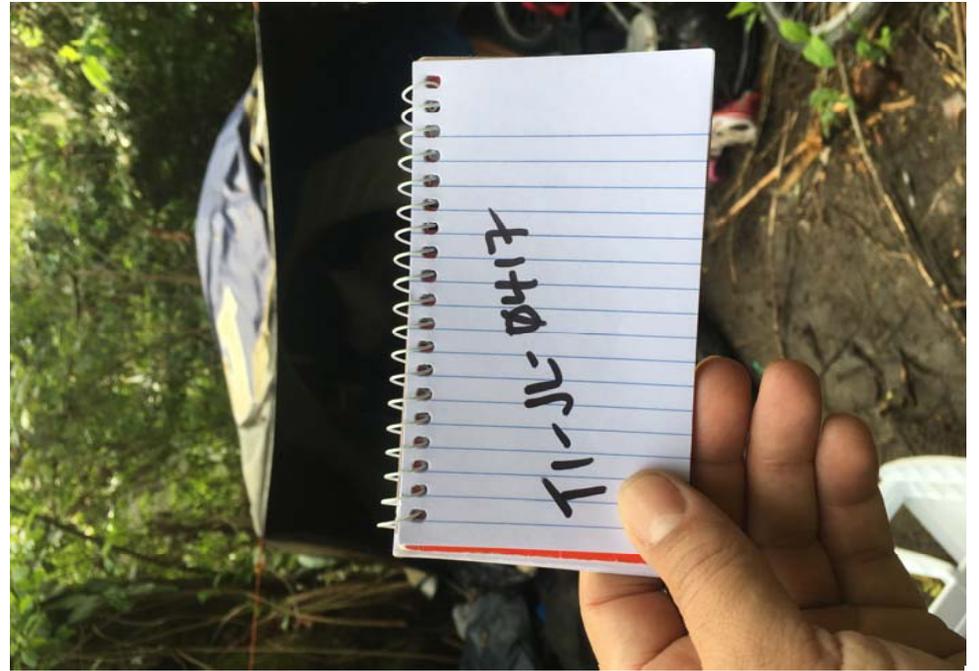




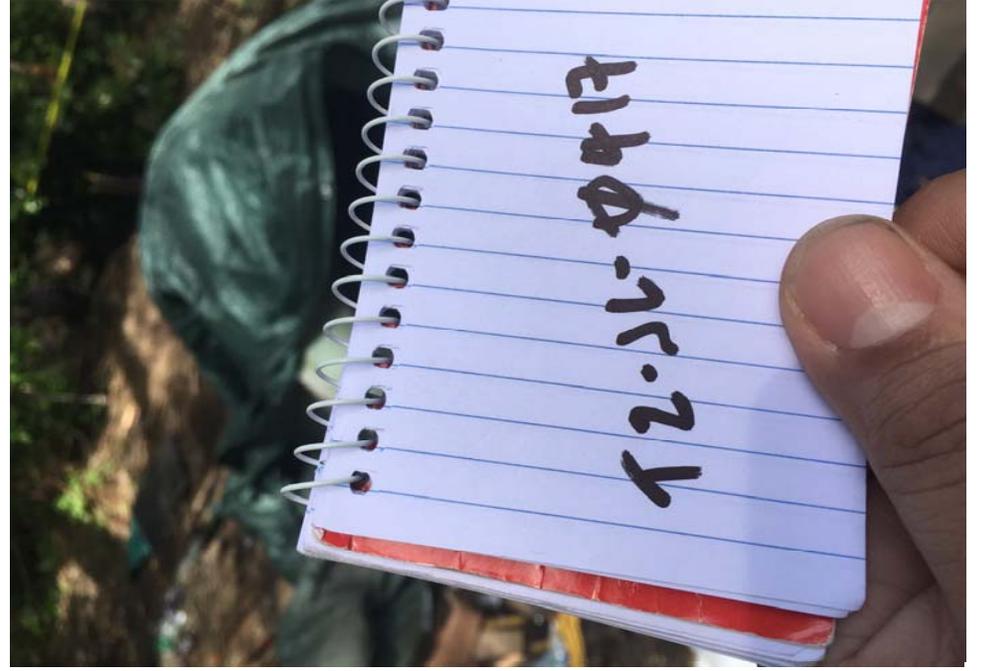








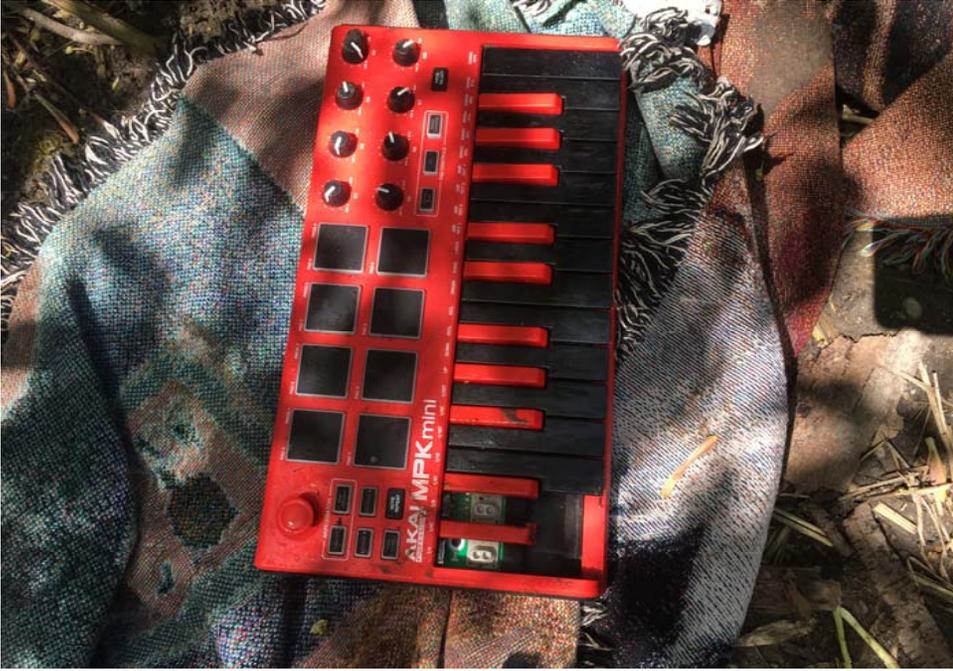
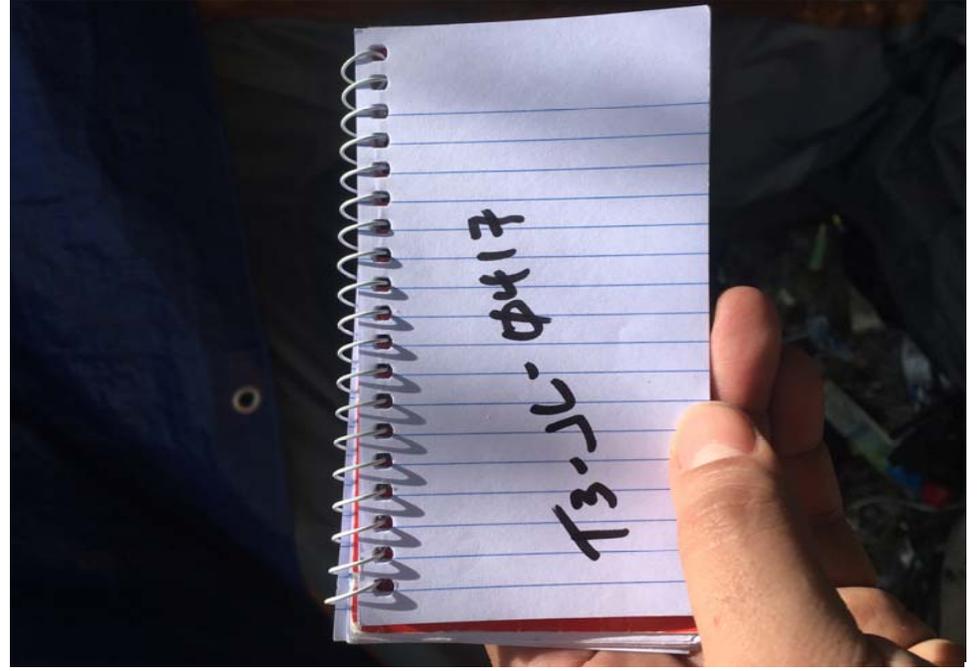




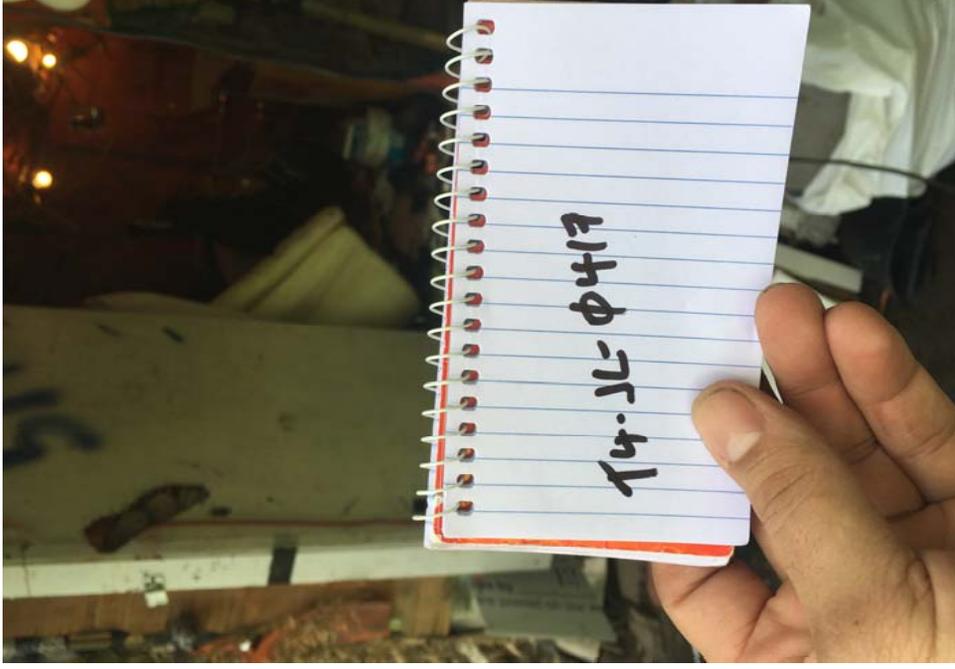




















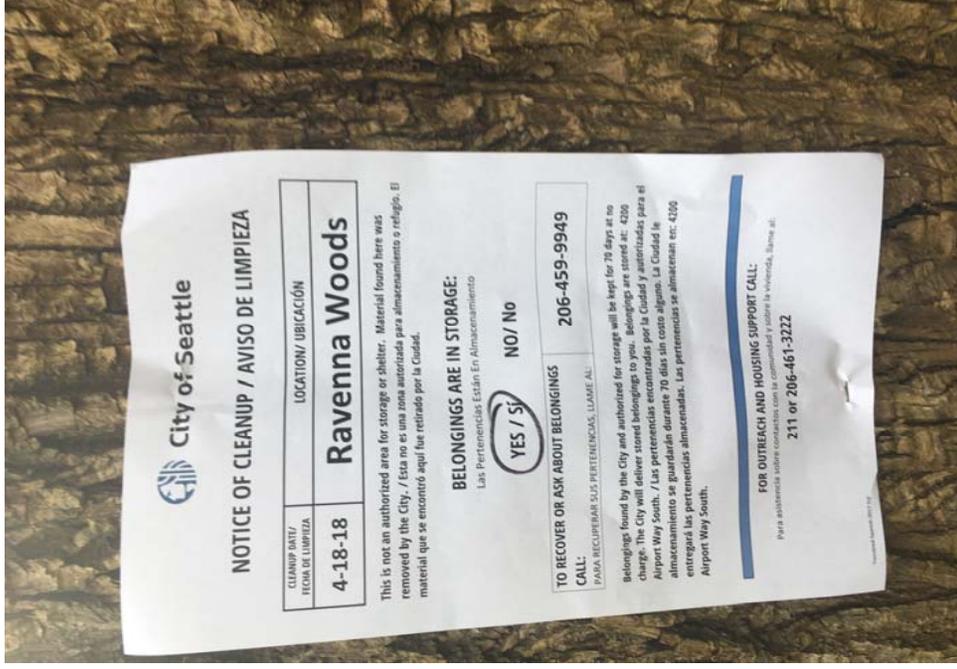












Site Name: Ravenna Woods

 Date of Clean Up: 4-17-18

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

- Tent owners who present and accept storage
- Tent owners who are present and indicate that they want their tent/belongings disposed of
- Abandoned tents or items found in debris that we are storing
- Abandoned tents that we are disposing of

Each tent/structure should occupy one line so we can document if storage was offered, accepted or to explain why we disposed or stored items. After this form is complete, you will use the totals from this form to fill out the Storage Summary and Totals information.

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-JL-0417 | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A | <input checked="" type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged | 0 | 0 | 0 | 0 | Nothing storable- tent ripped, wet bedding, garbage , urine bottles, syringes all through tent. |
| T2-JL-0417 | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A | <input checked="" type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged | 0 | 0 | 0 | 0 | Nothing storable- tent ripped, wet bedding, garbage , syringes all through tent. |
| T3-JL-0417 | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged | 0 | 2 | 0 | 0 | Stored 1 blue bike, 1 white bike- nothing else storable- tent ripped, garbage throughout tent. |
| T4-JL-0417 | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input checked="" type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | 0 | 0 | 0 | 0 | Owner- [REDACTED], mid 30's W/M, stated he "wanted nothing" and "I'm done". FC specifically asked S [REDACTED] if he was absolutely sure he wanted nothing. [REDACTED] Replied "nothing" as witnessed by James Lohman, FC & Sgt. Zerr |
| T5-JL-0417 | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A | <input checked="" type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged | 0 | 0 | 0 | 0 | Nothing storable-tent ripped, wet bedding, syringes inside tent. |
| Found in debris | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | 1 | 5 | 0 | 0 | Stored-black bag w/tent, white head phones, 3 laptops, 1 radio, 1 red craftsman tool box w/misc tools |

| Owner Name <i>or</i> Tent/Structure # | Owner Present? | Storage? | Not Storable? <i>Check All That Apply</i> | # of Bins | # of Bikes | # of Luggage | # of Large Items | Short Description |
|--|---|--|---|-----------|------------|--------------|------------------|-------------------|
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | | | | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | | | | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | | | | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | | | | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | | | | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | | | | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair | | | | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | | | | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | | | | | |

