

**SITE JOURNAL CONTENTS**

- Completed Site Journal
- Exhibit A: Site Inspection Photos
- Exhibit B: Site Posting Photos
- Exhibit C: Outreach Report
- Exhibit D: Clean Up & Storage Photos
- 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 location.

<b>Encampment:</b>	Interurban Trail from N 128th St to N 125th St		
<b>Site Address:</b>		<b>Date of Inspection:</b>	10/14/2025
		<b>Date of Clean-Up:</b>	10/17/2025
<b>Final Inspector:</b>		<b>CSR #:</b>	
<b>Referred By:</b>		<b>Photos to HSD?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>CPT/Bike SPD Response?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Date of Call to Duty Officer :</b>		<b>Time of Call to Duty Officer:</b>	
<b>Date of Call to FC :</b>		<b>Time of Call to FC:</b>	
<b>Date of FC Response :</b>		<b>Time FC arrived on site:</b>	
<b>Time of FC departure from site:</b>		<b>Action:</b>	
<b>System Navigator Called?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Name of SN:</b>	
<b>Date of Call to SN :</b>		<b>Time of Call to SN:</b>	
<b>Time SN arrived on site:</b>		<b>Offer of Shelter Made?:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



**SITE OCCUPANCY DATA**

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
10/14/2025	15	6	0	0	21

**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
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 type="checkbox"/> Yes	<input checked="" 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

**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
Loose Sharps	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**TOTAL COUNT:** 5

**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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Metal	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**TOTAL COUNT:** 4

**PUBLIC SAFETY/STRUCTURAL CONCERNS**

 Weapons ☐ Yes ☒ No

**STRUCTURAL CONCERNS/ENVIRONMENTAL RISKS/EMERGENCY RISKS**

 Near Industrial Zone-blocking vehicle site ☐ Yes ☒ No



Park	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	lines	
Sidewalk	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Falling Trees/Limbs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Proximity to Bridge	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forested Area	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Impeding Roadway	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Rented Area	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Within 50ft of a Guardrail	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Property Damage	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Heavy Traffic	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<div style="background-color: black; color: white; padding: 5px; display: inline-block;">TOTAL COUNT:</div> <div style="border: 1px solid black; padding: 5px; display: inline-block; width: 100px; text-align: center;">1</div>	
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		
<div style="background-color: black; color: white; padding: 5px; display: inline-block;">TOTAL COUNT:</div> <div style="border: 1px solid black; padding: 5px; display: inline-block; width: 100px; text-align: center;">0</div>			

TOTAL SCORE:

29

### PRIORITY CONDITION DATA

### 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. 72-HOUR CLEAN 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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Chemical Waste	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

#### Specifications/Notes

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**Debris hauled to city dump**


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#### EXTERNAL CONTRACTORS

	Total	Description
Number of Labor Crew	<u>1</u>	<b>One truck with trailer.</b>
Number of Hazmat Crew	<u>0</u>	
Number of Truck Drivers	<u>0</u>	
Contractors Labor Crew Hours On-Site	<u>6</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>4</u>	<b>Three trucks with trailers and one large packer.</b>
Labor Crew Hours On-site	<u>6</u>	





STAGING LOCATION

Date/Time: \_\_\_\_\_ Location: \_\_\_\_\_

72-HOUR CLEAN PRE-CLEANUP ACTIVITIES

EXHIBIT B: 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:

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 # of People Contacted
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72-HOUR CLEAN 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 \_\_\_\_\_





CHECKLIST *for* ENCAMPMENT CLEAN UP

Notice posting is 72 hours in advance of cleanup (Date:)	<hr/>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Cleanup is occurring on date specified in notice	<hr/>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Outreach was provided before the cleanup (Date:)	<hr/>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Outreach team is present at cleanup site		<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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> 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 location. This includes pictures of site conditions, tents, storage, and before/after photos.

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

SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
10/17/2025	15	4	0	0	19

STORAGE TOTALS

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

EXHIBIT E: STORAGE INFO



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.

**Tent Naming Convention:** T#-Initials-MonthDay

**Example:** T1-JH-0428

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
T2-SN-1017	No	N/A	Hazardous Material; Human Waste; Damaged	0	0	0	0	Not store: No name orange tent. Missing cover. Burn hole on floor. Door ripped. Unknown wet substance on floor. Strong urine odor.
T1-SN-1017	Yes	N/A	Damaged	0	0	0	0	Not Stored: Green tent unnamed. Owner retrieved during T up. W/M late 30s wearing black Nike hat and beige hoodie.
T3-SN-1017	No	N/A	Hazardous Material; Human Waste; Damaged	0	0	0	0	Not Stored: No name green tent. Numerous needles (used/new). Drug paraphernalia. Floor wet of unknown substance. Strong odor of urine. Spoiled food. Hole on right side of tent.





**City of Seattle**

**SITE JOURNAL**  
Encampment Response Team



## Inspection Photos





































## Clean up Photos



















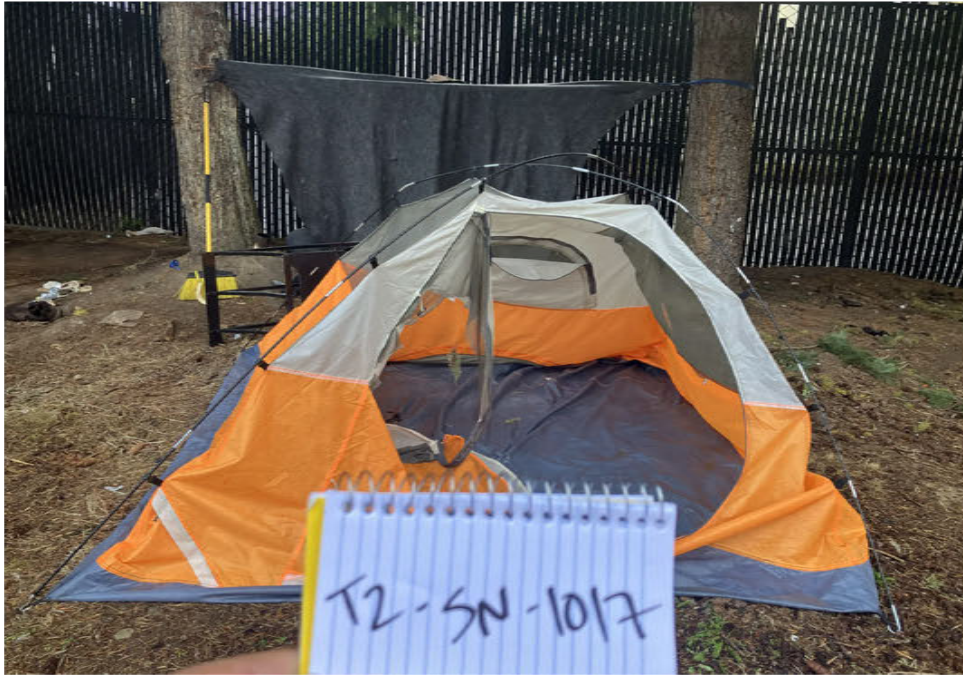




















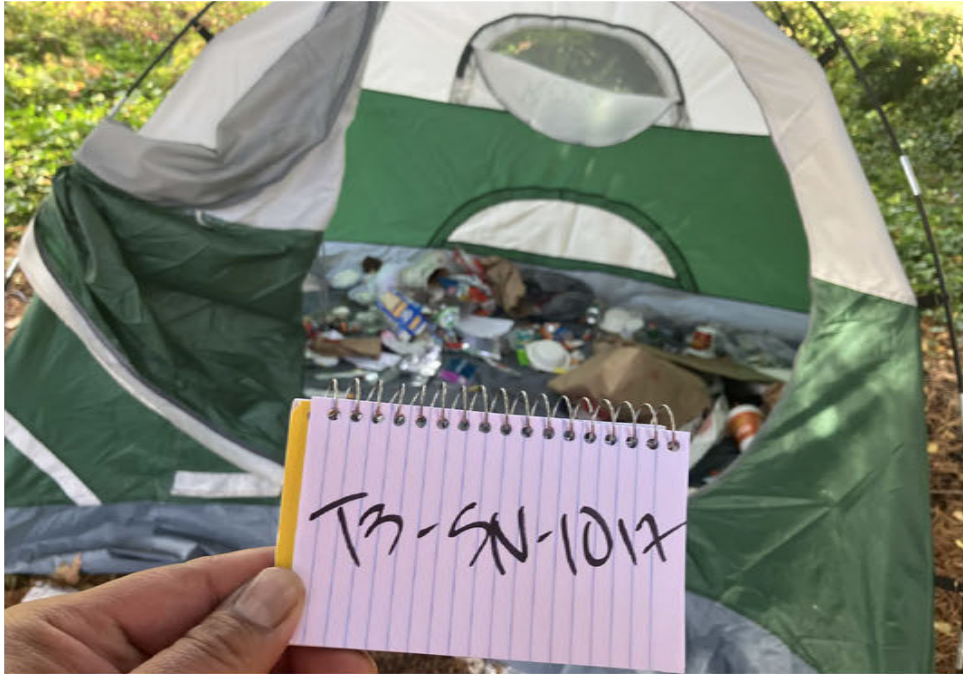


































## After Clean Photos

**City of Seattle**

**NOTICE OF CLEANUP / AVISO DE LIMPIEZA**

CLEANUP DATE / FECHA DE LIMPIEZA	LOCATION/ UBICACIÓN
10/17/25	N 128 <sup>th</sup> St to N 109 <sup>th</sup> St and from Aurora Ave N to Fremont 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 Pertenenças Están En Almacenamiento

YES / SI ☒ NO/ NO

**TO RECOVER OR ASK ABOUT BELONGINGS CALL: 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 the City of Seattle and stored for 70 days at no charge. The City will deliver stored belongings 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 y se almacenarán 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 contactos con la comunidad y sobre la vivienda, llame al:

Revised 10/2024





















## Posting Photos

