

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:	Lighthouse for the	Blind Vicinity		
Site Address:			Date of Inspection:	1/16/2024
			Date of Clean-Up:	1/18/2024
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 JOURNAL

Encampment Response Team

Time of FC departure from site:			Action:		
Site.					
System Novigator Colled?	□ Yes	⊠ No			
System Navigator Called?			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
1/16/2024	5	6	0	10	21

PRIORITY CONDITION DATA

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
Perceived Women	🗹 Yes	□ No
Perceived Couples	🗹 Yes	□ No
LGBTQIA (DATA ONLY COLLECTED IF ASKED otherwise leave blank)	□ Yes	⊠ No
POC (DATA ONLY COLLECTED IF ASKED otherwise leave blank)	□ Yes	⊠ No
Presence of Alcohol	🗹 Yes	□ No
Presence of Contained Sharps	☑ Yes	□ No
TOTAL COUNT:	5	

SITE JOURNAL

Encampment Response Team

Loose Sharps		☑ Yes	□ No
	TOTAL COUNT:	6	
SOLID WASTE			
Disorganized Garbage		☑ Yes	□ No
Bagged Garbage		☑ Yes	□ No
Loose Garbage		☑ Yes	□ No
Bulky Items Garbage		🗹 Yes	□ No
Metal		🗹 Yes	□ No
	TOTAL COUNT:	4	

PUBLIC SAFETY/STRUCTURAL CONCERNS

Weapons	□ Yes	⊠ No
Park	□ Yes	⊠ No
Sidewalk	🗹 Yes	□ No
Proximity to Bridge	□ Yes	⊠ No
Impeding Roadway	🗹 Yes	□ No
Within 50ft of a Guardrail	□ Yes	⊠ No
Heavy Traffic	□ Yes	⊠ No

STRUCTURAL CONCERNS/ENVIRONMENTAL RISKS/EMERGENCY RISKS					
Near Industrial Zone-blocking vehicle site lines	☑ Yes	□ No			
Falling Trees/Limbs	🗆 Yes	⊠ No			
Forested Area	□ Yes	⊠ No			
Rented Area	□ Yes	⊠ No			
Property Damage	☑ Yes	□ No			
TOTAL COUNT:	2				



	TOTAL COUNT:	3	
Other		□ Yes	⊠ No
Exposed Electrical Wiring		□ Yes	🗹 No
Fires		☑ Yes	□ No
Slide Zone		□ Yes	⊠ No
Slope more than 27 degrees		□ Yes	🗹 No

TOTAL SCORE:	68
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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

SITE JOURNAL Encampment Response Team

- General Photos of the Encampment
- Debris Fields

NAVIGATION TEAM ASSESSMENT

- □ Full encampment cleanup
- □ Litter pick
- □ Reported to SPU as illegal dump



- \blacksquare Obstruction or hazard cleanup
- Clean no campers

B.OBSTRUCTION/HAZARD

Ø	Obstruction Removal	Emphasis Zone	Ŋ	Hazard Removal
	Blocking intended use of facility			Safety of camper
Ø	Tent on sidewalk			Safety of others near and around camp
Ø	Tent on median to adjacent sidewalk			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:)	🗆 Yes	🗹 No
Cleanup is occuring on date specified in notice	🗹 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
NOT REQUIRED but PROVIDED:		
Outreach was provided before the cleanup (Date:)	🗹 Yes	🗆 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	
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	Fresh Family
Number of Hazmat Crew	2	
Number of Truck Drivers	2	
Contractors Labor Crew Hours On-Site	5	

INTERNAL CLEAN UP TEAMS	Total	Description
Number of Heavy Crew		



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:



SITE JOURNAL Encampment Response Team

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	Loootier	Male	Female	Non-specific	TOTAL # of People	
Date	Туре	Location	Outreach	Outreach	Gender	Contacted

OBSTRUCTION SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
1/18/2024	5	4	0	7	16

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	f # of # of Large Short Description
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SITE JOURNAL

Encampment Response Team

Tent/Structure #	Present?		Check All That Apply	Bins	Bikes	Luggage	Items	
T1-KJ-0118	Yes	Declined						Owner declined to store anything. Took property that would be allowed into shelter.





Updated 1/2024 Page 10

Inspection Photos



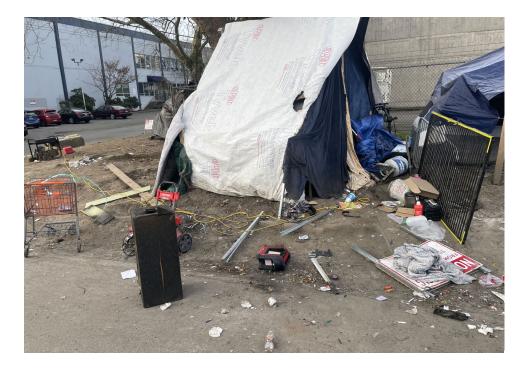














Clean Up Photos

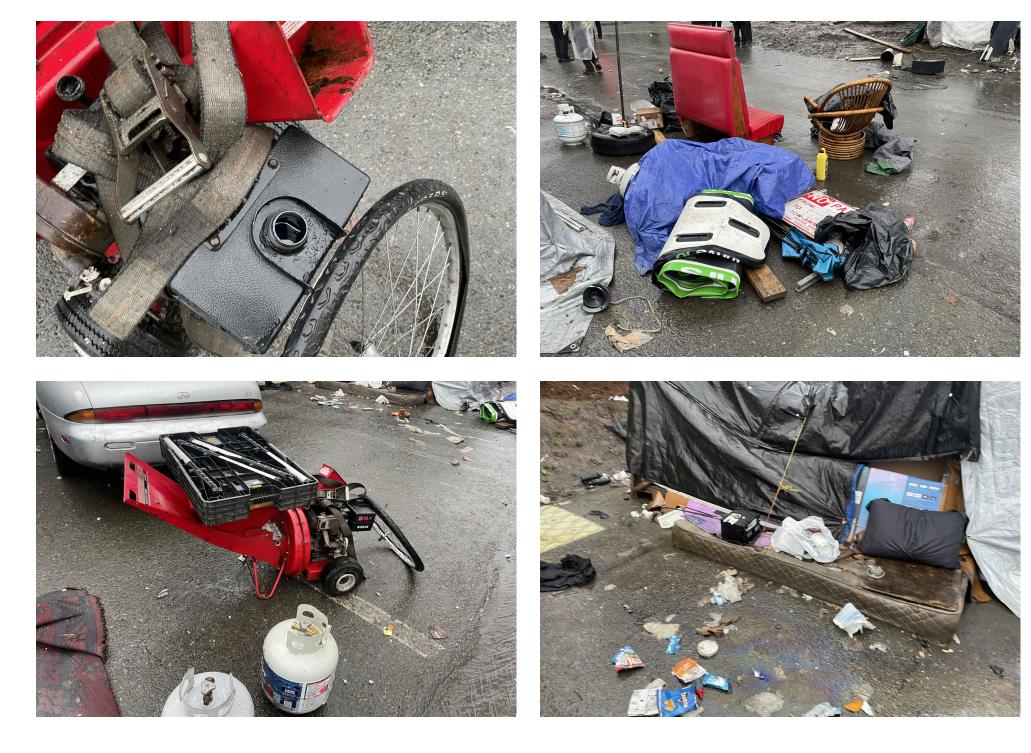




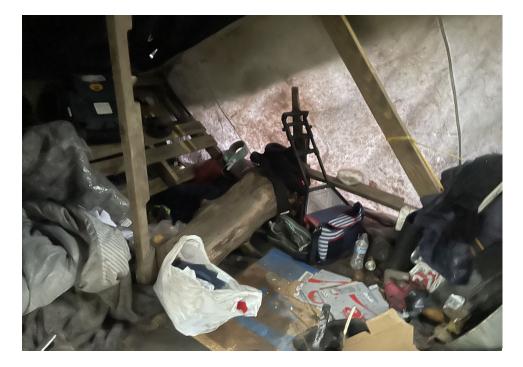


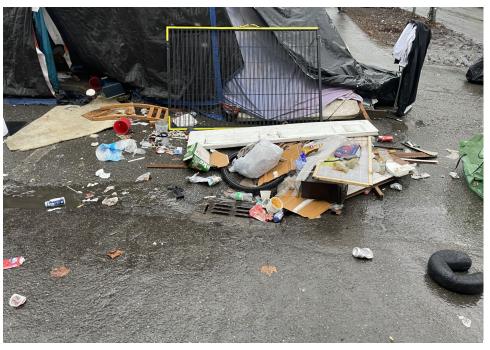














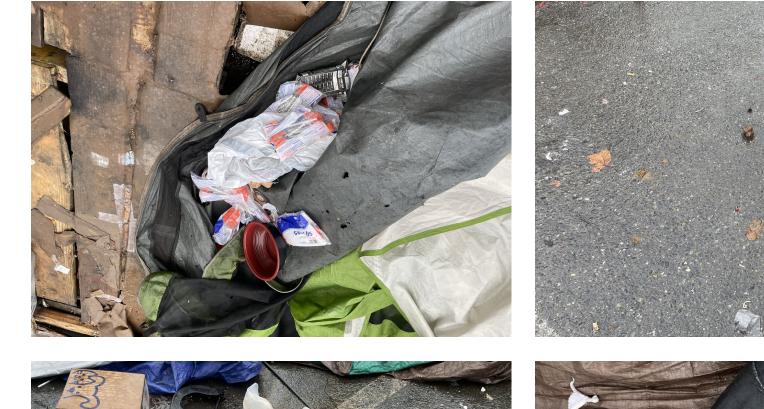












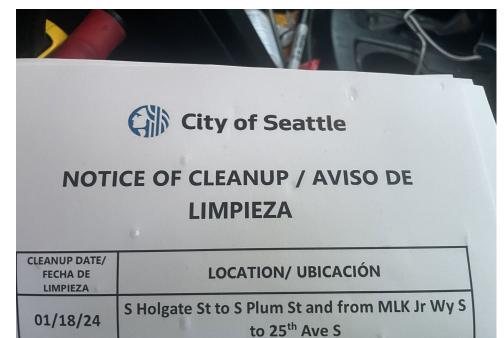






















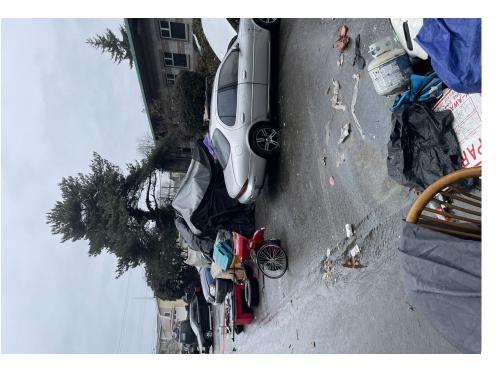






















After Clean Photos







Posting Photos























