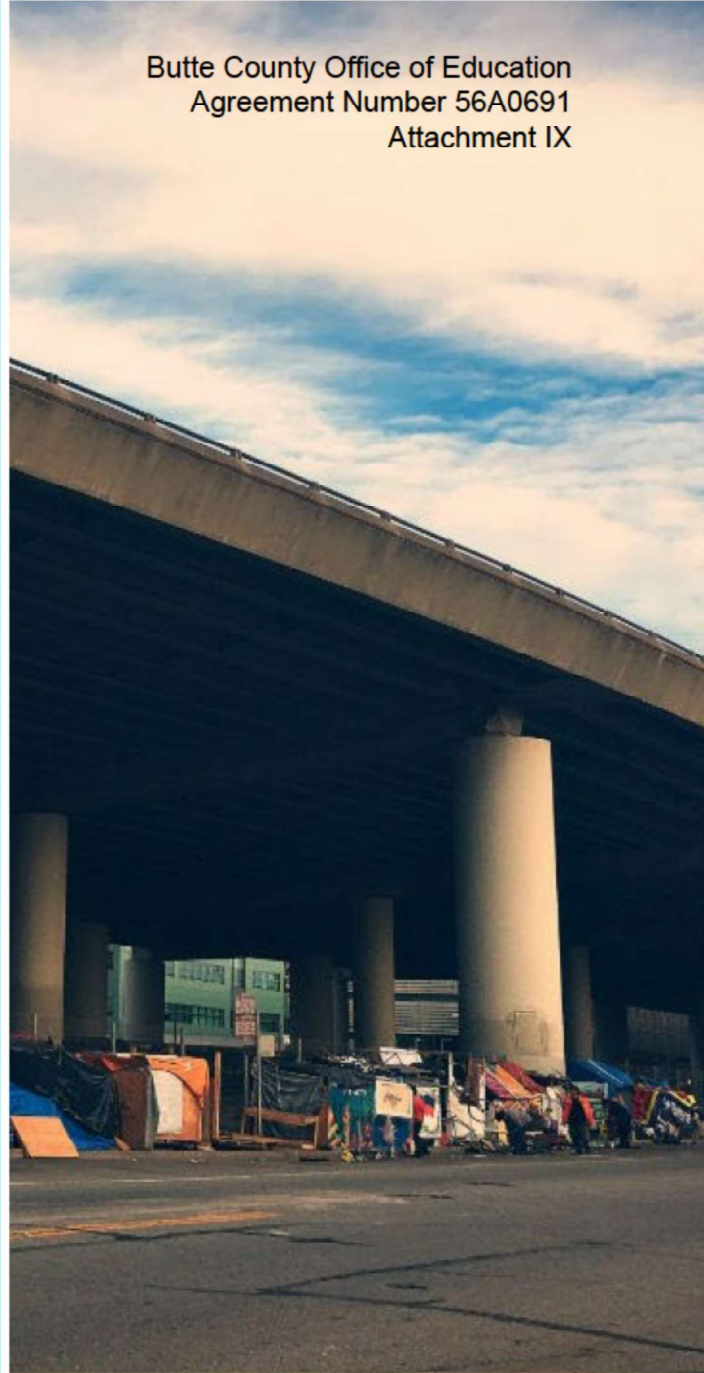


# Interim Guidance on Encampments

Prioritizing and  
Addressing Encampments  
on Caltrans-owned Property

July 2021



STATE & LOCAL  
PARTNERS



## Contents

Overview .....	3
Encampment Prioritization .....	6
Level 1 – Critical Priority .....	7
Level 2 – High Priority .....	9
Level 3 – Moderate Priority .....	12
Level 4 – Low Priority .....	12
Abandoned Encampment Sites .....	14
Encampment Safety .....	15
Encampment Assessments .....	16
Encampment Relocation Form .....	18
E-mail Template for Level 1 Encampment After-Action Report .....	19
E-mail Template for Level 2 Encampment After-Action Report .....	20
E-mail Template for Levels 3 & 4 Encampment After-Action Report .....	22
Resources and Related Policies .....	Available on OnRamp

This interim guidance was developed during the Coronavirus (COVID-19) pandemic by Caltrans' Task Force on Homelessness in coordination with state and local partners and will continuously be developed to meet changing conditions. This guidance is intended to assist Caltrans employees, CHP officers, and local partners to prioritize and address encampments on Caltrans-owned property through a focused lens on safety, consistent with the Centers for Disease Control (CDC) Interim Guidance on People Experiencing Unsheltered Homelessness and the Coronavirus Disease.

<https://www.cdc.gov/coronavirus/2019-ncov/community/homeless-shelters/unsheltered-homelessness.html>).

This encourages a more comprehensive approach to case management that can result in accelerated relocation from our right of way into housing, employment, and better lives. This approach will diminish the likelihood of return to Caltrans right of way.

District staff should work with the district's assigned task force lead on homelessness with any questions related to this guidance or encampments. Additional resources and related policies are available on the Headquarters Maintenance OnRamp page.

Inquires received from legislative offices must be elevated to the appropriate level (i.e. Deputy District Director Maintenance and the Chief for Legislative Affairs in the district).

Any media inquiries should be elevated to the appropriate level, including the Chief PIO in each district and HQ Public Affairs.

Feedback is encouraged to improve this guidance and process as we work toward a collaborative approach to helping those experiencing homelessness in California's communities during these unprecedented times, and in the future.

Questions or suggestions for improving this guidance are encouraged and should be sent to: [\*\*HQEncampments@dot.ca.gov\*\*](mailto:HQEncampments@dot.ca.gov).

## Overview

The priority of the Department of Transportation (Caltrans) is the safety of all people during the COVID-19 pandemic or otherwise. As such, Caltrans staff should focus on potential threats to safety posed by encampments, working with local partners to relocate people in level 1 (critical priority) and level 2 (high priority) encampments while working to mitigate impacts posed by level 3 (moderate priority) and level 4 (low priority) encampments, as defined in these guidelines.

Caltrans' role in addressing encampments is to: collaborate with local partners to help connect people living along California's freeways with critical services and shelter/housing solutions, coordinate cleaning of trash and debris from encampment sites, respond to emergencies at encampments to inspect for potential damage to Caltrans infrastructure, and restore and maintain the property where possible.

While Caltrans is not the appropriate entity to provide social services or relocation assistance, the state transportation department is a committed partner in working with local and state experts on homelessness in developing solutions for people taking shelter on Caltrans property.

In considering whether an encampment must be relocated, a coordinated effort across state and local agencies is imperative to prevent people from returning to the same location, moving to adjacent city or county property, or being dispersed into the community, without resolving the core issues associated with homelessness.

As such, Caltrans staff work with local partners and constituents on issues related to encampments and similarly, local governments are asked to coordinate with Caltrans in relocation efforts, especially when encampments span state and local property. No one shall clear people from Caltrans property without the participation and approval of Caltrans and the California Highway Patrol (CHP).

In critical circumstances where encampments pose imminent threats to safety or infrastructure and must be immediately resolved upon discovery (priority level 1), engagement by local outreach is always encouraged when possible but should not impede emergency response functions. Districts are to follow the after-action reporting requirements for level 1 encampment relocations as outlined in the "approval requirements for addressing encampments" below.

To mitigate trash being generated at or near encampments that are lower priority levels (3 and 4), where possible and practical, Caltrans staff should work with local partners to distribute trash bags and sharps containers to encampment occupants and schedule trash collection. Caltrans staff should follow all safety guidelines for handling hazardous materials. Significant debris or trash removal from encampments should be performed by a hazmat contractor.

CHP is the enforcement agency responsible for addressing allegations of criminal activity on state property. Caltrans should direct any complaints or allegations of criminal activity at encampments to CHP as the proper authority on these matters.

The approval requirements for addressing encampments are:

**Priority Level 1:** Approval required by Caltrans District Director. Verbal approval followed by submitting a Relocation Form (identifying the location, safety concerns, number of individuals affected, any special concerns, etc.) via email for District Director signature and cc to HQ Encampments. An After-Action report must be submitted to Caltrans Headquarters within one week of conclusion of the relocation. Note: The CHP may classify an encampment as priority level 1 and take the lead on removing the encampment. Authorization is not required by Caltrans in these circumstances, but Caltrans staff may work in coordination with CHP.

**Priority Level 2:** Approval required by Caltrans District Director. Submit a Relocation Form (identifying the location, safety concerns, number of individuals affected, any special concerns, etc.) via email for District Director signature and cc to HQ Encampments. An After-Action report must be submitted to Caltrans Headquarters within one week of conclusion of the relocation.

**Priority Levels 3 and 4:** Approval required by Caltrans District Director. Submit a Relocation Form (identifying the location, safety concerns, number of individuals affected, any special concerns, etc.) via email for District Director signature and cc to HQ Encampments. An After-Action report must be submitted to Caltrans Headquarters within one week of conclusion of the relocation. Level 1 and 2 encampments should be prioritized over relocation of level 3 and 4 encampments.

**Trash Collection:** Approval is not required for trash collection at or near encampments so long as it does not result in the displacement of people.

**Encampments where People are Successfully Relocated:** If all people at an encampment are successfully and willingly relocated by local governments into a shelter or housing, Caltrans may clear any remaining trash or debris from the former encampment site without approval, so long as no people

remain onsite and no people are forced to leave the property.

In order to track and appropriately report on the efforts connected to homelessness across Caltrans' divisions, all work performed on this effort should be recorded by using the reporting code "EON2320" on timesheets.

## **Encampment Prioritization**

### **Priority Levels 1, 2, 3, 4, and Abandoned Encampment Sites**

Caltrans experts in public safety, in consultation with state and local partners, have created an encampment prioritization framework to help Caltrans staff and partners determine when encampments on Caltrans property are considered priority level 1, 2, 3, or 4, and how we will work collaboratively to lessen impacts.

Where an encampment poses a safety concern necessitating relocation (level 1 or 2), districts should coordinate with local partners and experts on homelessness, working with County Continuums of Care\*, cities, the CHP, local authorities, and others to develop a relocation strategy and plan for securing the encampment site once it's cleared.

If relocation is not feasible by local governments or people are not willing to relocate, Caltrans districts and local partners should consider whether alternative locations in the nearby vicinity may be available, consistent with the CDC Interim Guidance on People Experiencing Unsheltered Homelessness and the Coronavirus Disease.

Complaints received regarding alleged criminal activity occurring at or near the encampment, including threatening behavior toward Caltrans staff, and public safety concerns at or near the encampment should be directed to the CHP. Law enforcement should address the situation prior to any involvement of Caltrans personnel at the encampment site. Additional guidance on working with CHP can be found in the *Department of Transportation and California Highway Patrol Joint Operational Policy Statements*.

\*County Continuum of Care (CoC): The CoC falls under individual County jurisdiction and is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

County Continuum of Care Contacts:

<https://www.hud.gov/states/california/homeless/continuumcare>

County Public Health Department Contacts:

<https://www.cdph.ca.gov/Pages/LocalHealthServicesAndOffices.aspx>

## Level 1 – Critical Priority

**Requires urgent relocation in coordination with the CHP, and with local partners on homelessness if possible. District Director Approval is required. Verbal approval followed by submitting an Encampment Relocation Form via email for review and approval by District Director and cc to HQ Encampments. An After-Action report must be submitted to Caltrans Headquarters within one week of the conclusion of the relocation.**

To mitigate the safety threat as expeditiously as possible, Caltrans District Directors are authorized to approve the relocation of encampments that pose a critical safety concern. The district should post a 72-hour notice to vacate at encampments, with the exception to encampments that pose an immediate health or safety hazard.

CHP Officers are authorized to assist Caltrans staff in addressing critical priority encampments. Coordination of emergency relocations should be done at the local level. Districts should attempt to request assistance from local partners on homelessness but should not allow the response by outreach teams to interfere with addressing critical safety concerns.

The CHP may classify an encampment as priority level 1 and take the lead on removing the encampment. Authorization is not required by Caltrans in these circumstances, but Caltrans staff may work in coordination with CHP.

After the encampment is removed and all emergencies have been addressed, an After-Action report that follows the email template, (see page 18) must be sent to Caltrans Headquarters within one week of the conclusion of the relocation.

Caltrans should use hazmat contractors for major cleanup activities and ensure contractors and Caltrans employees perform cleanings in accordance with Maintenance Policy Directive 1001, including the storage of personal belongings of apparent value.

District teams are encouraged to use independent, unbiased judgment in each situation, continuing to communicate any significant or ongoing challenges to Headquarters so appropriate assistance can be provided.

### **Examples of Priority Level 1 Encampments:**

- Encampment is inside of a Caltrans bridge cell, box girder, or an area of confined space (e.g. culvert, excavated tunnel, etc.).
- Imminent threats to critical transportation infrastructure or high probability of wildfires from fire or explosives, including:



- Large quantities of fuels or explosives are found on site (e.g. multiple propane tanks stored in hazardous conditions that could be at risk of explosion, honey oil labs, makeshift meth labs, etc.)
- Districts should work with local partners and the CHP to determine if fuels or explosives can be safely removed without displacing people or unnecessarily removing the entire encampment.
- Fires in bridge cells/confined spaces or larger fires adjacent to structural members (columns, piers, girders, bridge soffit/deck, etc.)
- Imminent threat of wildfire
- <https://www.wfas.net/index.php/fire-danger-rating-fire-potential--danger-32>
- Contact the Office of the State Fire Marshall (CAL FIRE) which has the responsibility under section 13107 of the Health and Safety Code to investigate fires/explosives on state property.
- Undermining or modifications of structural members (columns, piers, girders, bridge soffit/deck, etc.); or any event that lowers the load capacity or seismic resistance of a structure (bridge, tunnel, sign structure, etc.) or could result in collapse.
- Encampments impeding immediate repair work to prevent imminent transportation infrastructure failure.
- Emergency response functions (conditions that prevent fire authorities from extinguishing fires, medical aid, critical infrastructure repairs, etc.) are limited/prevented due to the location of the encampment.
- Encampment is within the clear recovery zone, which is the area where a car may swerve off of the road and still recover back to the roadway, the area with no protective barrier, on a sharp curve or in a blind spot next to the mainline or high speeds of traffic with no protective barrier. (If there is state land nearby that is safely outside of the clear recovery zone, consider allowing people to shift to a nearby, safer location opposed to dispersing people completely).
- Encampment is physically blocking traffic, bike or pedestrian pathways and is an imminent danger to the unsheltered or the public.
- Imminent danger to utilities and transportation infrastructure
- Connecting to a power source or other State utility
- Obstructing access to or tampering with emergency generators or backup electrical supplies
- Obstructing or tampering with traffic control devices

### Level 2 – High Priority

**Requires a 72-hour notice to vacate in coordination with local partners including the CHP. District Director Approval is required. Requestor submits the Encampment Relocation Form via email for review and approval by District Director and cc to HQ Encampments email. An After-Action report must be submitted to Caltrans Headquarters within one week of the conclusion of the relocation.**

These encampments pose a safety concern. Caltrans District Directors are authorized to approve 72-hour notice to vacate level 2 encampments. Districts should make every effort to coordinate with local experts on homelessness as soon as possible to allow for development of an outreach and relocation plan for people living at the encampment site.

Each situation will be unique and district staff should work with local governments/local experts on homelessness to promote collaborative solutions and connect people on Caltrans' transportation network to services and shelter, temporary/transitional housing, or permanent housing options. Allow approximately two weeks for partners to perform outreach. District staff should work to balance the outreach needs of homeless outreach providers with safety needs, understanding each scenario will be different and require a different duration of time, level of planning and resources. If local governments/local experts on homelessness are nonresponsive or unable to assist Caltrans in prioritizing these sites, Caltrans and CHP may proceed with District Director approval to clear the encampment site without the assistance of local governments/homeless services partners.

For construction projects with a contractually identified 10-day period for relocation and cleanup operation, outreach efforts must be accelerated to accommodate the posting period and cleanup work within this 10-day period.

Caltrans staff should focus on mitigation solutions to prevent people from returning to locations that are cleared for safety reasons. This may include:

- Fencing: No-climb or wrought iron fencing should be considered only with the approval of local fire agencies or CAL FIRE to avoid installing a barrier for first responders in emergency situations. Fencing should include access gates for first responders.
- Removing overgrown vegetation and trimming trees.
- Requesting CHP to increase patrols (not a Maintenance Zone Enhanced Enforcement Program (MAZEEP) activity)
- Aesthetic enhancements including community gateway or transportation art (where local governments are supportive and willing to partner in these efforts)
- Hardscaping, lighting, cameras, motion detection monitoring (these efforts

may need to be considered as part of future projects and may not be immediately available; funding sources will need to be identified)

- Mitigation solutions that extend beyond standard fencing are encouraged where practical but should be considered in consultation with Caltrans Headquarters.
- Upon approval from the District Director, and after the conclusion of the relocation an After-Action report must be submitted to Headquarters following the email template located on page 19.

Caltrans should use hazmat contractors for major cleanup activities and ensure contractors and Caltrans employees perform cleanings in accordance with Maintenance Policy Directive 1001, including the storage of personal belongings of apparent value.

District teams are encouraged to use independent, unbiased judgment in each situation, continuing to communicate any significant or ongoing challenges to Headquarters so appropriate assistance can be provided.

### **Examples of level 2 encampments:**

- Structures that could conceal threats to critical infrastructure:
- Concealments that prevent rapid assessment of structures after a major event including, but not limited to, earthquakes, high-load hits, vehicle fires and major storms
- Encampment is blocking access to structures to perform inspection, maintenance or construction on critical infrastructure.
- Potential risks to camper and/or community.
- Fires, unsafe heating equipment, or other highly combustible materials that could cause accumulated intense heat under bridges risking structural integrity of conduit and bearings, etc.
- Encampments in median areas, cloverleaves, gore points, clear recovery zones, adjacent to roadways with limited sight distance, and areas that can only be accessed from the shoulder of the roadway or any other areas where an errant vehicle could enter the encampment or that requires people experiencing homelessness to cross the roadway for access.
- Encampment causing distraction to drivers.
- Damage to stability of slope or structures by digging campsites into embankments or slopes.
- In or adjacent to an active construction zone.
- Obstructing culverts, pipes, or other drainage systems.
- Encampments with excessive trash and debris creating potential risks to human life and safety where previous mitigation attempts (such as repeated trash cleanups) have failed, including encampments blocking or impeding

trash capture devices. This may include:

- Significant accumulation of needles, drug paraphernalia, feces, or other biohazards, especially when located in water ways, storm channels, or in travel lanes, including the path of bicycles or pedestrians. (District should attempt to partner with local public health departments where possible to utilize “Harm Reduction” programs that include needle exchange programs).
  - A significant increase in the presence of rodents, animals, or insect infestations.
  - District maintenance staff should consult Caltrans environmental experts and local public health partners where possible in making these assessments.
- Where protected biological/cultural resources, including mitigation sites, are at risk of degradation or destruction, Caltrans has legal obligations under state and federal laws and permits, including the NPDES Statewide Stormwater Permit (Order WQ 2012- 0011-DWQ), to protect environmental resources, which require Caltrans to remove trash where it may be discharged into waters of the State. Non-compliance with this permit and applicable laws protecting the environment, can result in Cease and Desist Orders as well as other types of enforcement, monetary and non-monetary, civil and criminal.
  - Structure/tent prevents ADA accessibility of a sidewalk.
  - Caltrans staff or contractors need to perform routine maintenance, inspection, or other work at or near the encampment location which, if deferred, could affect service life or level of service.

### **Level 3 (Moderate Priority) and Level 4 (Low Priority)**

**Requires a 72-hour notice to vacate in coordination with local partners including the CHP. District Director Approval is required. Requestor submits the Encampment Relocation Form via email for review and approval by District Director and cc to HQ Encampments email. An After-Action report must be submitted to Caltrans Headquarters within one week of the conclusion of the relocation.**

Districts should prioritize level 1 and 2 encampment sites. While level 3 and 4 encampments may not pose an obvious and immediate safety concern, these sites should be monitored. Persons experiencing homelessness should be relocated to shelter where available in coordination with local partners. Encampment sites may be removed after housing/shelters offers are made, even if offers are not accepted.

Each situation will be unique and district staff should work with local governments/local experts on homelessness to promote collaborative solutions and connect people on Caltrans' transportation network to services including vaccination options and shelter, temporary/transitional housing, or permanent housing options. Allow approximately three weeks for partners to perform outreach. District staff should work to balance the outreach needs of homeless outreach providers with safety needs, understanding each scenario will be different and require a different duration of time, level of planning and resources.

For construction projects with a contractually identified 10-day period for relocation and cleanup operation, outreach efforts must be accelerated to accommodate the posting period and cleanup work within this 10-day period.

Where shelter/housing options are not available or offered to people at level 3 or level 4 encampment sites, Caltrans should coordinate with local partners and hazmat contractors to arrange for trash pickup and other potential sanitation measures to mitigate impacts until individuals can be safely relocated. Sanitation efforts will be unique to each location and staff should use their best judgement in each scenario, prioritizing safety above all else.

Caltrans staff should work with local partners to provide trash bags and sharps containers (available through the district hazmat manager), schedule a date by the hazmat contractor and inform occupants when and where trash will be picked up. When passing out bags, sharps containers, or performing assessments with hazmat crews, Caltrans staff should coordinate with local partners including the CHP and wear all available Personal Protective Equipment (PPE) including masks, Tyvek or generic brand protective suits, boots, gloves, eye coverings, hard hats and vests.

Caltrans maintenance staff should monitor encampment cleanup costs closely and ensure proper charging by the hazmat contractor. Caltrans maintenance staff should report any encampment cleanup cost that exceeds \$50,000 to the District Maintenance Deputy Director and District Director.

Caltrans staff should focus on mitigation solutions to prevent people from returning to locations that are cleared for safety reasons. This may include:

- Fencing: No-climb or wrought iron fencing should be considered only with the approval of local fire agencies or CAL FIRE to avoid installing a barrier for first responders in emergency situations. Fencing should include access gates for first responders.
- Removing overgrown vegetation and trimming trees.
- Requesting CHP to increase patrols (not a Maintenance Zone Enhanced Enforcement Program (MAZEED) activity)
- Aesthetic enhancements including community gateway or transportation art (where local governments are supportive and willing to partner in these efforts)
- Hardscaping, lighting, cameras, motion detection monitoring (these efforts may need to be considered as part of future projects and may not be immediately available; funding sources will need to be identified)

Mitigation solutions that extend beyond standard fencing are encouraged where practical but should be considered in consultation with Caltrans Headquarters.

Caltrans should use hazmat contractors for major cleanup activities and ensure contractors and Caltrans employees perform cleanings in accordance with Maintenance Policy Directive 1001, including the storage of personal belongings of apparent value.

District teams are encouraged to use independent, unbiased judgment in each situation, continuing to communicate any significant or ongoing challenges to Headquarters so appropriate assistance can be provided.

## **Abandoned Encampment Sites**

If district staff believe an encampment has been abandoned and people are no longer living at an encampment, Caltrans staff may work with the CHP and local partners to confirm the site is abandoned by attempting three site visits over a 7-day period. These visits can be performed by Caltrans staff, CHP officers, or local government officials.

Photos should be taken of the encampment during each visit. If no new items are present at the encampment and no people are seen at the encampment, Caltrans and CHP may post a 72-hour notice and proceed with clearing remaining trash and debris from the encampment after the 72 hours has passed.

Caltrans should use hazmat contractors for major cleanup activities and ensure contractors and Caltrans employees perform cleanings in accordance with Maintenance Policy Directive 1001, including the storage of personal belongings of apparent value.

## Encampment Safety

Any Caltrans staff conducting encampment site assessments or performing any work near or within an encampment site must wear Personal Protective Equipment and exercise extreme caution, abandoning the work immediately if safety is compromised. Assistance from the CHP is always available to Caltrans staff.

- If possible, first assess encampment sites from a distance with binoculars.
- Entering sites:
  - Follow all safe social distancing protocols in accordance with the CDC, Caltrans Personnel Information Bulletins (<https://hr.onramp.dot.ca.gov/>) and Caltrans Health and Safety COVID Information and Resources (<https://hs.onramp.dot.ca.gov/covid-19-information-and-resources>).
  - All staff and/or contractors entering an encampment or debris site must wear proper protective gear including: Tyvek (or generic brand equivalent) suits with a high visibility vest over it; face masks; safety glasses or goggles; puncture resistant gloves and boots with disposable gloves and booties worn over them where available; and hard hats.
    - Proper use, disposal and cleaning of PPEs is required per Departmental safety policy and training and is required per Title 8 of the California Code of Regulations (CCRs), Section 3380, GISO Personal Protective Devices and CSO Section 1514.
    - Resources:
      - <https://www.dir.ca.gov/title8/3380.html>
      - [https://hs.onramp.dot.ca.gov/downloads/hs/files/SM\\_Chap\\_12-Jan2019.pdf](https://hs.onramp.dot.ca.gov/downloads/hs/files/SM_Chap_12-Jan2019.pdf)
- Staff shall announce themselves as they approach a camp each time they enter and must exit immediately and call 911 if they feel they are in harm's way or if someone needs emergency medical attention.
- When entering a site, do not enter tents or private areas (temporary living areas, storage, etc.).
- When performing site assessments, at least two personnel (e.g., Caltrans staff, CHP officers, social services staff, hazmat contractors) shall be present.
- When entering an encampment to post a 72-hour notice or work in or near an encampment, Caltrans employees shall be accompanied by the CHP or local law enforcement (depending on jurisdiction).
- All non-emergency site visits must be conducted during daylight hours.



## Encampment Assessments

### Initial Assessments

When an encampment is discovered or brought to the attention of Caltrans, Caltrans maintenance, construction, and/or hazardous materials staff must make an initial assessment to determine whether the site is occupied or is a potentially abandoned encampment where remaining debris should be cleared.

- Collect photos of the site from a safe distance.
- Record location and time/date stamp the photos.
- Make all reasonable efforts to omit people and faces.
- If there is evidence of recent fires that may have damaged infrastructure, check with local fire to see if there are any reports for the location.
- Coordination as soon as possible between Caltrans, CHP, the local county, city, and other relevant partners on homelessness is crucial in addressing larger encampment sites and developing joint strategies to address or mitigate an encampment site.

### Onsite Assessment(s)

After an initial assessment, Caltrans staff shall perform onsite assessments and rank encampments as priority 1, 2, 3, 4, or abandoned/vacant. Caltrans should work with local partners in encampment assessments and coordination. All work within an Encampment shall be performed following Maintenance Policy Directive 1001 and the following guidelines:

- People living on state property shall be treated with respect while understanding that we need to help protect public safety.
- Caltrans will collect, store, and label personal property of apparent value (see section 1.07.3 of Maintenance Manual Volume One) that isn't a health or safety hazard for 90 days in accordance with Maintenance Policy Directive 10-01.
- Items with no perceived value (see section 1.07 of Maintenance Manual Volume One) will be disposed of in a landfill, chemical warehouse, or hazardous material location, and potentially illicit items will be handed over to law enforcement as appropriate at the earliest convenience.
- Caltrans will work with local County Continuums of Care to arrange for outreach at an encampment before posting a 72-hour notice when situations allow.
- Caltrans will allow service providers to access Caltrans-owned property to provide services to people experiencing homelessness. Caltrans staff will need to accompany outreach staff onto state property unless a consent

letter is on record between the Caltrans district and local county or city who oversee the outreach providers.

- For more information on consent letters for encampments, contact your district task force lead on homelessness.
- If members of the media are present or arrive on site, provide them with the contact for the district public affairs officer and notify the district public affairs office.
- If criminal activity, weapons, drugs, drug labs, suspected overdose, severe illness, disease, or death are encountered or suspected:
  - Do not proceed with site assessment. Exit the site immediately and defer to CHP or local law enforcement (depending on jurisdiction) until such time as the activity has been safely remediated and law enforcement has indicated it is safe to re-enter the area.
  - Ensure the Maintenance Manager for the region and the District Deputy Director of Administration is notified of what occurred.
  - If appropriate, refer the affected employees to Caltrans' Employee Assistance Program.

**Encampment Relocation Form**

DIST	CITY	CO	RTE	POST MILE/CROSS STREET	LEVEL

Answer the following questions and provide additional information as needed

<p><b>1) Identify concerns for safety and/or critical infrastructure at this location and attach photos if applicable.</b></p>
<p><b>2) Which outreach partners are we working with or are planning to work with? When did outreach begin or will begin?</b></p>
<p><b>3) Approximately how many people are located at this encampment?</b></p>
<p><b>4) Has this encampment been relocated in the past? When do we anticipate relocating this encampment? If so, please provide the last relocation date and any relevant context/background.</b></p>
<p><b>5) Identify any outside interest, special circumstances or sensitivities to this relocation effort including potential legal action, interest, or opposition from the media, elected officials, advocates, etc.</b></p>

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

District Director Signature

**E-mail Template for Level 1 Encampment After-Action Report**

TO: [HQEncampments@dot.ca.gov](mailto:HQEncampments@dot.ca.gov)

CC: District Director, John Oliva, Alisa Becerra

SUBJECT: Level 1 Report – Location: (State Route, Nearest Cross Street, City, County)

ATTACHMENTS: Photo(s), Screenshot of location on map

BODY: Caltrans District has identified and removed an encampment of approximately \_\_\_ people located at \_\_\_\_\_ (State Route, Nearest Cross Street, City, County) at \_\_\_ am/pm (approximate time of visit) on \_\_\_\_\_ (date).

1. Our priority assessment identified the encampment as a critical priority, level 1 encampment due to the following factors:

*Briefly Explain:*

- What the safety emergency was, how and when the district became aware of the situation.
- Why delay in relocation of the encampment would have posed an imminent threat to human life or infrastructure.
- If emergency work was/is being performed on the infrastructure:
  - What is being done?
  - What was the start date/time and what is the anticipated completion date?

2. Caltrans removed the encampment in coordination with *(list participating partners, including: CHP, Local Fire, CAL FIRE, Local Police, Social Services Providers, advocates, etc.)*

Did local outreach partners participate in the relocation?

- If so, how many people were offered services?
- Was anyone relocated to a local shelter, motel, or other site?

3. The district has taken the following measures to prevent recurrence:  
(reinforcing fencing/access doors, installing k-rail/fencing, requesting increased enforcement from CHP, etc.)

4. Any other pertinent information related to the encampment relocation.

(Signature)

Name  
Title  
District  
Cell Phone Number

--- End of Report

### **E-mail Template for Level 2 Encampment After-Action Report**

TO: [HQEncampments@dot.ca.gov](mailto:HQEncampments@dot.ca.gov)

CC: District Director, Alisa Becerra

SUBJECT: Level 2 Report – Location: (State Route, Nearest Cross Street, City, County)

ATTACHMENTS: Photo(s), Screenshot of location on map

BODY: Caltrans District \_\_\_ identified a level 2 encampment of approximately \_\_\_ people located at \_\_\_\_\_ (State Route, Nearest Cross Street, City, County). The posting date was done on \_\_\_\_\_.

1. Our priority assessment identified the encampment as a high priority, level 2 encampment due to the following factors:

- Explain the safety concerns, how and when the district became aware of the situation, and why the encampment was removed at this time.
- If emergency work must be performed as a result of the encampment,
- What needs to be done/repaired?
- What exclusionary measures are we considering?
- Is the district submitting a Director's Order to request assistance with funding the repairs and/or exclusionary measures?
- Was the contractor prepared to begin work as soon as the encampment area was cleared?
- What was the encampment completion date/time?

2. Did Caltrans work in coordination with *(list participating partners including)*: CHP, Local Fire, CAL FIRE, Local Police, Social Services Providers, advocates, etc.

Was outreach performed by local partners on homelessness:

- Has outreach been performed at the encampment site within the past 30 days? If so, how many times?
- How many people were offered services and was anyone relocated to a local

shelter, motel, or other site?

- How many people do we believe remain at the encampment site today?
- Has a relocation plan been considered and attempted in coordination with local partners? Please explain.

3. The district is taking the following steps after clearing the encampment site to prevent recurrence: (reinforcing fencing/access doors, installing k-rail/fencing, implementing community-centered projects, requesting increased enforcement from CHP, etc.).

4. Any other pertinent information related to the encampment or request.

(Signature)

Name

Title

District

Cell Phone Number

--- End of Request

## **E-mail Template for Level 3 and 4 Encampments After-Action Report**

TO: [HQEncampments@dot.ca.gov](mailto:HQEncampments@dot.ca.gov)

CC: District Director, Alisa Becerra

SUBJECT: Level 3 or 4 Report – Location: (State Route, Nearest Cross Street, City, County)

ATTACHMENTS: Photo(s), Screenshot of location on map

BODY: Caltrans District \_\_\_ identified a level 3 or 4 encampment of approximately \_\_\_ people located at \_\_\_\_\_(State Route, Nearest Cross Street, City, County). The posting date was done on \_\_\_\_\_.

1. Our priority assessment identified the encampment as a moderate or low priority, level 3 or 4 encampment due to the following factors:
  - Explain the safety concerns if applicable, how and when the district became aware of the situation, and why the encampment was removed at this time.
  - If work must be performed as a result of the encampment,
  - What needs to be done/repaired?
  - What exclusionary measures are we considering?
  - Is the district submitting a Director's Order to request assistance with funding the repairs and/or exclusionary measures?
  - Was the contractor prepared to begin work as soon as the encampment area was cleared?
  - What was the encampment completion date/time?

5. Did Caltrans work in coordination with *(list participating partners including):* CHP, Local Fire, CAL FIRE, Local Police, Social Services Providers, advocates, etc.

Was outreach performed by local partners on homelessness:

- Has outreach been performed at the encampment site within the past 30 days? If so, how many times?
- How many people were offered services and was anyone relocated to a local shelter, motel, or other site?
- How many people do we believe remain at the encampment site today?
- Has a relocation plan been considered and attempted in coordination with local partners? Please explain.

6. The district is taking the following steps after clearing the encampment site to prevent recurrence: (reinforcing fencing/access doors, installing k-rail/fencing, implementing community-centered projects, requesting increased enforcement from CHP, etc.).

7. Any other pertinent information related to the encampment or request.

(Signature)

Name

Title

District

Cell Phone Number

--- End of Request