

SITE JOURNAL Encampment Response Team

### **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.

Encampment:	Homewood Natur	al Area		
Site Address:			Date of Inspection:	10/21/2025
			Date of Clean-Up:	10/24/2025
Final Inspector:			CSR #:	
Referred By:			Photos to HSD?	☑ Yes □ No
CPT/Bike SPD Response	P □ Yes	☑ No		
Date of Call to Duty Office	cer :		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 fro	om		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

Weapons

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
10/21/2025	4	2	0	0	6

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
Near Facilities for the Elderly (e.g., nursing home)	☐ Yes	☑ No	Loose Sharps	□ Yes	☑ No
Perceived Women	☐ Yes	☑ No	TOTAL COUNT:	1	
Perceived Couples	☐ Yes	☑ No			
LGBTQIA (DATA ONLY COLLECTED IF ASKED otherwise leave blank)	☐ Yes	☑ No	SOLID WASTE  Disorganized Garbage	☑ Yes	□ No
POC (DATA ONLY COLLECTED IF ASKED otherwise leave blank)	☐ Yes	☑ No	Bagged Garbage	☑ Yes	□ No
Presence of Alcohol	☐ Yes	☑ No	Loose Garbage	✓ Yes	□ No
Presence of Contained Sharps	☐ Yes	☑ No	Bulky Items Garbage	✓ Yes	□ No
TOTAL COUNT:	0	)	Metal	☑ Yes	□ No
			TOTAL COUNT:	4	r
PUBLIC SAFETY/STRUCTURAL CONCER	NS		STRUCTURAL CONCERNS/ENVIRO	NMENTA	L
			RISKS/EMERGENCY RISKS		_

☐ Yes ☑ No

Near Industrial Zone-blocking vehicle site ☐ Yes ☐ No



### **SITE JOURNAL**

**Encampment Response Team** 

Park	☑	Yes	□ No	lines			
Sidewalk		Yes	☑ No	Falling Trees/Limbs		☐ Yes	☑ No
Proximity to Bridge		Yes	☑ No	Forested Area		✓ Yes	□ No
Impeding Roadway		Yes	☑ No	Rented Area		☐ Yes	☑ No
Within 50ft of a Guardrail		Yes	☑ No	Property Damage		✓ Yes	□ No
Heavy Traffic		Yes	☑ No		TOTAL COUNT:	2	
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: 17

### 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
$\checkmark$	Obstruction or hazard cleanup



### SITE JOURNAL Encampment Response Team

☐ Clean - No Campers

### **B.72-HOUR CLEAN RESOURCE PLANNING**

### SITE CREW ASSESSMENT of FIELD CONDITIONS

JOB SITE INSTRUCTIONS			Specifications/Notes
Fall Protection Required	☐ Yes	☑ No	Debris hauled to city dump
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		2	Two Contractor teams with trailers
Number of Hazmat Crew		0	
Number of Truck Drivers		0	
Contractors Labor Crew Hours On-Site		6	
INTERNAL CLEAN UP TEAMS		Total	Description
Number of Heavy Crew		0	
Heavy Crew Hours On-site		0	
Number of Labor Crew		2	One Parks team with trailer and one Parks mini packer
Labor Crew Hours On-site		6	



STAGING LOCATION

Date/Time:

Date

Type

### SITE JOURNAL Encampment Response Team

72-H0	OUR CLEAN PRE-CLEANUP ACTIVITIES
EXHIB	IT B: SITE POSTING PHOTOS
No	Regular Encampment Clean-up: 72-hour Notice
	Constant Street Street
•	Cross Street Signs
•	General Photos of the Encampment
•	Close up to read post signage
•	At a distance to view entire camp
•	After Photos
Field Co	ordinators should take photos and collect photos from the Navigation Officers and store them photos in the appropriate G: Drive folder:
EXHIBI	T C: OUTREACH REPORT
The Out team.	reach Coordinator will provide a consolidated report for both pre-engagement and day-of-activities of the outreach and Navigation

Location:

### 72-HOUR CLEAN DAY OF CLEAN-UP

Location

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.

Male

**Female** 

Outreach Outreach

Non-specific

Gender

FIELD COORDINATOR			

TOTAL # of People

Contacted



### SITE JOURNAL

**Encampment Response Team** 

CHECKLIST	for ENCAMPMENT	<b>CLEAN UP</b>
CITECIVEIST	O LIVENIVII IVILIVI	CLLMIN

Notice posting is 72 hours in advance of cleanup (Date:)	✓ Yes	□ No
Cleanup is occurring on date specified in notice	✓ Yes	□ No
Outreach was provided before the cleanup (Date:)	✓ Yes	□ No
Outreach team is present at cleanup site	✓ Yes	□ No
Personnel are ready to identify and collect belongings	✓ Yes	□ No
SPD or WSP officers are present to support cleanup	✓ Yes	□ No
Crew is present and ready to support 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 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
10/24/2025	3	1	0	0	4

### STORAGE TOTALS

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

**EXHIBIT E: STORAGE INFO** 



SITE JOURNAL Encampment Response Team

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 Not Storable? # of Large Owner Storage? # of # of # of **Short Description** Tent/Structure # Check All That Apply Present? Bins Bikes Luggage Items

### **Inspection Photos**









































### **Clean Up Photos**













































































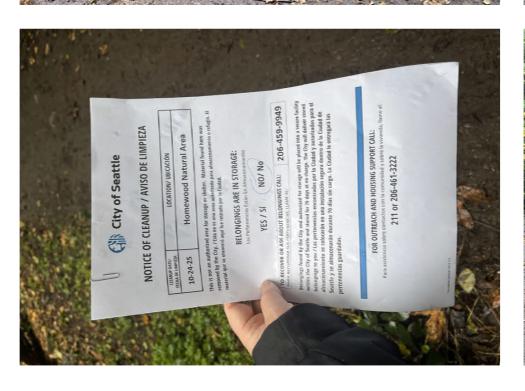
### **After Clean Photos**





















### **Posting Photos**









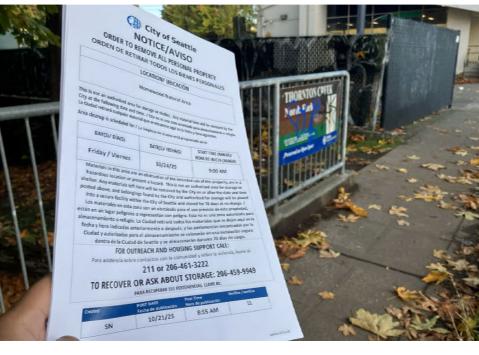












### NOTICE/AVISO ORDER TO REMOVE ALL PERSONAL PROPERTY DEN DE RETIRAR TODOS LOS BIENES PERSONALES City of Seattle

LOCATION/ UBICACIÓN

ORDEN DE

HORA DE INICIO (RANGO)	9:00 AM	due of this proper unthorized area for you on after the cy you on after the cy you of you of you of you of you of you want to be set as an own was on a an own and you want after an of are tenencias encor arán en una instal durante 70 dias sií durante 70 dias sií durante 70 dias sií durante 70 dias sií	JPPORT CALL:
DATE(S)/ FECHA(S)	10/24/25	Materials in this area are an obstruction of the intended use of this property, are in a hazardous location or present a hazard. This is not an authoritied need for soft or one age ago ago ago and any any analysis left here will be removed by the City on or after the date and full many and materials left here will be removed by the City and authorized for storage will be place special be absolutely as a stored for Yoky at an in the place for a secure facility within the City of Seattle and stored for Yoky as no harge. I conservations en each zone so not so a such a special part of the conservation or self-gio. La Cludad retiral to obego, for materials que se defen nqui et ceba y hors indicated as parteriormente of después, y las pertenencias sencortradas por cludad y autorizadas para el almacemaniento se colocarán en una instalación segur, dentro de la Cludad de Seattle y se almacemandan durante 70 dias sin cargo.	FOR OUTREACH AND HOUSING SUPPORT CALL:
DAY(S)/ DÍA(S)	Friday / Viernes	Materials in this area are an obstruction of the intended use of this property, are in a hazardous focation or present a hazard. This is not anthorized area for storage or payed and are an anthorized area for storage or posted above, and belongings found by the City and authorized for storage will be place posted above, and belongings found by the City and authorized for storage will be place posted above, and belongings found by the City of sauthorized for storage will be place into a secure facility within the City of Seatta and stored for Dedy as the orange. Los materials are sets across on un obstáculo para el uso previsto de esta propledad. Los materials are postedad and an amacenamiento or refugio. La Cludad etitirad todos los materiales are ordenen aqui et fecta y hora indicades anteriormente of después, y las pertenentales arenortedas por Cludad y autorizadas para el almacenamiento se colocarán en una instalación seguri dentro del la Cludad de Seattle y se almacenarán durante 70 dias sin cargo.	FOR OUTRI

## 211 or 206-461-3222

# TO RECOVER OR ASK ABOUT STORAGE: 206-459-9949 PRING BY PRINGE SUS PENTENENCIAS, LIAME AL.

30/10/01	AND SEE	11
10/21/25	0:00 AIVI	0000
	10/21/25	10/21/25 8:55 AIM















