City of Seattle

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

CRS Listing:	10700 CORLISS AVE N, SEATTLE, WA 98133	**Date of First Inspection:**	9/21/19
Site Address:	107th St and Corliss Ave N	**Date of Clean-Up:**	10/15/19
Inspection By:	Sili Kalepo	**CRS #:**	19-00219931
Referred By:	**WSDOT, Community, CSR**	**Photos to FAS?** ☐ Yes ☐ No	

SITE OCCUPANCY DATA (add additional lines as needed)

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
9/21/19	10	0	0	0	10

SITE CHARACTERISICS

Park	☐ Yes	☒ No
Sidewalk	☐ Yes	☒ No
Within 50ft of a water body or wetland	☐ Yes	☒ No
Impeding Roadway	☐ Yes	☒ No
Within 50ft of a Guardrail	☒ Yes	☐ No
Heavy Traffic	☒ Yes	☐ No
Near Industrial Zone-blocking vehicle site lines	☐ Yes	☒ No
Forested Area	☒ Yes	☐ No
Play Area	☐ Yes	☒ No
Rented Area	☐ Yes	☒ No
Slope more than 27º	☒ Yes	☐ No
Slide Zone	☒ Yes	☐ No
Fire Damage	☒ Yes	☐ No
Fire Under low Barrier:	☐ Yes	☒ No
Other:	☐ Yes	☒ No
Other:	☐ Yes	☒ No

TOTAL COUNT: 6

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 (SPD response needed)	☐ Yes	☒ No
Weapons	☒ Yes	☐ No
Open Alcohol	☒ Yes	☐ No
Sharps	☒ Yes	☐ No
Property Damage	☒ Yes	☐ No

TOTAL COUNT: 15

▶ 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
- Vehicle/RVs/License Plates

NAVIGATION TEAM ASSESSMENT

☒ Full Encampment Clean Up   ☐ Litter Pick   ☐ Remanded to SPU   ☐ Reported back to CRS

PRE-JOB SITE ASSESSMENT & INSTRUCTIONS   Specifications/Notes

Uneven Terrain (Fall Protection Required)	☒ Yes ☐ No	
Medical Waste	☒ Yes ☐ No	
Chemical Waste	☒ Yes ☐ No	

SPU ASSESSMENT & INSTRUCTIONS	Date	Requirements:
☐ Litter removed -area more than 20 feet from active camp		☐ Field Coordinator accessed
☐ Illegal Dumping -Encampment Related Trash		

B. RESOURCE PLANNING

SITE CREW ASSESSMENT *of* FIELD CONDITIONS

JOB SITE INSTRUCTIONS   Specifications/Notes

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	

EXTERNAL CONTRACTORS	Total	Description
Number of City Labor Crew Involved	6	Cascadia
Number of Hazmat Crew Involved	1	
Number of Truck Drivers Approved	2	
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	1	WSDOT
Number of Light Teams	2	Parks w/packer
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

STAGING LOCATION

Date: **10-15-19**   Time: **0900**   Location: **I-5 SB @ N 117th St & Corliss Ave N**

C. PRE-CLEAN UP ACTIVITIES

▶ **EXHIBIT B: SITE POSTING PHOTOS**

- 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 Number of People Contacted
10/14/2019	Outreach	107th & Corliss	4	1	0	5

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:)	10-10-19	☒ Yes ☐ No
Cleanup is occurring on date specified in notice		☒ Yes ☐ No
Outreach was provided before the cleanup (Date:)	10-14-19	☒ Yes ☐ No
Outreach team is present at cleanup site		☒ 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

▶ **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.

- Photo of Storage Post
- General Photos of the Encampment
- Photos of Not Storable content
- Tent/Structure Contents
- Photos of Storable tents
- After Photos

SITE OCCUPANCY DATA

Day of Clean-up	Tents	Structures	Bed Rolls	Vehicles	**TOTAL COUNT**
10/15/19	12	0	0	0	12

STORAGE SUMMARY
Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES				
OWNER PRESENT Removed Property and Tent	9		ABANDONED TENT/STRUCTURE Content Storable	0
OWNER PRESENT Discarded Tent/Discarded Property	0		ABANDONED TENT Content Not Storable	0
OWNER PRESENT Discarded Tent / Stored property	0		ABANDONED TENT Storable	0
ABANDONED BEDROLL Storable	0		ABANDONED TENT Not Storable	3
ABANDONED BEDROLL Not Storable	0		IMPOUNDED VEHICLE	0

STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
0	1	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.

Exh A - Inspection Photos

INTERSTATE 5 SOUTH

College

RAMP METERED AHEAD WHEN FLASHING

Exh B - Posting Photos

Exh D - Clean Up Photos

After Clean Photos

City of Seattle

NOTICE OF CLEANUP / AVISO DE LIMPIEZA

CLEANUP DATE/ FECHA DE LIMPIEZA	LOCATION/ UBICACIÓN
10/15/19	107th St and Corliss Ave N

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 Pertenencias Están En Almacenamiento

YES / Sí   NO/ No

206-459-9949

TO RECOVER OR ASK ABOUT BELONGINGS
CALL:
PARA RECUPERAR SUS PERTENENCIAS, LLAME AL:

Belongings found by the City and authorized for storage will be kept for 70 days at no charge. The City will deliver stored belongings to you. Belongings are stored at: 4200 Airport Way South. / Las pertenencias encontradas por la Ciudad y autorizadas para el almacenamiento se guardarán durante 70 días sin costo alguno. La Ciudad le entregará las pertenencias almacenadas, las pertenencias se almacenan en: 4200 Airport Way South.

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

Translated- Spanish- 2017 SLR

City of Seattle

EXHIBIT E: STORAGE INFO
Encampment Response Team

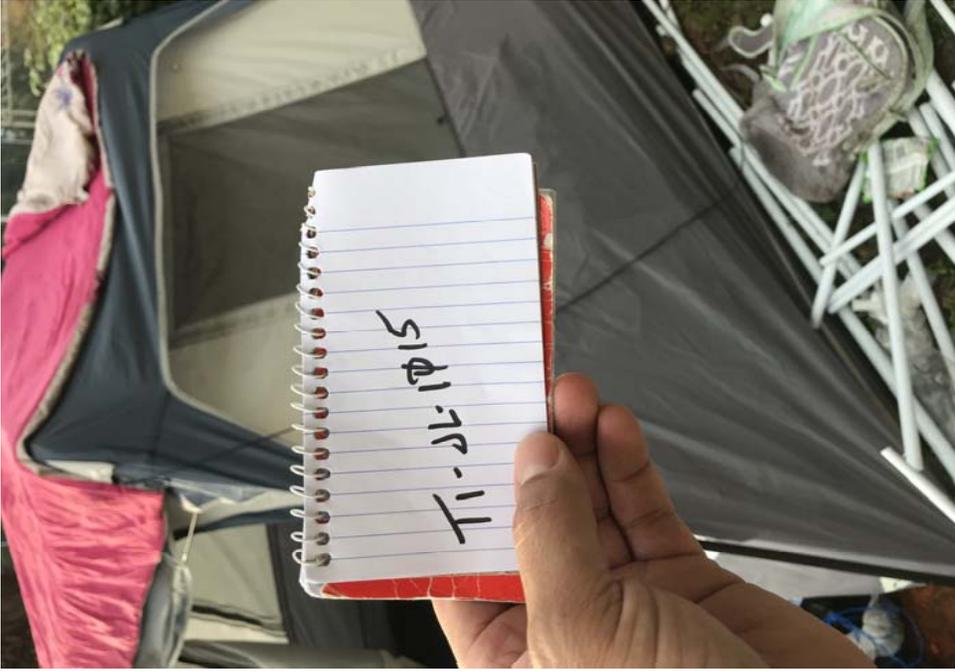**Site Name:** 107th St and Corliss Ave N   **Date of Clean Up:** 10/15/19

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? *Check All That Apply*	# of Bins	# of Bikes	# of Luggage	# of Large Items	Short Description
T1-JH-1015	☐ Yes ☒ No	☐ Accepted ☐ Declined ☒ N/A	☒ Hazardous Material ☐ Human Waste ☐ Damaged	0	0	0	0	Nothing stored due to tent having several needles inside, full of dirty clothes & food waste. Tent was unsafe to enter.
T1-JL-1015	☐ Yes ☒ No	☐ Accepted ☐ Declined ☒ N/A	☒ Hazardous Material ☒ Human Waste ☒ Damaged	0	0	0	0	Nothing storable- STRONG smell or urine in tent, urine bottles and unknown liquid on floor of tent.
T2-JL-1015	☐ Yes ☒ No	☐ Accepted ☐ Declined ☒ N/A	☐ Hazardous Material ☐ Human Waste ☒ Damaged	0	0	0	0	Nothing storable- tent ripped. Tent empty except for small amount of garbage.
Found in Debris	☐ Yes ☒ No	☐ Accepted ☐ Declined ☒ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged	0	1	0	0	Found in debris- black bike.
	☐ Yes ☐ No	☐ Accepted ☐ Declined ☐ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged					

Updated 5/11/2017