

Encampment Response Team

SITE JOURNAL CONTENTS

Completed Site Journal

• Exhibit A: Site Inspection Photos

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• Exhibit E: Storage Detail

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:	Greg Davis Park				Date of Fir	st Inspection:	8/23/2017	
Site Address:	2600 SW Brandon St				Date of	Clean-Up:	10-02-17	
Inspection By:	C. Baker & J. Loman				SERIS #	2535-02		
Referred By:	Parks, Community, SE	RIS				Photos to I	FAS? 🛛 Yes	□ No
SITE OCCUPAN	ICY DATA							
Date of Inspection	on Tents	Stru	uctures	Bed Rolls		Vehicles	TOTAL	COUNT
8/23/2017	0		2	0		0		2
SITE CHARAC	TERISICS	_	_	HEALTH C	ONDITION	S		
Park			□ No	Disorganized			⊠ Yes	□ No
Sidewalk		☐ Yes	⊠ No	Garbage/Bagg			⊠ Yes	☐ No
Within 50ft of a w	ater body or wetland	Yes	□ No	Garbage/Loos	e		⊠ Yes	□ No
Roadway		☐ Yes	⊠ No	Garbage/Bulk	y Items		⊠ Yes	□ No
Within 50ft of a G	uardrail	☐ Yes	⊠ No	Garbage/Met	al			□ No
Heavy Traffic		☐ Yes	⊠ No	Human Waste	<u>:</u>		⊠ Yes	□ No
Near Industrial Zo	ne	☐ Yes	⊠ No	Rats/Mice			☐ Yes	⊠ No
Forested Area			□ No	Hazardous Ma	aterials		☐ Yes	\square No
Play Area			□ No	Falling Tree o	Limbs		☐ Yes	⊠ No
Rented Area		☐ Yes	⊠ No	Chemical Was	te		☐ Yes	⊠ No
Slope		☐ Yes	⊠ No	Fires			☐ Yes	⊠ No
Slide Zone		☐ Yes	⊠ No	Criminal Activ	ity		⊠ Yes	□ No
Fire			□ No	Weapons			☐ Yes	⊠ No
Other:		☐ Yes	⊠ No	Open Alcohol			☐ Yes	⊠ No
Other:			⊠ No	Sharps			⊠ Yes	□ No
Other:			⊠ No	Property Dam	age		☐ Yes	⊠ No
		5						3
	TOTAL COUNT:	5				TOTAL COUN	U :	J

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
- Obstructions or Hazards

- General Photos of the Encampment
- Debris Fields

Vehicles/RVs /License Plates



Encampment Response Team

	N A	AVIGA	ATION TE	AM ASSESSMENT		
☑ Full Encampment Clean Up ☐	Obstruction	n Remo	oval	☐ Hazard Removal		Cleared by scheduled ontractors- FAS
[☐ Tent on si	de wa	lk	☐ Safety of Occupant		
	Blocking int acility	ended	use of	☐ Safety of other near ar around camp	nd [Remand to SPU
PRE-JOB SITE ASSESSMENT	& INSTRU	стіо	NS	Specifications/Notes		
Uneven Terrain (Fall Protection Requ	ired)] Yes	□ No			
Waste Hauling to Dump			□ No			
Waste Hauling to Other Location		Yes	□ No			
SPU ASSESSMENT & INSTRU	JCTIONS	Dat	e		Require	ements:
☐ Litter removed -area more than 2	0 feet from				☐ Field (Coordinator accessed
active camp						
☐ Litter Abatement Site						
☐ Illegal Dumping						
B. RESOURCE PLANN THE CREW ASSESSMENT of FIELD CO	ONDITIONS			Specifications/Notes		
ITE CREW ASSESSMENT of FIELD CO JOB SITE INSTRUCTIONS Fall Protection Required	ONDITIONS		⊠ No	Specifications/Notes		
ITE CREW ASSESSMENT of FIELD CO JOB SITE INSTRUCTIONS Fall Protection Required Waste Hauling to Dump	DNDITIONS	Yes	□ No	Specifications/Notes		
JOB SITE INSTRUCTIONS Fall Protection Required Waste Hauling to Dump Waste Hauling to Other Location	ONDITIONS □ ⊠	Yes Yes	□ No	Specifications/Notes		
ITE CREW ASSESSMENT of FIELD CO JOB SITE INSTRUCTIONS Fall Protection Required Waste Hauling to Dump Waste Hauling to Other Location Vegetation Pruning	DNDITIONS	Yes	□ No	Specifications/Notes		
ITE CREW ASSESSMENT of FIELD CO JOB SITE INSTRUCTIONS Fall Protection Required Waste Hauling to Dump Waste Hauling to Other Location Vegetation Pruning Biohazard Waste	ONDITIONS	Yes Yes Yes Yes	□ No □ No □ No □ No			
ITE CREW ASSESSMENT of FIELD CO JOB SITE INSTRUCTIONS Fall Protection Required Waste Hauling to Dump Waste Hauling to Other Location Vegetation Pruning Biohazard Waste EXTERNAL CONTRACTORS	DNDITIONS	Yes Yes Yes Yes	□ No □ No □ No	tion		
ITE CREW ASSESSMENT of FIELD CO JOB SITE INSTRUCTIONS Fall Protection Required Waste Hauling to Dump Waste Hauling to Other Location Vegetation Pruning Biohazard Waste EXTERNAL CONTRACTORS Number of Labor Crew Involved	DNDITIONS	Yes Yes Yes Yes	□ No □ No □ No □ No □ No	tion		
ITE CREW ASSESSMENT of FIELD CO JOB SITE INSTRUCTIONS Fall Protection Required Waste Hauling to Dump Waste Hauling to Other Location Vegetation Pruning Biohazard Waste EXTERNAL CONTRACTORS Number of Labor Crew Involved Number of Hazmat Crew Involved	DNDITIONS	Yes Yes Yes Yes	□ No □ No □ No □ No □ No	tion		
JOB SITE INSTRUCTIONS Fall Protection Required Waste Hauling to Dump Waste Hauling to Other Location Vegetation Pruning Biohazard Waste EXTERNAL CONTRACTORS Number of Labor Crew Involved Number of Truck Drivers Approved	DNDITIONS Total	Yes Yes Yes Yes 4 1	□ No □ No □ No □ No □ No	tion		
JOB SITE INSTRUCTIONS Fall Protection Required Waste Hauling to Dump Waste Hauling to Other Location Vegetation Pruning Biohazard Waste EXTERNAL CONTRACTORS Number of Labor Crew Involved	DNDITIONS Total	Yes Yes Yes Yes 4 1	□ No □ No □ No □ No □ No	tion		
ITE CREW ASSESSMENT of FIELD CO JOB SITE INSTRUCTIONS Fall Protection Required Waste Hauling to Dump Waste Hauling to Other Location Vegetation Pruning Biohazard Waste EXTERNAL CONTRACTORS Number of Labor Crew Involved Number of Hazmat Crew Involved Number of Truck Drivers Approved Number of Full Time Days On-site Approvention	DNDITIONS Total oved ed	Yes Yes Yes Yes 4 1 1 1	□ No □ No □ No □ No □ No	tion		
ITE CREW ASSESSMENT of FIELD CO JOB SITE INSTRUCTIONS Fall Protection Required Waste Hauling to Dump Waste Hauling to Other Location Vegetation Pruning Biohazard Waste EXTERNAL CONTRACTORS Number of Labor Crew Involved Number of Hazmat Crew Involved Number of Truck Drivers Approved Number of Full Time Days On-site Approv Total Hours Approved	DNDITIONS Total oved ed	Yes Yes Yes Yes 4 1 1 0 8	□ No □ No □ No □ No □ No	tion a		
ITE CREW ASSESSMENT of FIELD CO JOB SITE INSTRUCTIONS Fall Protection Required Waste Hauling to Dump Waste Hauling to Other Location Vegetation Pruning Biohazard Waste EXTERNAL CONTRACTORS Number of Labor Crew Involved Number of Hazmat Crew Involved Number of Truck Drivers Approved Number of Full Time Days On-site Appr Number of Partial Days On-site Approv Total Hours Approved	ONDITIONS Total oved ed Total	Yes Yes Yes Yes 4 1 1 0 8	□ No □ No □ No □ No □ Descrip Cascadi	tion a		
ITE CREW ASSESSMENT of FIELD CO JOB SITE INSTRUCTIONS Fall Protection Required Waste Hauling to Dump Waste Hauling to Other Location Vegetation Pruning Biohazard Waste EXTERNAL CONTRACTORS Number of Labor Crew Involved Number of Hazmat Crew Involved Number of Truck Drivers Approved Number of Full Time Days On-site Appr Number of Partial Days On-site Approv Total Hours Approved INTERNAL CLEAN UP TEAMS Number of Heavy Teams	ONDITIONS Total oved ed Total	Yes Yes Yes Yes 1 1 1 0 8	□ No □ No □ No □ No □ Descrip Cascadi	tion a		
JOB SITE INSTRUCTIONS Fall Protection Required Waste Hauling to Dump Waste Hauling to Other Location Vegetation Pruning Biohazard Waste EXTERNAL CONTRACTORS Number of Labor Crew Involved Number of Hazmat Crew Involved Number of Truck Drivers Approved Number of Full Time Days On-site Appr	ONDITIONS Total Total Total	Yes Yes Yes Yes 1 1 1 0 8 al	□ No □ No □ No □ No □ Descrip Cascadi	tion a		
JOB SITE INSTRUCTIONS Fall Protection Required Waste Hauling to Dump Waste Hauling to Other Location Vegetation Pruning Biohazard Waste EXTERNAL CONTRACTORS Number of Labor Crew Involved Number of Hazmat Crew Involved Number of Truck Drivers Approved Number of Full Time Days On-site Appr Number of Partial Days On-site Approv Total Hours Approved INTERNAL CLEAN UP TEAMS Number of Light Teams	ONDITIONS Tot: oved ed Tot: oved oved	Yes	□ No □ No □ No □ No □ Descrip Cascadi	tion a		



Encampment Response Team

C. PRE-CLEAN UP ACTIVITIES

		EXHIBIT	B:	SITE	POSTING	PHOTOS
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General Photos of the Encampment

- ☑ Regular Encampment Clean-up: 72-hour Notice
- $\hfill \Box$ Obstruction or Hazard Clean-up: Notice of Immediate Removal
- Cross Street Signs

- 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.

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 ENCAMPM	IENT CLEAN UP			
Notice posting is 72 hours in adva	nce of cleanup (Date:)	09-28-17	⊠ Yes	□ No
Cleanup is occurring on date spec	ified in notice			\square No
Outreach was provided before the	e cleanup (Date:)	09-29-17	⊠ Yes	\square No
Outreach team is present at clean	up site		⊠ Yes	□ No
Personnel are ready to identify an	d collect belongings		⊠ Yes	\square No
SPD or WSP officers are present to	support cleanup			\square No
Crew is present and ready to supp	ort 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.

Cross Street Signs

- Photos of Tent ID Numbers
- Photos of Storage Bin Contents

- General Photos of the Encampment
- Individual Tent Contents
- After Photos

SITE OCCUPANCY DATA

Day of Clean-up	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
10-02-17	0	1	0	0	1

STORAGE SUMMARY

Total should equal total in Occupancy Data

·	•			
TOTAL TENTS/STRUCTURES				
OWNER PRESENT	0		ABANDONED TENT	0
Accepted Storage	U		Content Storable	U
OWNER PRESENT	0		ABANDONED TENT	1
Removed Tent	0		Content Not Storable	1
OWNER PRESENT	0		ABANDONED TENT	0
Removed tent but stored contents	U		Storable	U



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TOTAL TENTS/STRUCTURES			
OWNER PRESENT	1	ABANDONED TENT	0
Asked FC to Discard Tent	1	Not Storable	U

STORAGE TOTALS

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

Exhibit A





























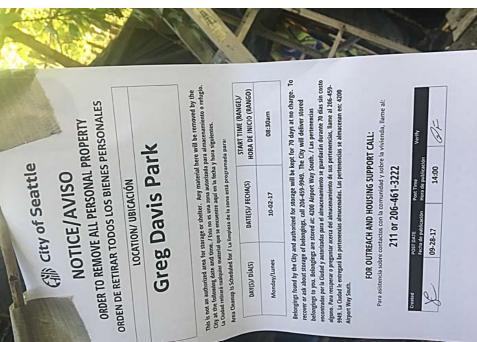








Exhibit D: Site Clean up









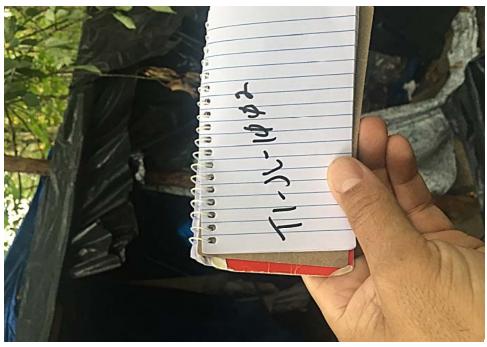


















MOTICE OF CLEANUP / AVISO DE LIMPIEZA

10-02-17 This is not an authorized area for removed by the City.	
authorized area for he City.	Greg Davis Park
Esta no es un área autorizada para al será retirado por la Cludad	This is not an authorized area for storage or shelter. Material found here was removed by the City. Esta no es un área autorizada para almacenamiento o refugio. El material encontrado aquí será retirado por la Ciudad
BELONGINGS Las Pertenencias E YES / Si	BELONGINGS ARE IN STORAGE: Las Pertenencias Están En Almacenamiento YES / Si (NO/ No)
TO RECOVER BELONGINGS CALL: PARA RECUPERAR SUS PERTENENCIAS, LLAME AL. Belongings found by the City will be stored for deliver your may soft deliver your relongings belongings belongings.	TO RECOVER BELONGINGS CALL: 206-459-9949 PARA RECUPERAR SUS PERTENENCIAS, LAME AL. Belongings found by the City will be stored for 70 days at no charge. The City will belonging to you, or you may schedule an appointment to pick them up deliver your belongings are stored at: 4200 Airport Way
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	1















EXHIBIT E: STORAGE INFO

Encampment Response Team

Site Name:	Greg Davis Park	Date of Clean Up:	10-02-17

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

- Tent owners who present and a ccept 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 <i>or</i> Tent/Structure #	Owner Present?	Storage?	Not Storable? Check All That Apply	# of Bins	# of Bikes	# of Luggage	# of Large Items	Short Description
T!-JL-1002	⊠ Yes □ No	☐ Accepted ☑ Declined ☐ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged	0	0	0	0	Owner, stated all left behind was garbage
	☐ Yes ☐ No	☐ Accepted ☐ Declined ☐ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged					
	☐ Yes ☐ No	☐ Accepted ☐ Declined ☐ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged					
	☐ Yes ☐ No	☐ Accepted ☐ Declined ☐ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged					
	☐ Yes ☐ No	☐ Accepted ☐ Declined ☐ N/A	☐ Hazardous Material ☐ Human Waste ☐ Damaged					
	☐ Yes ☐ No	☐ Accepted ☐ Declined ☐ N/A	☐ Hazardous Material☐ Human Waste☐ Damaged					