

SITE JOURNAL CONTENTS

- Completed Site Journal
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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:	Ballard Commons Park		
Site Address:	Ballard Commons Park	Date of Inspection:	4/30/2020
		Date of Clean-Up:	5/4/2020
Final Inspector:	Jeff Horan	CSR #:	N/A
Referred By:	Parks Dept	Photos to HSD?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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?	Name of SN:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Date of Call to SN :	Time of Call to SN:
Time SN arrived on site:	Offer of Shelter Made?:
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
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4/30/2020	16	3	0	0	19
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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
- 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:	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

TOTAL COUNT:	1
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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

TOTAL COUNT:	4
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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:	0
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- | | | |
|----------------------------|------------------------------|--|
| 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 type="checkbox"/> Yes | <input checked="" 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 |

TOTAL COUNT:	2
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TOTAL SCORE:	18
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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 checked="" type="checkbox"/> Tent on sidewalk		<input type="checkbox"/> Safety of others near and around camp
<input checked="" 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:)	<u>5/1/2020</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cleanup is occurring on date specified in notice		<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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
NOT REQUIRED but PROVIDED:			
Outreach was provided before the cleanup (Date:)	_____	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> 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 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

EXTERNAL CONTRACTORS

	Total	Description
Number of Labor Crew	<u>3</u>	Cascadia
Number of Hazmat Crew	<u>1</u>	
Number of Truck Drivers	<u>1</u>	
Contractors Labor Crew Hours On-Site	<u>8</u>	

INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Crew	<u>0</u>	
Heavy Crew Hours On-site	<u>0</u>	
Number of Labor Crew	<u>1</u>	SPR Light team w/Packer
Labor Crew Hours On-site	<u>8</u>	

STAGING LOCATION

Date/Time: _____ Location: _____

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:

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
5/4/2020	8	3	0	0	11

 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
1	0	0	0

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
Found in debris	No	N/A		1	0	0	0	Stored Grey blanket, black bag with clothes, 2 tennis rackets and a blanket in a bag.

Exh D - Clean Up Photos



















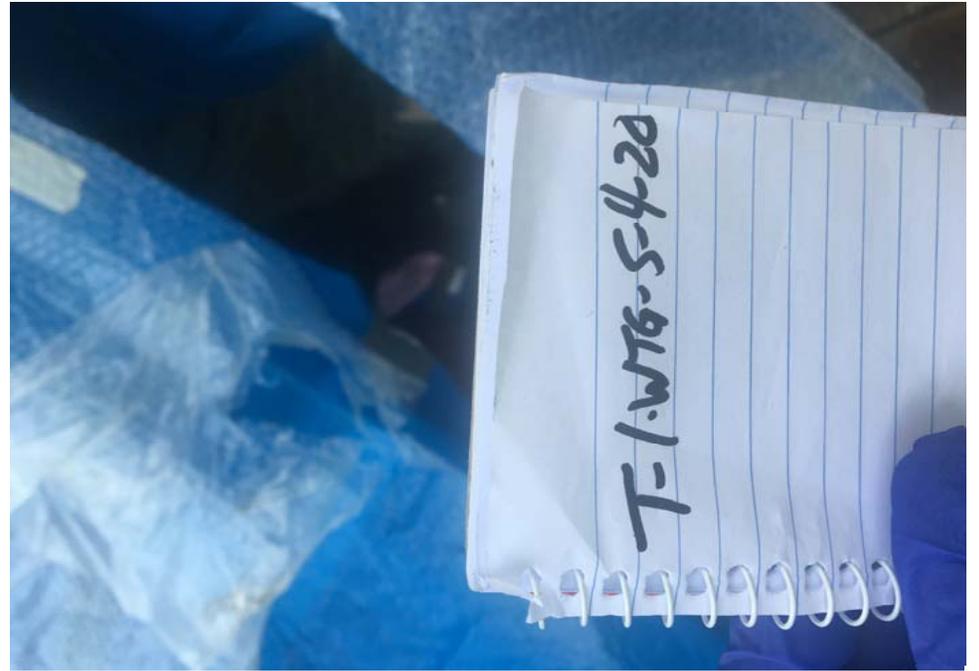














After Clean Photos







City of Seattle

NOTICE OF CLEANUP / AVISO DE LIMPIEZA

CLAMP DATE / FECHA DE LIMPIEZA	LOCATION / UBICACIÓN
05/04/20	Ballard Library Vicinity

This is not an authorized area for storage or shelter. Material found here was removed by the City. / Esto no es una zona autorizada para almacenamiento o refugio. El material que se encontró aquí fue retirado por la Ciudad.

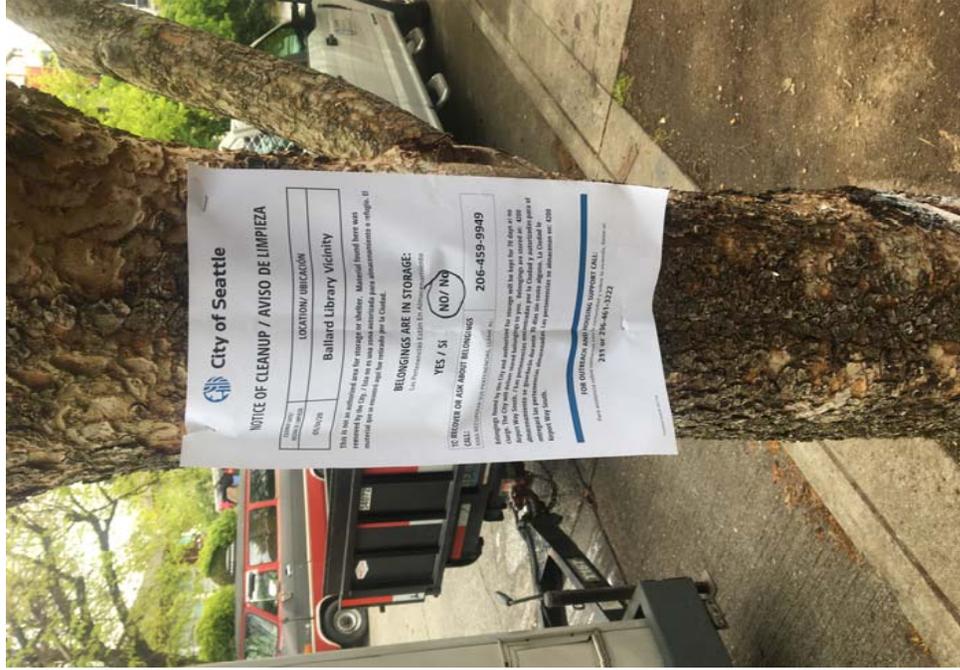
BELONGINGS ARE IN STORAGE:
Los pertenencias están en almacenamiento.

YES / SI NO / NO

TO RECOVER OR ASK ABOUT BELONGINGS
PARA RECUPERAR SUS PERTENENCIAS, LLAME AL: **206-459-9949**

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 se almacenarán para el almacenamiento se guardarán durante 70 días sin costo adicional. La Ciudad le entregará las pertenencias almacenadas. Las pertenencias almacenadas en: 4200 Airport Way South.

FOR OUTREACH AND HOUSING SUPPORT CALL:
Para asistencia sobre construcción de vivienda llame al: **211 or 206-461-3222**



City of Seattle

NOTICE OF CLEANUP / AVISO DE LIMPIEZA

ADDRESS / DIRECCIÓN	LOCATION / UBICACIÓN
0101218	Ballard Library Vicinity

This is to notify you that items for storage in public areas are subject to removal by the City. You are to make arrangements for removal of items at your own expense. If you do not make arrangements for removal, the City will remove the items at your expense.

BEFORE YOU REMOVE ANY ITEMS:

- Call 206-455-9949 for more information.
- Call 206-455-9949 for more information.
- Call 206-455-9949 for more information.

BEFORE YOU REMOVE ANY ITEMS:

YES / SI NO / NO

FOR OFFICIAL USE ONLY: REMOVE CALL:
206-455-9949



City of Seattle

NOTICE OF CLEANUP / AVISO DE LIMPIEZA

ISSUE DATE / FECHA DE AVISO	LOCATION / UBICACIÓN
02/04/20	Ballard Library Vicinity

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 encuentra aquí fue retirado por la Ciudad.

BELONGINGS ARE IN STORAGE:
Las Pertencencias Están En Almacenamiento.

YES / SI **NO / NO**

CALL: 206-459-9949

PARA RECUPERAR SUS PERTENCENCIAS, LLAME AL: 206-459-9949

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 contratos con Inmortalidad y sobre la vivienda, llame al:
211 or 206-461-3222





