



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 location.

Encampment:	S Industrial Way from Airport Way S to 4th Ave S		
Site Address:		Date of Inspection:	8/1/2025
		Date of Clean-Up:	8/8/2025
Final Inspector:		CSR #:	
Referred By:		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?

☐ Yes ☒ No

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
8/1/2025	5	0	0	1	6

PRIORITY CONDITION DATA

VULNERABLE POPULATIONS

Perceived Elderly (60+ years old)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Perceived Infants/Children (≤ 14 years old)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Perceived Youth (15-24 years old)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Perceived Not Ambulatory	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Perceived Wounds	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Near Facilities for Children (e.g., school, daycare)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

PUBLIC HEALTH/BIOWASTE

Rats/Mice	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Hazardous Materials	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Bio Waste	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Chemical Waste	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Food Waste	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Within 50ft of a water body or wetland	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Near Facilities for the Elderly (e.g., nursing home)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Perceived Women	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Perceived Couples	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
LGBTQIA (DATA ONLY COLLECTED IF ASKED-- otherwise leave blank)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
POC (DATA ONLY COLLECTED IF ASKED-- otherwise leave blank)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Presence of Alcohol	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Presence of Contained Sharps	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
TOTAL COUNT:		0

 Loose Sharps ☐ Yes ☒ No

TOTAL COUNT: 4

SOLID WASTE

Disorganized Garbage	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Bagged Garbage	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Loose Garbage	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Bulky Items Garbage	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Metal	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

TOTAL COUNT: 3

PUBLIC SAFETY/STRUCTURAL CONCERNS

Weapons	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Park	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Sidewalk	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Proximity to Bridge	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Impeding Roadway	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Within 50ft of a Guardrail	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Heavy Traffic	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

STRUCTURAL CONCERNS/ENVIRONMENTAL RISKS/EMERGENCY RISKS

Near Industrial Zone-blocking vehicle site lines	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Falling Trees/Limbs	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Forested Area	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Rented Area	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Property Damage	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

TOTAL COUNT: 0



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:	28
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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 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 type="checkbox"/> Tent on sidewalk		<input type="checkbox"/> Safety of others near and around camp
<input 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:) | _____ | <input type="checkbox"/> Yes | <input checked="" 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 type="checkbox"/> Yes | <input checked="" 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 |
| NOT REQUIRED but PROVIDED: | | | |
| Outreach was provided before the cleanup (Date:) | _____ | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |



Encampment Response Team

SITE CREW ASSESSMENT *of* FIELD CONDITIONS

Specifications/Notes

☐ Yes ☒ No

☒ Yes ☐ No

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

Description

Cascadia with trucks and trailers

8

Description



Heavy Crew Hours On-site

Number of Labor Crew

Labor Crew Hours On-site

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
8/8/2025	0	0	0	0	0

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	0	0

Owner Name OR	Owner	Storage?	Not Storable?	# of	# of	# of	# of Large	Short Description
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Tent/Structure #	Present?	<i>Check All That Apply</i>	Bins	Bikes	Luggage	Items
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DATE OF NOTICE: 08/01/2025

City of Seattle

NOTICE/AVISO

ORDER TO REMOVE ALL PERSONAL PROPERTY
ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES

AS OF/DESDE	TIME/HORA	LOCATION/UBICACIÓN
08/05/25	09:00 AM	S Andover St to S Edmunds St and from Airport Way S to 4th Ave S

Materials in this area are an obstruction of the intended use of this property, are likely to be a hazardous area for storage or shelter. Any materials left here will be removed by the city on or after the date and time posted above, and belongings found by the city and authorized for storage will be placed into a secure facility within the City of Seattle and stored for 70 days at no charge. / Los materiales en esta área son una obstrucción del uso previsto de esta propiedad, están en un lugar peligroso o no autorizado para almacenamiento o refugio. La ciudad retirará todos los materiales que se encuentren aquí en la fecha y hora indicadas anteriormente o después, y las pertenencias encontradas por la ciudad y autorizadas para el almacenamiento se colocarán en una instalación segura dentro de la ciudad de Seattle y se almacenarán durante 70 días sin cargo.

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

206-459-9949

FOR OUTREACH AND HOUSING SUPPORT CALL:

Para asistencia sobre contactos con la comunidad y sobre la vivienda, llame al:

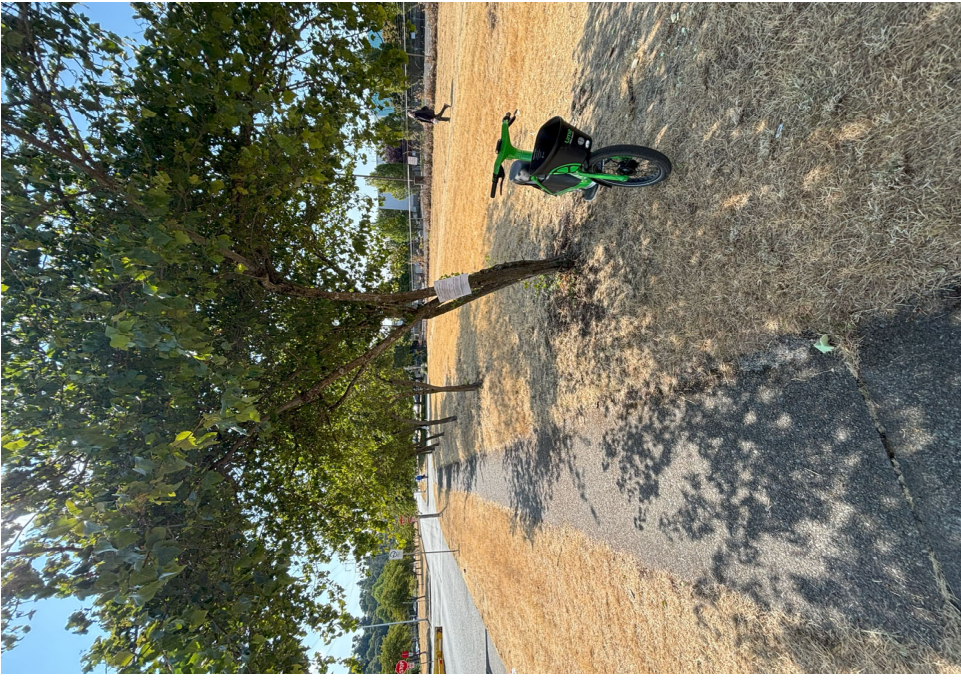
211 or 206-461-3222

Translated Spanish 2021, updated 2023/06











City of Seattle

NOTICE OF CLEANUP / AVISO DE LIMPIEZA

CLEANUP DATE/ FECHA DE LIMPIEZA	LOCATION/ UBICACIÓN
08/05/25	S Andover St to S Edmunds St and from Airport Way S to 4 th Ave S

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

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


Belongings found by the City and authorized for storage will be placed into a secure facility within 70 days at no charge. The City will deliver stored items to you / Las pertenencias encontradas por la Ciudad y autorizadas para el almacenamiento se colocarán en una instalación segura dentro de la Ciudad de Seattle durante 70 días sin cargo. La Ciudad le entregará las pertenencias guardadas.

FOR OUTREACH AND HOUSING SUPPORT CALL:
211 or 206-461-3222
Para asistencia sobre cosas como la comida, el seguro y la vivienda, llame al:

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DATE OF NOTICE: 08/01/2025

City of Seattle

NOTICE/AVISO

ORDER TO REMOVE ALL PERSONAL PROPERTY

ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES

AS OF / DESDE	TIME / HORA	LOCATION / UBICACIÓN
08/05/25	09:00 AM	S Andover St to S Edmunds St and from Airport Way S to 4th Ave S

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FOR OUTREACH AND HOUSING SUPPORT CALL:

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Transit Services 2021, updated: 2023/06

