

#### **SITE JOURNAL CONTENTS**

• Completed Site Journal

Exhibit A: Site Inspection Photos

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• Exhibit D: Clean Up & Storage 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 location.

Encampment:	Ballard Library Vio	cinity		
Site Address:			Date of Inspection:	11/12/2024
			Date of Clean-Up:	11/12/2024
Final Inspector:			CSR #:	
Referred By:			Photos to HSD?	☑ Yes □ No
CPT/Bike SPD Response?	□ Yes	☑ No		
Date of Call to Duty Offic	er:		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:	



SITE J	JOU	RN	ΑL
Encampmo	ent Res	ponse	Team

Time of FC departure from site:			Action:		
site.					
System Navigator Called?	□ Yes	☑ No	Name of SN:		
System Havigator Canca.	_ 100	_ 110	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
11/12/2024	1	0	0	0	1

#### PRIORITY CONDITION DATA

VULNERABLE POPULATIONS			PUBLIC HEALTH/BIOWASTE		
Perceived Elderly (60+ years old)	☐ Yes	☑ No	Rats/Mice	☐ Yes	☑ No
Perceived Infants/Children (≤ 14 years old)	☐ Yes	☑ No	Hazardous Materials	☐ Yes	☑ No
Perceived Youth (15-24 years old)	☐ Yes	☑ No	Bio Waste	☐ Yes	☑ No
Perceived Not Ambulatory	☐ Yes	☑ No	Chemical Waste	☐ Yes	☑ No
Perceived Wounds	☐ Yes	☑ No	Food Waste	✓ Yes	□ No
Near Facilities for Children (e.g., school, daycare)	☐ Yes	☑ No	Within 50ft of a water body or wetland	☐ Yes	☑ No



Within 50ft of a Guardrail

**Heavy Traffic** 

Near Facilities for the Elderly (e.g., nursing home) ☐ Yes

# **SITE JOURNAL**

**Encampment Response Team** 

☐ Yes ☑ No

☑ No

☐ Yes

0

**TOTAL COUNT:** 

Perceived Women	☐ Yes	☑ No	TOTAL COUNT:	1	1
Perceived Couples	☐ Yes	☑ No			
LGBTQIA (DATA ONLY COLLECTED IF ASKEDotherwise leave blank)	☐ Yes	☑ No	SOLID WASTE Disorganized Garbage	☑ Yes	□ No
POC (DATA ONLY COLLECTED IF ASKED	☐ Yes	☑ No	Bagged Garbage	☑ Yes	□ No
otherwise leave blank) Presence of Alcohol	□ Yes	☑ No	Loose Garbage	☑ Yes	□ No
			Bulky Items Garbage	☑ Yes	□ No
Presence of Contained Sharps	☐ Yes	☑ No	Metal	☑ Yes	□ No
TOTAL COUNT:	0	1	TOTAL COUNT		1
			TOTAL COUNT:	2	1
PUBLIC SAFETY/STRUCTURAL CONCER		⊠ No.	STRUCTURAL CONCERNS/ENVIRORISKS/EMERGENCY RISKS		
PUBLIC SAFETY/STRUCTURAL CONCER Weapons Park	<b>NS</b> □ Yes □ Yes		STRUCTURAL CONCERNS/ENVIRORISKS/EMERGENCY RISKS Near Industrial Zone-blocking vehicle site	NMENTA	<b>NL</b>
Weapons	☐ Yes	☑ No	STRUCTURAL CONCERNS/ENVIRO	NMENTA	
Weapons Park	□ Yes	☑ No	STRUCTURAL CONCERNS/ENVIRORISKS/EMERGENCY RISKS  Near Industrial Zone-blocking vehicle site lines	<b>NMENTA</b> □ Yes	<b>\L</b> ☑ No

☑ No

☑ No

**Property Damage** 

☐ Yes

☐ Yes

☑ No

**Loose Sharps** 



Slope more than 27 degrees		☐ Yes	☑ No
Slide Zone		☐ Yes	☑ No
Fires		☐ Yes	☑ No
Exposed Electrical Wiring		☐ Yes	☑ No
Other		☐ Yes	☑ No
	TOTAL COUNT:	1	-
	TOTAL SCORE:	15	5
EXHIBIT A: SITE INSPECTION P	UNTOS		

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



☐ Clean - no campers

☐ Obstruction or hazard cleanup

## SITE JOURNAL Encampment Response Team

☑ Obstruction Removal		Emphasis Zone		Hazard Removal	
□ Blocking intended use of facility				Safety of camper	
☑ Tent on sidewalk				Safety of others near and around camp	
□ Tent on median to adjacent sidewalk				· ·	
·		ANUP ACTIVITIE	S		
CHECKLIST for OBSTRUCTION CLEAN	I UP		:S	□ Yes	M No
CHECKLIST <i>for</i> OBSTRUCTION CLEAN  Notice posting is 72 hours in advance of	I <b>UP</b> cleanup (D		:S		
CHECKLIST for OBSTRUCTION CLEAN  Notice posting is 72 hours in advance of  Cleanup is occuring on date specified in	l <b>UP</b> cleanup (D notice	ate:)	ES	Yes ☑ Yes ☑ Yes	□ No
CHECKLIST for OBSTRUCTION CLEAN  Notice posting is 72 hours in advance of Cleanup is occuring on date specified in Personnel are ready to identify and colle	I <b>UP</b> cleanup (D notice ct belongir	ate:) 	SS.	✓ Yes	□ No
a. OBSTRUCTION/HAZARD P  CHECKLIST for OBSTRUCTION CLEAN  Notice posting is 72 hours in advance of  Cleanup is occuring on date specified in a  Personnel are ready to identify and colle  SPD or WSP officers are present to support  Crew is present and ready to support cle	I <b>UP</b> cleanup (D notice ect belongir ort cleanup	ate:) 	ES .	✓ Yes	□ No □ No
CHECKLIST for OBSTRUCTION CLEAN  Notice posting is 72 hours in advance of  Cleanup is occuring on date specified in a  Personnel are ready to identify and colle  SPD or WSP officers are present to support	cleanup (D notice ect belongir ort cleanup	ate:) 	ES.	✓ Yes ✓ Yes ✓ Yes	M No □ No □ No □ No □ No



## b. OBSTRUCTION/HAZARD RESOURCE PLANNING

## SITE CREW ASSESSMENT of FIELD CONDITIONS

JOB SITE INSTRUCTIONS			Specifications/Notes
Fall Protection Required	☐ Yes	☑ No	
Waste Hauling to Dump	☑ Yes	□ No	Debris hauled to city dump
Waste Hauling to Other Location	☐ Yes	☑ No	
Vegetation Pruning	☐ Yes	☑ No	
Biohazard Waste	☐ Yes	☑ No	
Chemical Waste	☐ Yes	☑ No	
EXTERNAL CONTRACTORS		Total	Description
Number of Labor Crew		0	
Number of Hazmat Crew		0	
Number of Truck Drivers		0	
Contractors Labor Crew Hours On-Site		0	
	_	T-4-1	
INTERNAL CLEAN UP TEAMS		Total	Description
Number of Heavy Crew		0	



Heavy	/ Crew Hours On-site	0	
Numb	per of Labor Crew	3	one parks team with a trailer
Labor	Crew Hours On-site	1	
STAGI	NG LOCATION		
Date/	Fime:	Location:	
SITE F	POSTING PHOTOS		
No	Regular Encampment Clear	n-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.

Data Tura	Location	Male	Female	Non-specific	TOTAL # of People	
Date	Type	Location	Outreach	Outreach	Gender	Contacted

#### **OBSTRUCTION SITE OCCUPANCY DATA**

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
11/12/2024	1	0	0	0	1

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		
0	0	1	2		

Owner Name OR	Owner	Storage?	Not Storable?	# of	# of	# of	# of Large	<b>Short Description</b>



# **SITE JOURNAL**

**Encampment Response Team** 

Tent/Structure #	Present?	Check All That Apply	Bins	Bikes	Luggage	Items	
T2-RM-1112	No		0	0	1	2	Items stored- *1 black plastic storage box containing -1 black bag with a black Hismith metal stand, 1 empty brown wooden box, 1 black Ricardo bag with assorted tools, 1 camo bag no brand name with plastic clock inside, 1 blue and silver tarp, 2 black yoga mats, 1 green and gray tarp. *1 black and red hand cart *1 Burton snowboard with no bindings *1 blue Skyway suitcase containing - 1 empty brown wooden box, 1 blue Ozark bag empty, 1 blue Guess coat Items not stored- *1 tan blanket wet with holes in it *Misc. food items *1 white stool that was wet *1 brown foot stool that



# **SITE JOURNAL**

**Encampment Response Team** 

				was wet * Random bits of debris in
				plastic bags

# **Inspection Photos**









# **Clean Up Photos**

















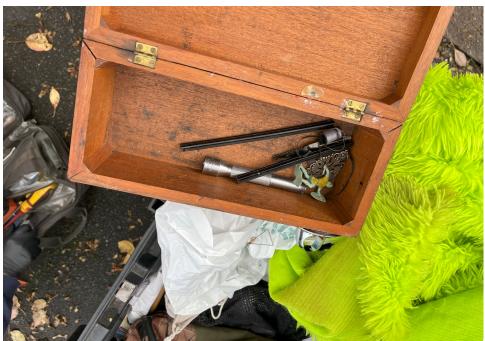






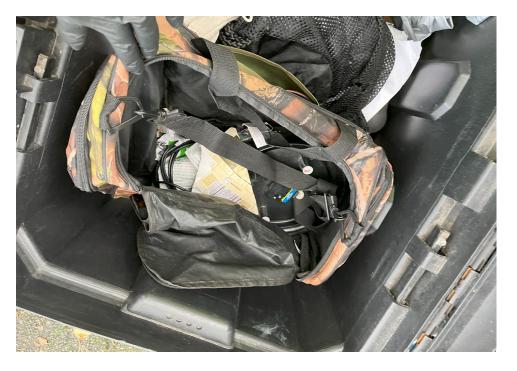


















# After Clean and Posting Photos







