

# COOP

## Continuity of Operations Plan



Prepared by:



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**EXECUTIVE SUMMARY**

The County and the city of Aspen share several critical functions which will require clear agreements on priorities. Also, the lack of roadway access and egress could present serious challenges depending on the event. The number and value of large dwellings both private and commercial provides opportunities for protecting by keeping people in safe zones and should be part of any evacuation plan established by the County. The layout of the city has many of the high value (Critical) buildings in within a small area. These buildings include high value targets and because of the ages some increased fire danger. There are fifty plus "Critical Functions" listed in this plan. A "Critical Function" is a process or service that must be up and running within 12 hours. There should be discussion with the department heads to determine if this is possible or if some of the functions should be down graded to "Essential" which would mean that they would have a longer time before they would need to be returned to service. Serious consideration should be given to each of the Critical Functions' "Maximum Allowable Down Time (MAD).

Generic statement about the Fire Departments' locations and roles is needed. Also, an explanations of radio relay stations and Northwest Region Satellite link system is required so that these locations can be removed from the "Critical Buildings" profiles.

**STRENGTHS**

Pitkin County's Continuity of Operations are supported and enhanced by the following:

- Department heads and Commissioners embrace and are engaged in the emergency planning process.
- Significant emergency planning efforts and documentation exists.
- There are multiple locations spread up and down the valley that can accommodate the relocation of critical functions.
- There is a close relationship between the County and the City of Aspen and resource sharing.
- Local Airport can handle large planes for the delivery of supplies and evacuation of critically ill or injured people.
- Several well-dispersed communications towers provide backup communications capabilities.
- Large numbers of both community and commercial buildings can provide housing and food services.
- The county and community have significant broadcast (television and radio) capabilities to inform the public.
- Emergency Management Coordinator is strong and well trained.

**OBSERVATIONS AND RECOMMENDATIONS**

Observation	Recommendation
It is not clear who will manage relationships and response with communications companies such as Qwest and cell phone providers.	* Determine what their response and guarantees for continued services are.
Information Technology is housed in City Hall without alternate	* Increase the number of backup and recovery locations and distance

Observation	Recommendation
location for backup and recovery.	from the Courthouse. * Look at creating redundant methods accessing and using networks based on customer needs (most used having highest priority).
There is a single primary route into and out of Aspen.	* Need a well-developed traffic management plan. * Insure personnel are trained and available backups are in place to manage evacuations.
Several critical buildings have limited or no backup generator for electrical power.	* Coordinate power generation needs with the criticality of the buildings. * Insure alternate work sites have similar generator capacities. * Consider portable generators to be located as needed.
The Maroon Creek Bridge is critical to evacuation plans and has much of the telecommunications installed as part of its structure.	* Insure the bridge issues are addressed in evacuation plans. * Investigate options if cables and conduits under the bridge are lost or damaged. * Insure priority repair teams are in place and that appropriate agreements for response are pre-negotiated with service providers.
Information Technology has identified and documented data management plans.	* Plans need to be reviewed and shared with customers to insure that the most critical functions needs are understood and accounted for. * Information Systems should provide the customers with calculated down time for their critical needs. * The list of systems and networks identified by the critical functions exceed the capacity of most Information System's teams therefore there is a serious need to prioritize and negotiate with the owners of the critical functions.
The number and distribution of hotels and commercial housing could provide a basis for a protection in place or quarantine plan.	* Evaluate plans to determine the possibilities. * Create written agreements with the owners.
Several critical functions have identified non-county or city service providers and vendors as a backup for materials and supplies.	* Insure agreements are in place with priority and delivery times are in place.
The clusters of highly critical buildings require a well-organized and practiced relocation plan.	* Critical documents should be in "GO" kits as well as electronic media and laptop computers. * Communications equipment and plan should be in place and individuals trained on radio usage.
There are significant and sufficient numbers of individuals that are qualified to function in the capacity of Public Information Officer (PIO).	* There should be an information management plan with clearly defined rolls. * The communications methods designed into the information management plan should be tested and practiced. * The inventory and distribution of communications equipment should be reviewed to insure an adequate supply.

**LIST OF CRITICAL FUNCTIONS**

Department	Critical Function	Primary Location(s)
Airport Section	Operations Dept.	Airport Operations & Fuel Facility
Ambulance	Medical Response and Transport	
Aspen/Pitkin Combined Communications Center	911 Infrastructures	Jail and Aspen/Pitkin Combined Communication Center

## Executive Summary

Department	Critical Function	Primary Location(s)
		485 Rio Grande Place Aspen, CO 81611
Aspen/Pitkin Combined Communications Center	Radio Communications	Jail and Aspen/Pitkin Combined Communication Center 485 Rio Grande Place Aspen, CO 81611
Aspen/Pitkin Combined Communications Center	Repeater System	Jail and Aspen/Pitkin Combined Communication Center 485 Rio Grande Place Aspen, CO 81611
BOCC and Leadership Team	Crisis Leadership (External & Internal Communications)	Courthouse Plaza 530 E. Main Street Aspen, CO 81611
Coroner	Body Collection, Storage, ID, and Preservation	Pitkin County Courthouse 506 E. Main Street Aspen, CO 81611
County Administration	Community Relations Public Information	Courthouse Plaza 530 E. Main Street Aspen, CO 81611
Fire Operations (Non-county, Multi Jurisdictional)	Fire Operations / Incident Management	Fire Station Headquarters (Non-County)
Fire Operations (Non-county, Multi Jurisdictional)	Fire Operations / Rescue (combine effort with Sheriff)	Fire Station Headquarters (Non-County), 420 E. Hopkins Ave.
Internal Services Section	Information Technology Dept. - Backup of Critical Applications and Data	City Hall 130 S. Galena Street Aspen, CO 81611
Internal Services Section	Information Technology Dept. - Networking and Connectivity	City Hall 130 S. Galena Street Aspen, CO 81611
Public Works Section	Asset Mgmt Dept. - Fleet Dept. - Vehicle Refueling & Maintenance	Public Works Bldg 76 Service Center Road Aspen, CO 81611
Public Works Section	Broadcast Services Dept. - Public information	Public Works Bldg 76 Service Center Road Aspen, CO 81611
Public Works Section	Engineering & Transportation Dept. - Post Disaster Road & Bridge Structure Assessment	Public Works Bldg 76 Service Center Road Aspen, CO 81611
Roaring Fork Transit	Mass Evacuation and Emergency Response Transportation	RFTA Aspen Site 51 Service Center Drive Aspen, CO 81611
Sheriff	Emergency Management	Pitkin County Courthouse 506 E. Main Street Aspen, CO 81611
Sheriff	Jail / Detention Operations	Jail and Aspen/Pitkin Combined Communication Center

## Executive Summary

Department	Critical Function	Primary Location(s)
		485 Rio Grande Place Aspen, CO 81611
Sheriff	Patrol	Pitkin County Courthouse 506 E. Main Street Aspen, CO 81611
Sheriff	Rescue	Pitkin County Courthouse 506 E. Main Street Aspen, CO 81611

## LIST OF ESSENTIAL FUNCTIONS

Department	Essential Function	Primary Location(s)
Aspen/Pitkin Combined Communications Center	CAD (Computer Aided Dispatch)	Jail and Aspen/Pitkin Combined Communication Center 485 Rio Grande Place Aspen, CO 81611
Clerk and Recorder	Clerk and Recorder - Clerk to Board of County Commissioners	Courthouse Plaza 530 E. Main Street Aspen, CO 81611
Community Development Section	Environmental Health & Natural Resources Dept. - Health & Environment Protection	Schultz Health and Human Services Building 0405 Castle Creek Rd Aspen, CO 81611
Community Health	Community Health Dept. - Mass Immunization	Health & Human Services Building
Community Health	Community Health Dept. - Public Health Emergencies	Health & Human Services Building
County Administration	Management & Communication of Response Strategies	Courthouse Plaza 530 E. Main Street Aspen, CO 81611
County Attorney	County Attorney - Legal advice to BOCC and Leadership Team	Courthouse Plaza 530 E. Main Street Aspen, CO 81611
District Attorney	Interview Pending for District Attorney Warrants & Protections Orders	Pitkin County Courthouse 506 E. Main Street Aspen, CO 81611
GIS / Mapping (joint Aspen/Pitkin)	GIS and Mapping Services	Aspen/Pitkin (Joint) GIS/Mapping 455 Rio Grande Place Aspen, CO
Health & Human Services Section	Contract Services Dept. - Building Support and Sheltering contracted services	Senior Services 0275 Castle Creek Road Aspen, CO 81611
Health & Human Services Section	Senior Services Dept. - Food Delivery & Senior Transport	Senior Services 0275 Castle Creek Road Aspen, CO 81611
Health & Human Services Section	Senior Services Dept. - Senior Care Management	Senior Services 0275 Castle Creek Road Aspen, CO 81611

## Executive Summary

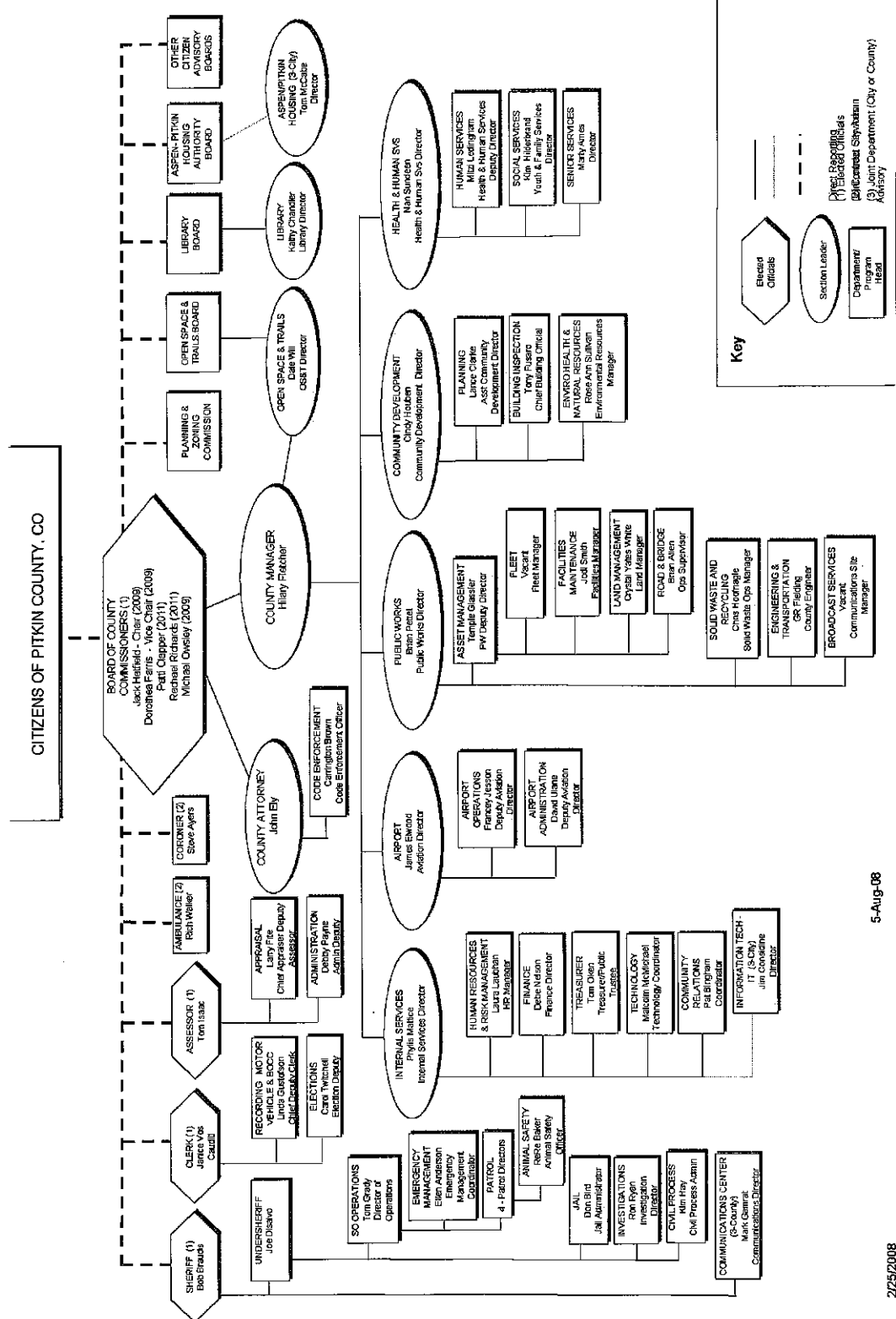
Department	Essential Function	Primary Location(s)
Health & Human Services Section	Senior Services Dept. - Urgent Transportation	Senior Services 0275 Castle Creek Road Aspen, CO 81611
Health & Human Services Section	Social Services Dept. - Child and Adult Welfare/Protection	Schultz Health and Human Services Building 0405 Castle Creek Rd Aspen, CO 81611
Internal Services Section	Finance Dept. - Disbursement and Management of Funds	Courthouse Plaza 530 E. Main Street Aspen, CO 81611
Internal Services Section	Human Resources & Risk Management Dept. - Records and Insurance	Courthouse Plaza 530 E. Main Street Aspen, CO 81611
Internal Services Section	Information Technology Dept. - Telecommunications	Jail, Aspen/Pitkin Combine Communication Center
Public Works Section	Asset Mgmt Dept. - Facilities Maintenance Dept. - Building Controls	Public Works Bldg 76 Service Center Road Aspen, CO 81611
Public Works Section	Asset Mgmt Dept. - Roads & Bridges Dept. - Maintenance & Damage Assessments	Public Works Bldg 76 Service Center Road Aspen, CO 81611
Public Works Section	Solid Waste & Recycling Dept. - Debris Storage and Disposal	Resource Recovery Pitkin County Landfill 32045 Hwy 82 Snowmass, CO 81654
Roaring Fork Transit	Public Transportation	RFTA Aspen Site 51 Service Center Drive Aspen, CO 81611
Sheriff	Animal Safety Control & Sheltering	Pitkin County Courthouse 506 E. Main Street Aspen, CO 81611
Sheriff	Investigations	Jail and Aspen/Pitkin Combined Communication Center 485 Rio Grande Place Aspen, CO 81611

## LIST OF RECOVER AS NEEDED FUNCTIONS

Department	Recover as Needed Function	Primary Location(s)
Aspen / Pitkin Housing Authority	Aspen/Pitkin Housing (3- city)	
Assessor	Damage Assessment	Courthouse Plaza 530 E. Main Street Aspen, CO 81611
Clerk and Recorder	Clerk and Recorder - Elections	Courthouse Plaza 530 E. Main Street Aspen, CO 81611
Clerk and Recorder	Clerk and Recorder - Recording Motor Vehicle	Courthouse Plaza 530 E. Main Street Aspen, CO 81611

Department	Recover as Needed Function	Primary Location(s)
Community Development Section	Building Inspection Dept.	City Hall 130 S. Galena Street Aspen, CO 81611
Community Development Section	Planning Dept.	RFTA Aspen Site 51 Service Center Drive Aspen, CO 81611
County Attorney	County Attorney - Code Enforcement	Courthouse Plaza 530 E. Main Street Aspen, CO 81611
Health & Human Services Section	Human Services Dept. - Health and Human Services	Senior Services 0275 Castle Creek Road Aspen, CO 81611
Health & Human Services Section	Social Services Dept. - Public Assistance	Senior Services 0275 Castle Creek Road Aspen, CO 81611
Health & Human Services Section	Social Services Dept. - Youth and Family Services	Senior Services 0275 Castle Creek Road Aspen, CO 81611
Internal Services Section	Treasure Dept. - Collection of Property Taxes	Pitkin County Courthouse 506 E. Main Street Aspen, CO 81611
Library	Library Services	
Planning and Zoning	Planning and Zoning Undefined Function	
Public Works Section	Asset Mgmt Dept. - Land Management	Courthouse Plaza 530 E. Main Street Aspen, CO 81611
Sheriff	Civil Process	Jail and Aspen/Pitkin Combined Communication Center 485 Rio Grande Place Aspen, CO 81611

ORGANIZATIONAL CHART



5-Aug-08

2/25/2008

Executive Summary

## Executive Summary

## CONTACT LOG

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Achey, Jane	County Attorney - Paralegal	970 920-5190	Confidential	970-920-5324	Confidential
Airport - Shift Supervisor	Airport - Shift Supervisor	970 920-5760 x0	Confidential	N/A	Confidential
Allen, Brian	Public Works - Operations Supervisor	970-920 5046	Confidential	970-920-5324	Confidential
Ames, Marty	Health & Human Services - Senior Services - Director	970-920-5432	Confidential	970-920-5324	Confidential
Anderson, Ellen	Sheriff - Emergency Management - Emergency Management Coordinator	970 920 5234	970 618 1515	970-920-5324	Confidential
Ayers, Steve D.O.	Coroner- Pitkin County	970 920-5310	Confidential	970 920-5234	Confidential
Baker, ReRe	Sheriff - Animal Safety Officer	970 920-5361	Confidential	970-920-5324	Confidential
Balentine, Rick	Deputy Chief	970-920-5310	Confidential	970-920-5234	Confidential
Barber, Joe	Roaring Fork Transit - Operations Manager	970 384-4969	Confidential	970-920-5324	Confidential
Barbour, Mary	Health & Human Services - Senior Services - Program Coordinator	970-920-5432	Confidential	970-920-5324	Confidential
Beaton, Brent	Public Works - Building Maintenance Technician	970 920-5377	Confidential	970-920-5324	Confidential
Beeson, Martin	District Attorney	970 920-5341	Confidential	970 920-5324	Confidential
Benesh, Mark	Public Works - Building Maintenance Technician	970 920-5377	Confidential	970-920-5324	Confidential
Benjamin, Bruce	Sheriff - Investigations - Juvenile Investigator	970 920-5300	Confidential	970-920-5324	Confidential
Berg, Catherine	Community Development - Planning Engineer	970 429-2790	Confidential	970-920-5324	Confidential
Bingham, Pat	County Administration - Community Relations Coordinator	970 920-5204	Confidential	970-920-5324	Confidential
Bird, Don	Sheriff - Jail/Detention Operations - Jail Administrator	970 920-5331	Confidential	970-920-5324	Confidential
Blackmer, Kent	Roaring Fork Transit - Director of Operations	970 384-4964	Confidential	970-920-5324	Confidential
Blankenship, Dan	Roaring Fork Transit - Chief Executive Officer	970 384-4981	Confidential	970-920-5324	Confidential
Braudis, Robert	Sheriff - Sheriff (Elected Official)	970 920-5300	Confidential	970-920-5324	Confidential
Brown, Carrington	County Attorney - Code Enforcement Officer	970 920-5190	Confidential	970-920-5324	Confidential
Browning, Betsy	Community Health - Community Health Nurse	970 920-5424	Confidential	970-920-5324	Confidential
Bultman, Ginny	A/P Combined	970 920-5329	Confidential	970-920-5324	Confidential

## Executive Summary

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
	Communications Center - Communications Supervisor - Training				
Clarke, Lance	Community Development - Assistant Director	970 920-5452	Confidential	970-920-5324	Confidential
Cohen, Morris Dr.	Community Health - Public Health Officer	970-923 2560	Confidential	970-920-5324	Confidential
Cohen, Morris Dr.	Health & Human Services - Public Health Officer	970 923-2560	Confidential	970 920-5324	Confidential
Considine, Jim	Internal Services - City/County Information Systems - Director	970 429-1752	Confidential	970 920-5324	Confidential
Dick, Fred	Internal Services - City/County Information Technology - Director	970 429-1751	Confidential	970 920-5324	Confidential
DiSalvo, Joe	Sheriff - Under Sheriff	970-920 5300	Confidential	970-920-5324	Confidential
Driscoll, Tammie	Clerk & Recorder Admin. Assistant/Elections	970 429-2713	Confidential	970-920-5324	Confidential
Elwood, James	Leadership Team - Airport - Aviation Director	970 429-2851	Confidential	970 920-5324	Confidential
Elwood, James	Airport - Director	970 429-2851	Confidential	N/A	Confidential
Elwood, James	County Administration - Airport - Director	970 429-2851	Confidential	970 920-5324	Confidential
Ely, John	BOCC - Legal Advisor	970 920-5190	Confidential	970 920-5324	Confidential
Ely, John	County Attorney - Pitkin County Attorney	970 920-5190	Confidential	970-920-5324	Confidential
Farris, Dorothea	BOCC - Commissioner, Vice Chair (Elected Official)	970 963-9509	Confidential	970-920-5324	Confidential
Ferguson, Jason	Public Works - Debris Storage & Disposal - Operations Manager	970-923 3487	Confidential	970-920-5324	Confidential
Fielding, Gerald	Public Works - Engineering & Transportation - County Engineer	970 920-5206	Confidential	970-920-5324	Confidential
Fite, Larry	Assessor - Deputy Appraiser	970 920-5160	Confidential	970-920-5324	Confidential
Fletcher, Hilary	Leadership Team - County Administration - County Manager	970 920-5067	Confidential	970 920-5324	Confidential
Fletcher, Hilary	County Administration - County Manager	970 920-5067	Confidential	970-920-5324	Confidential
Fusaro, Tony	Community Development - Building Inspection - Chief Building Official	970 920-5101	Confidential	970-920-5324	Confidential
Gamrat, Mark	A/P Combined Communications Center - Communications Director	970-920 5317	Confidential	970-920-5324	Confidential

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Garofalo, Connie	Internal Services - Assistant Director	970-920 5231	Confidential	970-920-5324	Confidential
Gibson, Brad	Sheriff - Investigations - Investigative Coordination	970 920-5300	Confidential	970-920-5324	Confidential
Glaser, Rich	Internal Services - City/County Information Technology - Customer Support Specialist/Network Administrator	970 429-1750	Confidential	970-920-5324	Confidential
Glassier, Temple	Public Works - Deputy Director of Public Works Asset Division	970-920 5211	Confidential	970-920-5324	Confidential
Grady, Tom	Sheriff - Director of Operations	970-920 5300	Confidential	970-920-5324	Confidential
Grob, Daryl	Fire Chief	970-920-5310	Confidential	970-920-5234	Confidential
Gustafson, Linda	Clerk & Recorder - Chief Deputy	970 429-2711	Confidential	970-920-5324	Confidential
Hatfield, Jack	BOCC - Commissioner, Chair (Elected Official)	970 923-4680	Confidential	970-920-5324	Confidential
Hatfield, Jack	BOCC and Leadership Team - BOCC - Commissioner, Chair (Elected official)	970 920-4680	Confidential	970 920-5324	Confidential
Hocker, John	Roaring Fork Transit - Director of Operations	970 384-4963	Confidential	970-920-5324	Confidential
Hoofnagle, Christopher	Public Works - Debris Storage & Disposal - Solid Waste Manager	970-923 3487	Confidential	970-920-5324	Confidential
Hoover, Aaron	Internal Services - City/County Information Technology - Network Application Specialist	970 429-1759	Confidential	970-920-5324	Confidential
Hostetter, Ruth	Health & Human Services - Senior Services - Administrative Assistant	970 920-5432	Confidential	970-920-5324	Confidential
Houben, Cindy	Community Development - Director	970 920-5097	Confidential	970-920-5324	Confidential
Houben, Cindy	County Administration - Community Development - Director	970 920-5097	Confidential	970 920-5324	Confidential
Isaac, Tom	County Assessor (Elected Official)	970 920-5160	Confidential	970-920-5324	Confidential
Iverson, Dave	Roaring Fork Transit - Operations Manager	970 384-4951	Confidential	970-920-5324	Confidential
Jail - On duty Jail Supervisor	Sheriff - Jail - On Duty Supervisor	970-920 5300	Confidential	970-920-5324	Confidential
Jesson, Francey	Airport - Assistant Aviation Director - Operations	970 429-1870	970 618-6264	N/A	970 379-2732

## Executive Summary

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Jones, Jeanette	Clerk & Recorder - Records Manager	970 920-5157	Confidential	970-920-5324	Confidential
Kay-Clapper, Patti	BOCC - Commissioner (Elected Official)	970 920-5154	Confidential	970 920-5324	Confidential
Kelly, Bridgette	GIS - City/County - Specialist and Public Sales	970 920-5453	Confidential	970 920-5324	Confidential
Kinney, Ruth	Internal Services - City/County Information Technology - Network Application Specialist	970-429 1754	Confidential	970-920-5324	Confidential
Knight, Tim	Public Works - Fleet Manager	970-920 5393	Confidential	970-920-5324	Confidential
Knight, Tim	Fleet Manager	970 920-5393	Confidential	970 920-5324	Confidential
Lackner, Mary	GIS - City/County - Director	970 920-5106	Confidential	970 920-5324	Confidential
Lambuth, Tyler	GIS - City/County - Specialist and Parcell Management	970 920-5012	Confidential	970 920-5324	Confidential
Laubhan, Laura	Internal Services - Human Resources - Manager	972-429 2792	Confidential	970-920-5324	Confidential
Lutgring, Tazi	Community Health - Office Manager	970 920-5423	Confidential	970-920-5324	Confidential
MacDonald, Lisa	County Attorney - Paralegal	970 920-5191	Confidential	970-920-5324	Confidential
Mattice, Phylis	Internal Services - Director	970-920 5208	Confidential	970-920-5324	Confidential
Mattice, Phylis	County Administration - Internal Services - Director	970 920-5208	Confidential	970 920-5324	Confidential
Mattice, Phylis	Leadership Team - Internal Services - Director	970 920-5208	Confidential	970 920-5324	Confidential
McQuilton, Mick	A/P Combined Communications Center - Technical Services Technician	970 920-5414	Confidential	970-920-5324	Confidential
Morris, Jerry	Public Works - Facilities maintenance - Project Manager	970 920-5763	Confidential	970 929-5324	Confidential
Munday, Marie	Sheriff - Latino-Anglo Liaison/Public Information Officer/Victim Services - Director	970-920 5299	Confidential	970-920-5324	Confidential
Nelson, Debe	Internal Services - Finance - Director	970-920-5229	Confidential	970-920-5324	Confidential
Nichols, Brian	Deputy Chief	970-920-5310	Confidential	970-920-5234	Confidential
Oken, Tom	BOCC and Leadership Team - Internal Services - Treasurer	970 920-5202	Confidential	970 920-5324	Confidential
Oken, Tom	County Administration - Internal Services - Treasurer	970 920-5202	Confidential	970 920-5324	Confidential

## Executive Summary

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Oken, Tom	Internal Services - Treasurer	970-920 5202	Confidential	970-920-5324	Confidential
Ostberg, Carla	Environmental Health & Natural Resources Dept. - Environmental Health Program Supervisor	970 920-5438	Confidential	N/A	Confidential
Owsley, Michael	BOCC - Commissioner (Elected Official)	970 920-5153	Confidential	970-920-5324	Confidential
Patrol - On Duty patrol Director	Sheriff - Patrol - On Duty patrol Director	970-920 5300	Confidential	970-920-5324	Confidential
Payne, Debby	Assessor - Deputy Administrator	970 920-5160	Confidential	970-920-5324	Confidential
Pearce, Bert	Public Works Technician	970 920-5399	Confidential	970-920-5324	Confidential
Pettet, Brian	Leadership Team - Public Works - Director	970 920-5392	Confidential	970 920-5324	Confidential
Pettet, Brian	County Administration - Public Works - Director	970 920-5392	Confidential	970 920-5324	Confidential
Pettet, Brian	Public Works - Director	970 920-5392	Confidential	970-920-5324	Confidential
Popish, Shelley	Clerk & Recorder - Motor Vehicle Supervisor	970 429-2704	Confidential	970-920-5324	Confidential
Prioleau, Mary Anne	Roaring Fork Transit - Safety and Training Manager	970 384-4880	Confidential	970-920-5324	Confidential
Redmond, John	Internal Services - Acting Finance - Director	Dispatch	Confidential	970-920-5324	Confidential
Richards, Rachel	BOCC - Commissioner (Elected Official)	970-920 5155	Confidential	970-920-5324	Confidential
Rider, Warren	Environmental Health & Natural Resources Dept. - Natural Resource Specialist	970-429 2033	Confidential	N/A	Confidential
Romero, Bruce	A/P Combined Communications Center - Assistant Communications Director	970-920 5328	Confidential	970-920-5324	Confidential
Ryan, Ron	Sheriff - Investigations - Director of Investigations	970 920-5300	Confidential	970-920-5324	Confidential
Schubert, Jan	A/P Combined Communications Center - Communications Supervisor - Operations	970 920-5322	Confidential	970-920-5324	Confidential
Seldin, Christopher	County Attorney - Assistant County Attorney	970 920-5192	Confidential	970-920-5324	Confidential
Sephenson, Kevin	District Attorney - Deputy Chief	Dispatch	Confidential	970 920-5324	Confidential
Smith, Jodi	Public Works - Facilities Manager	970 920-5396	Confidential	970 920-5324	Confidential

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Smith, Stephanie	Assessor - Title / Personal Property Administrator	970 920-5160	Confidential	970-920-5324	Confidential
Sobieralski, John	Internal Services - City/County Information Technology - Network Coordinator	970 429-1756	Confidential	970-920-5324	Confidential
Stark, Liz	Community Health - Director	970 920-5010	Confidential	970 920-5324	Confidential
Stroud, Kristen	Environmental Health & Natural Resources Dept. - Administrative Assistant	970 920-5070	Confidential	N/A	Confidential
Sullivan, Rose Ann	Environmental Health & Natural Resources Dept. - Environmental Resources Manager	970 920-5073	Confidential	N/A	Confidential
Sundeen, Nan	County Administration - Health & Human Services - Director	970 920-5209	Confidential	970-920-5324	Confidential
Sundeen, Nan	Health & Human Services	970 920-5209	Confidential	970 920-5324	Confidential
Sundeen, Nan	Leadership Team - Health & Human Services - Director	970 920-5209	Confidential	970 920-5324	Confidential
TBD	Public Works - Facilities Maintenance - Building Maintenance	970 920-5377	Confidential	970 920-5324	Confidential
TBD	Public Works - Debris Storage & Disposal - Office Manager	970-923 3487	Confidential	970-920-5324	Confidential
TBD	Public Works - Facilities Maintenance - Building Maintenance - Shift Lead	970 920-5377	Confidential	970 920-5324	Confidential
TBD	Asset Mgmt - Fleet - Vehicle Refueling & Maintenance	970 920-5393	Confidential	970 920-5324	Confidential
TBD	Environmental Health & Natural Resources Dept. - Environmental Health Specialist	970 920-5076	Confidential	N/A	Confidential
TBD	Health & Human Services - Senior Services - Project Coordinator	970-920-5432	Confidential	970-920-5324	Confidential
TBD	Public Works - TV&FM Broadcasting - Administrator	970-920 5395	Confidential	970-920-5324	Confidential
TBD	A/P Combined Communications Center - Technical Services - Supervisor	970 920-5323	Confidential	970-920-5324	Confidential

## Executive Summary

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
TBD	Internal Services - Assistant Finance Director	970-920 5225	Confidential	970-920-5324	Confidential
TBD	Facilities Maintenance - Building Maintenance - Custodial Working Supervisor	970 920-5377	Confidential	970 920-5324	Confidential
TBD	Health & Human Services - Social Services - Case Worker	970 429-2042	Confidential	970 920-5324	Confidential
Thompson, Scott	Coroner - Chief Deputy Coroner	970-920-5310	Confidential	970-920-5234	Confidential
Tomb, Billy	Sheriff - Jail/Detention - Operations officer	970-920 5331	Confidential	970-920-5324	Confidential
Twitchell, Carole	Clerk & Recorder - Elections Manager	970 429-2709	Confidential	970-920-5324	Confidential
Ulane, David	Airport - Assistant Aviation Director - Administration	970 429-2853	Confidential	N/A	Confidential
Vos Caudill, Janice K.	Clerk & Recorder (Elected Official)	970 429-2710	Confidential	970-920-5324	Confidential
Wancura, Tiffany	Internal Services - Treasurer - Chief Deputy	970-920 5170	Confidential	970-920-5324	Confidential
Wolff, Suzanne	Community Development - Planning - Senior Planner	970 920-5093	Confidential	970-920-5324	Confidential

**ORGANIZATION LEADERSHIP TEAM RESPONSE REMINDERS AND CHECKLISTS****CRITICAL FUNCTIONS**

The organization to which this plan applies has determined which functions are critical based on the following criteria.

**CRITICALITY FACTORS**

<b>Priority</b>	Functions that cannot be down under any circumstances or must be operational within 12 hours.
<b>Essential</b>	Functions that are not needed in the first 12 hours but do need to be operational and sustainable at some level within 30 days.
<b>Relocate as Needed</b>	Functions that can relocate and resume business as resources permit.

**ORGANIZATION LEADERS' STRATEGIC ROLE**

- Ensure that the organization's leadership team has a safe and secure location with appropriate communications infrastructure to work in.
- Guide and coordinate the overall organization's response based on information and evaluations received.
- Monitor safety and security of employees and citizens.
- Monitor status of Critical Functions through departmental owners and make decisions about allocation of resources and personnel based on criticality and established priority.
- Ensure that resumption of critical functions is coordinated with emergency and crisis management activities.
- Make decisions about where normal work can continue and where work must stop.
- Evaluate the need to communicate with organization personnel, the press, and other federal, state, or local government leadership.

**ORGANIZATION LEADERSHIP TEAM CHECK LIST****PHASE 1 - ACTIVATION (0-12 HOURS)**

- Determine if your primary work location(s) and/or associated staffs are at risk.
- If relocation is required, notify essential personnel and relocate the organization's leadership to secondary location with required documents and equipment.
- Communicate new location and contact information to department leaders.
- Determine the status of Critical Functions through departmental leaders and provide status reports at regular intervals (the Critical Functions are listed in the Executive Summary table *List of Critical Functions*). Status reports should include the following:
  - Determine operational status of Critical Functions (fully operational, partially operational, and not functioning).

- If not fully operational, identify issues, resource requirements, and projected down time.
- If Critical Function relocation is required, identify new location, projected move timeline, and contact information.
- Determine the staffing status and requirements for each Critical Function.
- Determine any additional information of importance.
- Determine if other regulatory agencies, partner agencies, etc., require notification.
- Determine where organization resources should be allocated based on "Incident Commander's" needs, emergency response requirements, critical function status, and priority.
- Coordinate with other departments, local, state and federal leadership if additional government resources are required.

**PHASE 2 - MONITOR CRITICAL FUNCTION STATUS (12 HOURS - TERMINATION)**

- Continue to monitor status of Critical Functions.
- Determine and plan for on-going staffing and communications requirements.
- Ensure COOP is integrated with emergency and crisis management operations.
- If the organization's leadership team has been relocated, develop plans to phase down alternate facilities and return activities, personnel, records, and equipment to the primary operating facility when appropriate.

**PHASE 3 - RECONSTITUTION (RETURN TO NORMAL OPERATIONS)**

- Communicate plans for return to normal operations to all departmental leaders, their employees and the public.
- If the organization's leadership was relocated to alternate facilities, execute plans to return to normal operations.
- Monitor status of Critical Functions as they return to normal operations
- Conduct debrief for the organization's COOP operations evaluating the effectiveness of plans and procedures as soon as possible. Identify areas for improvements, and develop remedial action plans, ownership, and timelines.
- Assign top-level ownership to review and monitor status of the departments' COOP debriefs and insure improvement plans include: action items, ownership, time lines, and COOP plan updates.
- Assign top-level ownership for redistribution of updated COOP plans.

**DEPARTMENT RESPONSE REMINDERS AND CHECKLISTS****CRITICAL FUNCTIONS**

The organization to which this plan applies has determined which functions are critical based on the following criteria.

**CRITICALITY FACTORS**

Critical	Functions that cannot be down under any circumstances or must be operational within 12 hours.
Essential	Functions that are not needed in the first 12 hours but do need to be operational and sustainable at some level within 30 days.
Relocatable/Modular	Functions that can relocate and resume business as resources permit.

**DEPARTMENT LEADERS' STRATEGIC ROLE**

- Guide the response based on information and evaluations received.
- Monitor safety and security of employees.
- Monitor status of Critical Functions, communicate to organization and department leadership teams and make decisions about allocation of department resources.
- Make decisions about where normal work can continue and where work must stop.
- Evaluate the need to communicate with off-work personnel.

**DEPARTMENT LEADERSHIP TEAM RESPONSE CHECKLIST****PHASE 1 - ACTIVATION (0-12 HOURS)**

- Determine if your primary work location(s) and/or associated staffs are at risk.
- Determine the status of critical functions and report to the overall organization's leadership team, as well as the departmental leadership team. Status reports should include:
  - Operational status of Critical Functions - (fully operational, partially operational, not functioning).
  - If not fully operational, identify the issues and projected down time.
  - Is relocation required? If yes, identify new location and projected move timeline.
  - Identify and support staffing status and requirements.
  - Resource requirements.
  - Any additional information of importance.

- Determine whether other regulatory agencies, partner agencies, etc., require notifications.
- Determine where resources should be allocated based on emergency response requirements, Critical Functions' status, and priority.
- Coordinate with other departments, local, state and federal leadership if additional government resources are required and report to organization and department leadership teams.

**PHASE 2 - MONITOR CRITICAL FUNCTION STATUS (12 HOURS - TERMINATION)**

- Continue to monitor status of Critical Functions.
- Determine and plan for on-going staffing and communications requirements.
- Ensure COOP is integrated with emergency and crisis management operations.
- If the department's leadership team has been relocated, develop plans to phase down alternate facilities and return activities, personnel, records, and equipment to the primary operating facility when appropriate.

**PHASE 3 - RECONSTITUTION (RETURN TO NORMAL OPERATIONS)**

- Communicate plans for return to normal operations to all impacted employees and the overall organization's leadership.
- If the department's leadership was relocated to alternate facilities, execute plans to return to normal operations.
- Monitor status of Critical Functions as they return to normal operations.
- Conduct debrief for the organization's COOP operations evaluating the effectiveness of plans and procedures as soon as possible. Identify areas for improvement and develop remedial action plans, ownership, and timelines.
- Assign top-level ownership to review and monitor status of department COOP debriefs, action items, ownership, timelines, and COOP plan updates (Improvement Plan).

## BOCC AND LEADERSHIP TEAM COOP

### LEADERSHIP SUCCESSION

If the organization's leader is not available leadership will pass to the following named individuals with the authority to make "policy" decisions and authorize expenditures:

#### LEADERSHIP / SUCCESSION ORDER

Position	Name	Contact Information
BOCC - Commissioner, Chair (Elected Official)	Hatfield, Jack	970 923-4680
BOCC - Commissioner, Vice Chair (Elected Official)	Farris, Dorothea	970 963-9509
BOCC - Commissioner (Elected Official)	Kay-Clapper, Patti	970 920-5154
BOCC - Commissioner (Elected Official)	Owsley, Michael	970 920-5153
BOCC - Commissioner (Elected Official)	Richards, Rachel	970-920 5155
Leadership Team - County Administration - County Manager	Fletcher, Hilary	970 920-5067

#### CRITICAL FUNCTIONS

Critical Function	Function Leadership	Primary Location(s)
Crisis Leadership (External & Internal Communications)	Hatfield, Jack	Courthouse Plaza

#### ESSENTIAL FUNCTIONS

Essential Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

#### RECOVER AS NEEDED FUNCTIONS

Recover as Needed Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

#### CONTACT LOG

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Elwood, James	Leadership Team - Airport - Aviation Director	970 429-2851	Confidential	970 920-5324	Confidential
Ely, John	BOCC - Legal Advisor	970 920-5190	Confidential	970 920-5324	Confidential
Farris, Dorothea	BOCC - Commissioner, Vice Chair (Elected Official)	970 963-9509	Confidential	970-920-5324	Confidential
Fletcher, Hilary	Leadership Team - County Administration - County Manager	970 920-5067	Confidential	970 920-5324	Confidential
Hatfield, Jack	BOCC - Commissioner,	970 923-4680	Confidential	970-920-5324	Confidential

Organization: BOCC and Leadership Team COOP

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
	Chair (Elected Official)				
Kay-Clapper, Patti	BOCC - Commissioner (Elected Official)	970 920-5154	Confidential	970 920-5324	Confidential
Mattice, Phylis	Leadership Team - Internal Services - Director	970 920-5208	Confidential	970 920-5324	Confidential
Oken, Tom	BOCC and Leadership Team - Internal Services - Treasurer	970 920-5202	Confidential	970 920-5324	Confidential
Owsley, Michael	BOCC - Commissioner (Elected Official)	970 920-5153	Confidential	970-920-5324	Confidential
Pettet, Brian	Leadership Team - Public Works - Director	970 920-5392	Confidential	970 920-5324	Confidential
Richards, Rachel	BOCC - Commissioner (Elected Official)	970-920 5155	Confidential	970-920-5324	Confidential
Sundeen, Nan	Leadership Team - Health & Human Services - Director	970 920-5209	Confidential	970 920-5324	Confidential

**BOCC and Leadership Team COOPs**

Organization: BOCC and Leadership Team COOP

**FUNCTION: CRISIS LEADERSHIP (EXTERNAL & INTERNAL COMMUNICATIONS),  
CRITICAL**

<b>Primary Location: (Address)</b>	<b>Courthouse Plaza 530 E. Main Street Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Airport Terminal Building &amp; Administration Offices 0233 E. Airport Road Aspen,</b>
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**DESCRIPTION OF SERVICES**

Commissioners and Managers provide oversight and coordination with other state, county and federal agencies during emergencies as well as strategic management of COOP recovery efforts and keeping staff informed.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory     Public / Employee Safety     Public Relations     Critical Infrastructure     Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Hatfield, Jack	BOCC - Commissioner, Chair (Elected Official)	BOCC and Leadership Team	970 923-4680
2	Fletcher, Hilary	Leadership Team - County Administration - County Manager	BOCC and Leadership Team	970 920-5067
3	Mattice, Phylis	Leadership Team - Internal Services - Director	BOCC and Leadership Team	970 920-5208
4	Oken, Tom	Internal Services - Treasurer	Internal Services Section	970-920 5202
5	Elwood, James	Leadership Team - Airport - Aviation Director	BOCC and Leadership Team	970 429-2851
6	Pettet, Brian	Leadership Team - Public Works - Director	BOCC and Leadership Team	970 920-5392
7	Sundeen, Nan	Leadership Team - Health & Human Services - Director	BOCC and Leadership Team	970 920-5209

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Utilities (Electrical)	Facilities		Portable Generator
Building controls	Facilities		Local contractors
Telecommunications (Phones/Cell Phones)	Qwest / Information Systems		Use personal cell phones or radios
Telecommunications (Radio)	Aspen/Pitkin Combine Communications Center		Local vendors and/or contractors
Information about the Crisis	Leadership Team		Follow the delegation of authority list for each critical function
Communications expertise	Community Relations	Y	

**BOCC and Leadership Team Functions**

Organization: BOCC and Leadership Team COOP

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Public Information	Community Relations Coordinator	Y	Health & Human Services Director
Administrative support	County Manager	Y	Leadership team lead by internal services director
Legal advice	County Attorney	Y	Assistant County Attorney
Finance support and advice	Finance Director	Y	Treasurer
Liaison with; state, federal and other response agencies	Emergency Management Coordinator	Y	Emergency Operations Center organization and functional groups (SFs)

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Regional contact information	Paper	Phone directories from other offices	Aspen - Courthouse Plaza - 530 E. Main Street - CO	County Administrators' PDAs
Plans	Electronic / Paper	Use alternate copies stored at remote locations	Aspen - Courthouse Plaza - 530 E. Main Street - CO	Emergency Management Coordinator

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Crisis Leadership (External & Internal Communications)	All departments, agencies, responders and occupants of the county as well as those outside the county trying to get updated information on friends and family	Incident dependent	TBD

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Leadership team and staff	Aspen - Courthouse Plaza - 530 E. Main Street - CO	Aspen - Airport Administration Offices - 0233 E. Airport Road - CO	6-8	Need to be specified (none identified)

**BOCC and Leadership Team Functions**

**COUNTY ADMINISTRATION COOP****LEADERSHIP SUCCESSION**

If the organization's leader is not available leadership will pass to the following named individuals with the authority to make "policy" decisions and authorize expenditures:

**LEADERSHIP / SUCCESSION ORDER**

Position	Name	Contact Information
BOCC and Leadership Team - BOCC - Commissioner, Chair (Elected official)	Hatfield, Jack	970 920-4680
County Administration - County Manager	Fletcher, Hilary	970 920-5067
County Administration - Internal Services - Director	Mattice, Phylis	970 920-5208
County Administration - Internal Services - Treasurer	Oken, Tom	970 920-5202
County Administration - Airport - Director	Elwood, James	970 429-2851
County Administration - Public Works - Director	Pettet, Brian	970 920-5392
County Administration - Health & Human Services - Director	Sundeen, Nan	970 920-5209

**CRITICAL FUNCTIONS**

Critical Function	Function Leadership	Primary Location(s)
Community Relations Public Information	Fletcher, Hilary	Courthouse Plaza

**ESSENTIAL FUNCTIONS**

Essential Function	Function Leadership	Primary Location(s)
Management & Communication of Response Strategies	Hatfield, Jack	Courthouse Plaza

**RECOVER AS NEEDED FUNCTIONS**

Recover as Needed Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**CONTACT LOG**

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Bingham, Pat	County Administration - Community Relations Coordinator	970 920-5204	Confidential	970-920-5324	Confidential
Elwood, James	County Administration - Airport - Director	970 429-2851	Confidential	970 920-5324	Confidential
Fletcher, Hilary	County Administration - County Manager	970 920-5067	Confidential	970-920-5324	Confidential

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Hatfield, Jack	BOCC and Leadership Team - BOCC - Commissioner, Chair (Elected official)	970 920-4680	Confidential	970 920-5324	Confidential
Houben, Cindy	County Administration - Community Development - Director	970 920-5097	Confidential	970 920-5324	Confidential
Mattice, Phylis	County Administration - Internal Services - Director	970 920-5208	Confidential	970 920-5324	Confidential
Oken, Tom	County Administration - Internal Services - Treasurer	970 920-5202	Confidential	970 920-5324	Confidential
Pettet, Brian	County Administration - Public Works - Director	970 920-5392	Confidential	970 920-5324	Confidential
Sundeen, Nan	County Administration - Health & Human Services - Director	970 920-5209	Confidential	970-920-5324	Confidential

**FUNCTION: COMMUNITY RELATIONS PUBLIC INFORMATION, CRITICAL**

<b>Primary Location: (Address)</b>	<b>Courthouse Plaza 530 E. Main Street Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Home or Appropriately equipped building</b>
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**DESCRIPTION OF SERVICES**

Keep the public informed about status of the emergency/disaster and appropriate actions to take for survival and safety.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Fletcher, Hilary	County Administration - County Manager	County Administration	970 920-5067

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Communication (Phone)	Qwest	Y	Cell phones
Situation Status and Intelligence	Incident Commander	Y	Emergency Operations Center or JIC
Network Access	Information Technology	N	Public Internet access (verify with John S. and consider flash drive)
Utilities	Facilities Management	N	NA
Building Controls & Security	Facilities Management	TBD	TBD Call Jodi Smith for clarification
Conference calling	Communications Department	N	TBD with Mark Gamrat
Live Television Emergency Broadcasts	Communications Department	N	TBD
Media/Press conference capability	Community Relations, Sheriff's Department or JIC	Y	Joint Information Center
Reverse 911	Communications Department/Sheriff's Office	Y	NA

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Media Contact Listing (Outlook)	Electronic and paper	Phone directory	Communications	Aspen - City Hall - 130 S. Galena Street - CO Information Technology (develops and provide a go kit)

**County Administration Functions**

Organization: County Administration COOP

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
County staff contact cards	Paper	None	Communications	TBD (consider flash drive)

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Keep the public informed about status of the emergency/disaster and appropriate actions to take for survival and safety.	Wide public distribution	Pat Bingham	W 970 920-5204 C 970 379-1535 H 970 963-9524

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Community Relations	530 E. Main, Aspen	Work from home or any appropriate county facility	1	Office supplies, FAX capability, Public radio and/or TV for monitoring events and reports, PPE as required (i.e. flu), cell phone and high speed printer.

**County Administration Functions**

**FUNCTION: MANAGEMENT & COMMUNICATION OF RESPONSE STRATEGIES, ESSENTIAL**

<b>Primary Location: (Address)</b>	<b>Courthouse Plaza 530 E. Main Street Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>(EOC) Emergency Operations Center</b>
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**DESCRIPTION OF SERVICES**

Support and review communications developed for delivery to the public. Also, facilitate internal communications by what ever mean practical.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Hatfield, Jack	BOCC and Leadership Team - BOCC - Commissioner, Chair (Elected official)	County Administration	970 920-4680
2	Fletcher, Hilary	County Administration - County Manager	County Administration	970 920-5067
3	Mattice, Phyllis	County Administration - Internal Services - Director	County Administration	970 920-5208
4	Oken, Tom	County Administration - Internal Services - Treasurer	County Administration	970 920-5202
5	Elwood, James	County Administration - Airport - Director	County Administration	970 429-2851
6	Pettet, Brian	County Administration - Public Works - Director	County Administration	970 920-5392
7	Sundeen, Nan	County Administration - Health & Human Services - Director	County Administration	970 920-5209

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Communications (Phone)	Qwest / Information Technology		County and personal cell phones
Communications (Cell)	Cellular providers		Radios from Emergency Management Coordinator
Contact with "Departments Leadership"	Department Leaders		Dispatch or meet at physical location
Vehicles	Personal		Sheriff, Fleet and/or Road & Bridge as last alternative
PIO	Community Relations / Sheriff's Office		Joint Information System
Public Safety Council members and	Variety of agencies		NA

**County Administration Functions**

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
supporting agencies			

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
None required				

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Management & Communication of response strategies	BOCC, Section Leaders, Department Heads, Contract Agencies, and Public Safety organizations	Will depend on who is involved	Dispatch contact list

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
PIO and public affairs and appropriate department spoke persons	Aspen - Pitkin County Courthouse - 506 E. Main Street - CO	Determined by Incident - (EOC) Emergency Operations Center - Any location with equipment and room - CO	3	Access to public communications systems

**County Administration Functions**

**SHERIFF COOP**

**LEADERSHIP SUCCESSION**

If the organization's leader is not available leadership will pass to the following named individuals with the authority to make "policy" decisions and authorize expenditures:

**LEADERSHIP / SUCCESSION ORDER**

Position	Name	Contact Information
Sheriff - Sheriff (Elected Official)	Braudis, Robert	970 920-5300
Sheriff - Under Sheriff	DiSalvo, Joe	970-920 5300
Sheriff - Director of Operations	Grady, Tom	970-920 5300
Sheriff - Investigations - Director of Investigations	Ryan, Ron	970 920-5300

**CRITICAL FUNCTIONS**

Critical Function	Function Leadership	Primary Location(s)
Emergency Management	Anderson, Ellen	Pitkin County Courthouse
Jail / Detention Operations	Bird, Don	Jail and Aspen/Pitkin Combined Communication Center
Patrol	Braudis, Robert	Pitkin County Courthouse
Rescue	Braudis, Robert	Pitkin County Courthouse

**ESSENTIAL FUNCTIONS**

Essential Function	Function Leadership	Primary Location(s)
Animal Safety Control & Sheltering	Baker, ReRe	Pitkin County Courthouse
Investigations	Ryan, Ron	Jail and Aspen/Pitkin Combined Communication Center

**RECOVER AS NEEDED FUNCTIONS**

Recover as Needed Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**CONTACT LOG**

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Anderson, Ellen	Sheriff - Emergency Management - Emergency Management Coordinator	970 920 5234	970 618 1515	970-920-5324	Confidential
Baker, ReRe	Sheriff - Animal Safety	970 920-5361	Confidential	970-920-5324	Confidential

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
	Officer				
Benjamin, Bruce	Sheriff - Investigations - Juvenile Investigator	970 920-5300	Confidential	970-920-5324	Confidential
Bird, Don	Sheriff - Jail/Detention Operations - Jail Administrator	970 920-5331	Confidential	970-920-5324	Confidential
Braudis, Robert	Sheriff - Sheriff (Elected Official)	970 920-5300	Confidential	970-920-5324	Confidential
DiSalvo, Joe	Sheriff - Under Sheriff	970-920 5300	Confidential	970-920-5324	Confidential
Gibson, Brad	Sheriff - Investigations - Investigative Coordination	970 920-5300	Confidential	970-920-5324	Confidential
Grady, Tom	Sheriff - Director of Operations	970-920 5300	Confidential	970-920-5324	Confidential
Jail - On duty Jail Supervisor	Sheriff - Jail - On Duty Supervisor	970-920 5300	Confidential	970-920-5324	Confidential
Munday, Marie	Sheriff - Latino-Anglo Liaison/Public Information Officer/Victim Services - Director	970-920 5299	Confidential	970-920-5324	Confidential
Patrol - On Duty patrol Director	Sheriff - Patrol - On Duty patrol Director	970-920 5300	Confidential	970-920-5324	Confidential
Ryan, Ron	Sheriff - Investigations - Director of Investigations	970 920-5300	Confidential	970-920-5324	Confidential
Tomb, Billy	Sheriff - Jail/Detention - Operations officer	970-920 5331	Confidential	970-920-5324	Confidential

**Sheriff COOPS**

**FUNCTION: JAIL / DETENTION OPERATIONS, CRITICAL**

<b>Primary Location: (Address)</b>	<b>Jail and Aspen/Pitkin Combined Communication Center 485 Rio Grande Place Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Garfield Jail / Detention Center</b>
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**DESCRIPTION OF SERVICES**

The jail is focused providing the safe and secure detention of lawfully detained persons including convicts and temporary detention for mental or drug/alcohol detox emergencies.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

- Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Bird, Don	Sheriff - Jail/Detention Operations - Jail Administrator	Sheriff	970 920-5331
2	Tomb, Billy	Sheriff - Jail/Detention - Operations officer	Sheriff	970-920 5331
3	DiSalvo, Joe	Sheriff - Under Sheriff	Sheriff	970-920 5300
4	Braudis, Robert	Sheriff - Sheriff (Elected Official)	Sheriff	970 920-5300
5	Grady, Tom	Sheriff - Director of Operations	Sheriff	970-920 5300

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Staffing Support	Detention	N	Sheriff's Office Patrol
Vehicles, Fuel, Maintenance	Fleet Management	N	RFTA vehicles, then school district buses
Radio Communication	Aspen/Pitkin County Combined Communications Center	N	Cell phones
Network Access	Information Technology	N	Telephone for communication, and hand written forms for documentation
Supplies (uniforms, bedding, etc.)	Cache at Jail	N	At other county facility and AVH (Aspen Valley Hospital re laundry)
Medical Services	Jail Nurses, Physician, and AVH ER	N	Other detention centers
Telephone Communication	Qwest / Century Tel	N	Cell phone and radio
Food Service	Aspen Valley Hospital (AVH)	N	Other sheriff's office as needed or local vendors
Utilities and HVAC	Facilities Management (generator backup)	N	Other sheriff's office as needed

**Sheriff Functions**

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Security and Safety Systems	Jail Control Panel in Booking, Aspen/Pitkin County Combined Communications Center has exterior perimeter door control. Interior doors are 'fail safe'.	N	Other sheriff's office as needed
Video Monitoring	Jail Control Panel with cameras in booking and communications	N	Other county jail can provide as available
Key Inventory	Hard keys - Jail Booking Room	N	Master keys in administrator's office and patrol director's office

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
NCIC and CCIC	Electronic	Telephone	Colorado Bureau of Investigation	Other law enforcement agencies
Inmate Booking Files	Electronic	Paper	Aspen - Jail, Aspen/Pitkin Combine Communication Center - 485 Rio Grande Place - CO	None
Prisoner Medical Files	Electronic	Paper	Aspen - Jail, Aspen/Pitkin Combine Communication Center - 485 Rio Grande Place - CO	None
"Special Needs" Files (suicidal, violent, etc.)	Electronic	Paper	Jail Booking room	None
Key Inventory	Hard keys	Jail Booking room	Master Keys in Administrator's Office and Patrol Director's Office	None
ICE hold files	Electronic	Paper	Sheriff's Control room at Aspen - Jail and Aspen/Pitkin Combined Communication Center - 485 Rio Grande Place - CO	Garfield Jail / Detention Center
VINE data base	Electronic	Paper	Sheriff's Control room at Aspen - Jail and Aspen/Pitkin Combined Communication Center - 485 Rio Grande Place - CO	Garfield Jail / Detention Center

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Safe and secure detention of lawfully detained persons during disasters or emergencies.	Jail detainees and inmates. Contributes to safety of county residents depends on secure facilities.	Don Bird	W 970 920-5331 C 970 379-3530 H 970 920-1570

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Transport Teams as	Aspen - Jail and	Garfield county jail	0	TBD

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
required	Aspen/Pitkin Combined Communication Center - 485 Rio Grande Place - CO			
Detention Staff as required	Aspen - Jail and Aspen/Pitkin Combined Communication Center - 485 Rio Grande Place - CO	Garfield county jail	0	TBD

**FUNCTION: PATROL, CRITICAL**

<b>Primary Location: (Address)</b>	<b>Pitkin County Courthouse 506 E. Main Street Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Sheriff's Substation 31350 HYW 82 Basalt, CO</b>
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**DESCRIPTION OF SERVICES**

Patrol's goal is to keep the peace, maintain law enforcement service levels, support jail operations, provide search and rescue and wildfire response as they arise during emergencies or disasters and serve civil process as possible.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Braudis, Robert	Sheriff - Sheriff (Elected Official)	Sheriff	970 920-5300
2	DiSalvo, Joe	Sheriff - Under Sheriff	Sheriff	970-920 5300
3	Grady, Tom	Sheriff - Director of Operations	Sheriff	970-920 5300
4	Ryan, Ron	Sheriff - Investigations - Director of Investigations	Sheriff	970 920-5300
5	Patrol - On Duty patrol Director	Sheriff - Patrol - On Duty patrol Director	Sheriff	970-920 5300

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Vehicles, Fuel, Maintenance	Fleet Management	N	Local suppliers
Radio Communication	Aspen/Pitkin County Combined Communications Center	Y	Direct radio to radio, portable repeaters, cell phones, Communications (181 truck), then Command bus for NW Region
Network Access	Information Technology	N	Use IR2 forms as backup in emergency until electronic entry is possible
Supplies	Each vehicle fully supplied	Y	Quartermaster
Food and Water	Each vehicle fully supplied	Y	Quartermaster
Telecommunications (Cell phone)	Sheriff's Office Issues	N	Radios or face to face

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
NCIC and CCIC	Electronic	Telephone	Colorado Bureau of Investigation	Colorado Bureau of Investigation Basalt Substation or other law enforcement agencies
GPS	Electronic	Maps	Patrol cars	Maps in cars and Sheriff's Office
CRS	Electronic	Paper	In Car	Sheriff's Office
ICS forms (all hazard)	Electronic	Paper	In Car	Sheriff's Office
MRA Packets - managing rescue and search	Paper	Forms in Search Cabin	In Car	Forms in Search Cabin
Spillman and New World Records Systems	Electronic	None	Sheriff's Office	Basalt Substation

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Patrol to prevent crime, respond to emergencies and calls for service, and investigate crime and suspicious activity as they arise.	All county residents and visitors	Aspen/Pitkin County Combined Communications Center	970 920-5310

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
All Patrol	Aspen - Pitkin County Courthouse - 506 E. Main Street - CO	Basalt - Sheriff's Substation - 31350 HYW 82 - CO	1	Office supplies, restrooms facility, phone, network access, FAX, fuel for vehicles, PPE at fire department, Radio,

**Sheriff Functions**

**FUNCTION: RESCUE, CRITICAL**

<b>Primary Location: (Address)</b>	<b>Pitkin County Courthouse 506 E. Main Street Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Fire Station - North Forty (Non-County)</b>
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**DESCRIPTION OF SERVICES**

Rescue activities include; Trench, Swift water , Ice, Low and High angle Lifts, Structural Collapse (limited) rescues and Air Craft/Vehicle extractions.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Braudis, Robert	Sheriff - Sheriff (Elected Official)	Sheriff	970 920-5300
2	DiSalvo, Joe	Sheriff - Under Sheriff	Sheriff	970-920 5300
3	Grady, Tom	Sheriff - Director of Operations	Sheriff	970-920 5300
4	Ryan, Ron	Sheriff - Investigations - Director of Investigations	Sheriff	970 920-5300
5	Patrol - On Duty patrol Director	Sheriff - Patrol - On Duty patrol Director	Sheriff	970-920 5300

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Communications	Communications Center	Y	Hand held radios and pack-sets
Vehicles and Equipment	Fire Department and Fleet Management	Y	Local service providers
Vehicles Fuel	City and County fuel sources	Y	Road and Bridge fuel storage
Rescue Staff and Specialties (dogs)	Fire Department and Other Providers	Y	Local volunteers and K9 units
Safety and Medical Support for Staff	Fire Department and EMS	Y	Local Medical staff (Hospitals and Doctors)
Structural and Civil Engineering consulting/evaluations	Local Contractor	Y	City and County Engineer
GIS Support	Information Services	Y	County and State Agencies and Other Providers
Meals and Refreshments (victims and responders)	Red Cross and Other Providers	Y	Local Contractors

**Sheriff Functions**

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
GIS	Electronic / Paper	Use paper maps	Aspen - Fire Station (Headquarters) - 420 E Hopkins Ave - CO	Aspen - Courthouse Plaza - 530 E. Main Street - CO Information Services servers

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Rescue	Sheriff, EMS and all occupants of the county	NA	NA

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
NONE	NA	NA	NA	NA

**FUNCTION: EMERGENCY MANAGEMENT, CRITICAL**

<b>Primary Location: (Address)</b>	<b>Pitkin County Courthouse 506 E. Main Street Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>(EOC) Emergency Operations Center</b>
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**DESCRIPTION OF SERVICES**

Pitkin County has an emergency management system and coordinator in place to help plan, prepare, mitigate, and recover from natural and human-caused emergencies and disasters. The communities and individuals within the county must also take a proactive approach and prepare their residents, employees, households and families for emergencies. This web page provides information and links that will help you protect yourself, your family, property, and animals.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

- Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Anderson, Ellen	Sheriff - Emergency Management - Emergency Management Coordinator	Sheriff	970 920 5234

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Radio	Emergency Management	Y	Communications Center or other counties
Telephone	Information Technology and Qwest	Y	Verizon cell phones
Network and Wireless Access	Information Technology	Y	TBD
Food and Supplies	Local Vendors	Y	local vendors, suppliers and/or Hospital
Emergency Operations Center Preparedness and Staff	Emergency Management Coordinator	Y	Other county departments and mutual aid from other counties as needed
Situation Status and Intelligence	Emergency manager and state agencies and emergency responders	Y	Face to face briefings
Logistics Support and Supplies	Businesses and outside providers along with county	Y	Mutual aid
Secure EOC Site	Sheriff's Office, Aspen Fire, Carbondale Fire, and/or Basalt Fire	Y	Any suitable county building with Sheriff's staff or mutual aid as needed
Utilities	Facilities	TBD	At new site or TBD
Housing and Shelter	County government and leadership and/or Red Cross	TBD	State of Colorado Office of Emergency Management
Food and Supplies	Local vendors	TBD	Local vendors, suppliers and/or Hospital

**Sheriff Functions**

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work-around	Primary Location	Location of Backup
'All Page' System	Electronic	Printed contact list	Aspen - City Hall - 130 S. Galena Street - CO	Aspen - Jail and Aspen/Pitkin Combined Communication Center - 485 Rio Grande Place - CO
Web EOC	Electronic	Printed information	Network application	Air Card
R.O.S.S.	Electronic	Printed list	Network application	Air Card
Emergency Plan and Documents	Electronic / Paper	With each department	Aspen - Pitkin County Courthouse - 506 E. Main Street - CO	Aspen - City Hall - 130 S. Galena Street - CO
GIS	Electronic	Paper, maps	Aspen - Aspen/Pitkin (Joint) GIS/Mapping - 455 Rio Grande Place - CO	EOC

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Provide direction and support to County Leadership for emergency management disaster assessment, response, and recovery and ongoing COOP efforts as required.	County Leadership, the public, and local and state governments as indicated by situation	Emergency Manager	970 920-5234

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
EOC Operational Capability Aspen	Aspen - Pitkin County Courthouse - 506 E. Main Street - CO	Aspen Fire, Basalt Fire and Carbondale Fire	5	Computer Network access, TV & radio, office supplies and equipment, FAX capability, security and support staffing

**FUNCTION: INVESTIGATIONS, ESSENTIAL**

<b>Primary Location: (Address)</b>	<b>Jail and Aspen/Pitkin Combined Communication Center 485 Rio Grande Place Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Sheriff's Substation 31350 HYW 82 Basalt, CO</b>
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**DESCRIPTION OF SERVICES**

Provides the equipment and trained personnel to conduct investigation of major crimes in Pitkin County during and after disaster or emergency.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Ryan, Ron	Sheriff - Investigations - Director of Investigations	Sheriff	970 920-5300
2	Gibson, Brad	Sheriff - Investigations - Investigative Coordination	Sheriff	970 920-5300
3	Benjamin, Bruce	Sheriff - Investigations - Juvenile Investigator	Sheriff	970 920-5300

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Staffing support	Detention	N	Sheriff's office patrol
Vehicles, Fuel and Maintenance	Fleet Management	Y	RAFT Vehicles, then school district buses
Radio Communication	Aspen/Pitkin County Combined Communications Center.	Y	Direct radio to radio, portable repeaters, cell phones, Communications (181 truck), then Command bus for NW Region.
Network Access	Information Technology	N	Use IR2 forms as backup in emergency until electronic entry is possible
Evidence and Crime Scene Supplies	Each vehicle fully supplied	Y	Director of Investigations
Food and Water	Each vehicle fully supplied	Y	Quartermaster
Cell phone capability	Sheriff's office issues	N	Radios or face to face
Colorado Bureau of Investigations Support	Colorado Bureau of Investigations	Y	None
District Attorney and Victim Support Services	9th Judicial District Attorney	N	Other District Attorney's offices in 9th Judicial District
Evidence Vault Security and Management	Director of Investigations	N	None

**Sheriff Functions**

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
NCIC and CCIC	Electronic	Telephone	Colorado Bureau of Investigation	Other law enforcement agencies
New World, Spillman Databases	Electronic	Electronic	Aspen - Pitkin County Courthouse - 506 E. Main Street - CO	Basalt - Sheriff's Substation - Address to be determined - CO
CRS	Electronic	Paper	In Car	Aspen - Pitkin County Courthouse - 506 E. Main Street - CO
Sex Offender Registry	Paper	Electronic	Investigations	Records Department
Intelligence Files	Paper	TBD	Investigations	TBD
Concealed Weapons and Explosives Registries	Paper	TBD	Investigations	TBD, Colorado Bureau of Investigations has some of the information

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Investigation and of major crimes in Pitkin County during and after disaster or emergency.	All county residents, visitors, and agencies	Ron Ryan	970 920-5300

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Investigators (5)	Aspen - Pitkin County Courthouse - 506 E. Main Street - CO	Basalt - Sheriff's Substation - Address to be determined - CO	1	FAX, high speed printer, radio, phone, restroom facility, network access, public TV or radio and office supplies

**Sheriff Functions**

**FUNCTION: ANIMAL SAFETY CONTROL & SHELTERING, ESSENTIAL**

<b>Primary Location: (Address)</b>	<b>Pitkin County Courthouse 506 E. Main Street Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Animal security and co-owner housing</b>
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**DESCRIPTION OF SERVICES**

The Animal Safety Department provides service and protection to all persons within unincorporated Pitkin County with regards to animal issues. Duties include the enforcement of animal safety laws, conducting animal safety investigations, and providing conflict intervention within the community concerning animal safety issues. The Animal Safety Officer serve summonses, handles the detention of animals, and testifies in court regarding animal safety issues.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Baker, ReRe	Sheriff - Animal Safety Officer	Sheriff	970 920-5361

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Telephone	Qwest	Y	Verizon or Nextel Cell Phones
Radio and Dispatch Service	A/P Combined Communications Center	Y	Telephone or cell phones
Transportation, fuel, maintenance	Road and Bridge Fleet	Y	Outside suppliers or vendors
Personal Protective Equipment (PPE)	Animal Control	N	Emergency Manager
Tents, fencing, temporary corrals	Contracted through Emergency Manager	Y	Multiple Vendors
Heaters for shelters	Emergency Manager	Y	Multiple Vendors
Animal Food	Animal Control (trailers)	Y	Outside vendors and veterinarians

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Chamellion	Electronic	TBD	Animal Control	TBD
Reports and Documentation	Paper	Animal Control Trailer	Animal Control	Animal Control Trailer

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Response to requests from the public and service agencies for rescue, recovery, and pickup of loose or abandoned animals and zoonotic response.	Law enforcement, Health Department, animal owners and concerned public.	Dispatch	970 920-5300
Creating safe facility for evacuated/abandoned pets and animals where owners can assist in animal care	Animals and their owners, veterinarians, law enforcement and Community Health Department	Dispatch	970 920-5300

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Animal Control staff of two	TBD	TBD	2	Tents, corrals and fencing, ID tags, paper supplies, safety equipment.

**FUNCTION: CIVIL PROCESS, RECOVER AS NEEDED**

<b>Primary Location: (Address)</b>	<b>Jail and Aspen/Pitkin Combined Communication Center 485 Rio Grande Place Aspen, CO</b>	<b>Alternate Location: (Address)</b>	
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**DESCRIPTION OF SERVICES**

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements

**Sheriff Functions**

## ASPEN/PITKIN COMBINED COMMUNICATIONS CENTER COOP

### LEADERSHIP SUCCESSION

If the organization's leader is not available leadership will pass to the following named individuals with the authority to make "policy" decisions and authorize expenditures:

#### LEADERSHIP / SUCCESSION ORDER

Position	Name	Contact Information
A/P Combined Communications Center - Communications Director	Gamrat, Mark	970-920 5317
A/P Combined Communications Center - Assistant Communications Director	Romero, Bruce	970-920 5328
A/P Combined Communications Center - Communications Supervisor - Operations	Schubert, Jan	970 920-5322

### CRITICAL FUNCTIONS

Critical Function	Function Leadership	Primary Location(s)
911 Infrastructures	Gamrat, Mark	Jail and Aspen/Pitkin Combined Communication Center
Radio Communications	Schubert, Jan	Jail and Aspen/Pitkin Combined Communication Center
Repeater System	Gamrat, Mark	Jail and Aspen/Pitkin Combined Communication Center

### ESSENTIAL FUNCTIONS

Essential Function	Function Leadership	Primary Location(s)
CAD (Computer Aided Dispatch)	Schubert, Jan	Jail and Aspen/Pitkin Combined Communication Center

### RECOVER AS NEEDED FUNCTIONS

Recover as Needed Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

### CONTACT LOG

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Bultman, Ginny	A/P Combined Communications Center - Communications Supervisor - Training	970 920-5329	Confidential	970-920-5324	Confidential

**Aspen/Pitkin Combined Communications Center**

## Organization: Aspen/Pitkin Combined Communications Center COOP

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Gamrat, Mark	A/P Combined Communications Center - Communications Director	970-920 5317	Confidential	970-920-5324	Confidential
McQuilton, Mick	A/P Combined Communications Center - Technical Services Technician	970 920-5414	Confidential	970-920-5324	Confidential
Romero, Bruce	A/P Combined Communications Center - Assistant Communications Director	970-920 5328	Confidential	970-920-5324	Confidential
Schubert, Jan	A/P Combined Communications Center - Communications Supervisor - Operations	970 920-5322	Confidential	970-920-5324	Confidential
TBD	A/P Combined Communications Center - Technical Services - Supervisor	970 920-5323	Confidential	970-920-5324	Confidential

**Organization: Aspen/Pitkin Combined Communications Center COOP**

**FUNCTION: 911 INFRASTRUCTURES, CRITICAL**

<b>Primary Location: (Address)</b>	<b>Jail and Aspen/Pitkin Combined Communication Center 485 Rio Grande Place Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Reroute to Vail Communications Center</b>
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**DESCRIPTION OF SERVICES**

Reception, re-routing and handling of emergency calls via 911 systems.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Gamrat, Mark	A/P Combined Communications Center - Communications Director	Aspen/Pitkin Combined Communications Center	970-920 5317
2	Romero, Bruce	A/P Combined Communications Center - Assistant Communications Director	Aspen/Pitkin Combined Communications Center	970-920 5328

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
CAD system support and ANI/ALI	Qwest and communications new world of	Y	TBD
Utilities (electrical)	Facilities	Y	Local service providers
Utilities (HVAC)	Facilities	Y	Local contractors
Communications (telephone)	Qwest and cell providers	Y	Radio equipment
CPE Customer Premis Equipment	Plant equipment Inc.	Y	Transfer to Vail communication center

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
ANI/ALI database	Electronic	NA	Introdu	Vendor

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
911 Infrastructures and connectivity	All responders all occupants of the community	Incident dependent	Dispatch

**Aspen/Pitkin Combined Communications Center**

**Organization: Aspen/Pitkin Combined Communications Center COOP**

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Communications staff	Aspen - Aspen/Pitkin Combined Communication Center and Jail - 485 Rio Grande Place - CO	Reroute to Vail communication center	1	N/A

**Aspen/Pitkin Combined Communications Center**

**Organization: Aspen/Pitkin Combined Communications Center COOP**

**FUNCTION: RADIO COMMUNICATIONS, CRITICAL**

<b>Primary Location: (Address)</b>	<b>Jail and Aspen/Pitkin Combined Communication Center 485 Rio Grande Place Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Work from vehicles</b>
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**DESCRIPTION OF SERVICES**

Mobile and remote communications capabilities between responders and communications center

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Schubert, Jan	A/P Combined Communications Center - Communications Supervisor - Operations	Aspen/Pitkin Combined Communications Center	970 920-5322
2	McQuilton, Mick	A/P Combined Communications Center - Technical Services Technician	Aspen/Pitkin Combined Communications Center	970 920-5414
3	Gamrat, Mark	A/P Combined Communications Center - Communications Director	Aspen/Pitkin Combined Communications Center	970-920 5317
4	TBD	A/P Combined Communications Center - Technical Services - Supervisor	Aspen/Pitkin Combined Communications Center	970 920-5323

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Utilities (electrical)	Facilities and other providers	Y	Emergency generators
Diesel/Propane Fuel	Fleet services	Y	Local fuel suppliers
Technical Support/Supplies	Information systems	Y	Outside systems support providers
Batteries	Communications center	Y	Outside vendors

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup

**Aspen/Pitkin Combined Communications Center**

**Organization: Aspen/Pitkin Combined Communications Center COOP**

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Transmission Frequency lists	Electronic / Paper	Paper list	Aspen - Pitkin County Courthouse - 506 E. Main Street - CO (communication center)	A portable PC

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Communications for all responders and service providers	All responders and service providers	Incident dependent	Dispatch

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Not applicable				

**Aspen/Pitkin Combined Communications Center**

Organization: Aspen/Pitkin Combined Communications Center COOP

FUNCTION: REPEATER SYSTEM, CRITICAL

Primary Location: (Address)	Jail and Aspen/Pitkin Combined Communication Center 485 Rio Grande Place Aspen, CO	Alternate Location: (Address)	No Alternative Location Available
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DESCRIPTION OF SERVICES

Relay radio communication for emergency and other service providers

MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

LEADERSHIP/DELEGATION OF AUTHORITY

Order	Name	Position/Title	Department	Phone
1	Gamrat, Mark	A/P Combined Communications Center - Communications Director	Aspen/Pitkin Combined Communications Center	970-920 5317
2	TBD	A/P Combined Communications Center - Technical Services - Supervisor	Aspen/Pitkin Combined Communications Center	970 920-5323

KEY DEPENDENCIES

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Tower radio sites	Communications and outside suppliers	TBD	Generators may be needed. Mobile communications ban using simplex being investigated.
Utilities (electrical)	Communications and outside providers	TBD	Generators may be needed. Mobile communications stand and mobile to mobile simplex being investigated
Transportation (vehicle)	Communication center	TBD	Determine what vehicle and generator power support equipment is available or on standby. Also, helicopter service from road and bridge.
Spare equipment	Communications center	TBD	Vendors

REQUIRED SYSTEMS DATABASES AND/OR RECORDS

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Repeater controller	Electronic	TBD	Aspen - Jail and Aspen/Pitkin Combined Communication Center - 485 Rio Gande Place - CO	TBD
Diagnostic programming software	Electronic	Go to vendor	Aspen - Jail and	Portable computer

Aspen/Pitkin Combined Communications Center

**Organization: Aspen/Pitkin Combined Communications Center COOP**

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
			Aspen/Pitkin Combined Communication Center - 485 Rio Gande Place - CO	

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Communications	All safety and service organizations	Incident dependent	Dispatch

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Not applicable				

**Aspen/Pitkin Combined Communications Center**

**Organization: Aspen/Pitkin Combined Communications Center COOP**

**FUNCTION: CAD (COMPUTER AIDED DISPATCH), ESSENTIAL**

<b>Primary Location: (Address)</b>	<b>Jail and Aspen/Pitkin Combined Communication Center 485 Rio Grande Place Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Any building with Internet</b>
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**DESCRIPTION OF SERVICES**

Manages requests for service, assignment and case management information for safety and service agencies.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Schubert, Jan	A/P Combined Communications Center - Communications Supervisor - Operations	Aspen/Pitkin Combined Communications Center	970 920-5322
2	McQuilton, Mick	A/P Combined Communications Center - Technical Services Technician	Aspen/Pitkin Combined Communications Center	970 920-5414
3	Gamrat, Mark	A/P Combined Communications Center - Communications Director	Aspen/Pitkin Combined Communications Center	970-920 5317
4	Romero, Bruce	A/P Combined Communications Center - Assistant Communications Director	Aspen/Pitkin Combined Communications Center	970-920 5328

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Utilities (electrical)	Communications, facilities and outside providers	Y	Generator
HVAC	Facilities	N	Currently under review
Backup staffing	Human resources	TBD	TBD
Transportation	Communications	N	TBD with Fleet and Sheriff
Tech support	Information Technology	Y	Outside vendors

**Aspen/Pitkin Combined Communications Center**

**Organization: Aspen/Pitkin Combined Communications Center COOP**

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
GIS	Electronic	Paper copies of maps	Aspen - Pitkin County Courthouse - 506 E. Main Street - CO (communications center)	Information services courthouse servers
New World Systems	Electronic	TBD	Aspen - Pitkin County Courthouse - 506 E. Main Street - CO (communications center)	Information services courthouse computer servers
CAD software and records (law / fire)	Electronic	TBD	Aspen - Pitkin County Courthouse - 506 E. Main Street - CO (communication center)	TBD

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Call and service request information and response record	All emergency, law and service agencies	Referred to dispatch customer list	Dispatch

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
On-duty dispatch staff	Aspen - Pitkin County Courthouse - 506 E. Main Street - CO (communication center)	Any building with Internet connection	1	TBD

**Aspen/Pitkin Combined Communications Center**

## GIS / MAPPING (JOINT ASPEN/PITKIN) COOP

### LEADERSHIP SUCCESSION

If the organization's leader is not available leadership will pass to the following named individuals with the authority to make "policy" decisions and authorize expenditures:

#### LEADERSHIP / SUCCESSION ORDER

Position	Name	Contact Information
GIS - City/County - Director	Lackner, Mary	970 920-5106
GIS - City/County - Specialist and Public Sales	Kelly, Bridgette	970 920-5453
GIS - City/County - Specialist and Parcell Management	Lambuth, Tyler	970 920-5012

#### CRITICAL FUNCTIONS

Critical Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

#### ESSENTIAL FUNCTIONS

Essential Function	Function Leadership	Primary Location(s)
GIS and Mapping Services	Lackner, Mary	Aspen/Pitkin (Joint) GIS/Mapping

#### RECOVER AS NEEDED FUNCTIONS

Recover as Needed Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

#### CONTACT LOG

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Kelly, Bridgette	GIS - City/County - Specialist and Public Sales	970 920-5453	Confidential	970 920-5324	Confidential
Lackner, Mary	GIS - City/County - Director	970 920-5106	Confidential	970 920-5324	Confidential
Lambuth, Tyler	GIS - City/County - Specialist and Parcell Management	970 920-5012	Confidential	970 920-5324	Confidential

Organization: GIS / Mapping (joint Aspen/Pitkin) COOP

FUNCTION: GIS AND MAPPING SERVICES, ESSENTIAL

<b>Primary Location: (Address)</b>	<b>Aspen/Pitkin (Joint) GIS/Mapping 455 Rio Grande Place Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>EOC</b>
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DESCRIPTION OF SERVICES

Provide products and information based upon available data base. Support incident and EOC mapping needs.

MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS

Legal &/or Regulatory   
  Public / Employee Safety   
  Public Relations   
  Critical Infrastructure   
  Financial

LEADERSHIP/DELEGATION OF AUTHORITY

Order	Name	Position/Title	Department	Phone
1	Lackner, Mary	GIS - City/County - Director	GIS / Mapping (joint Aspen/Pitkin)	970 920-5106
2	Kelly, Bridgette	GIS - City/County - Specialist and Public Sales	GIS / Mapping (joint Aspen/Pitkin)	970 920-5453
3	Lambuth, Tyler	GIS - City/County - Specialist and Parcell Management	GIS / Mapping (joint Aspen/Pitkin)	970 920-5012

KEY DEPENDENCIES

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Lap-top computer with appropriate software pre-loaded	Information Technology	N	Purchase lap-top from local vendor and have IT load computer from backups
Printer and Plotter	Information Technology	Y	Purchase from local vendor
Utilities (Electricity) power for computers and plotters	Facilities	Y	Limited service time from battery backup
Transportation	Fleet	Y	Personal vehicles
Communications (Phones)	Qwest	Y	Personal cell phones or radios

REQUIRED SYSTEMS DATABASES AND/OR RECORDS

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Internet access to mapping data bases and state systems.	Electronic / Paper for some information	Use existing Paper maps	Aspen - City Hall - 130 S. Galena Street - CO - Information Technology servers	Information Services - servers' backup locations
ARC GIS software	Electronic / Paper	Paper maps	Aspen - City Hall - 130 S. Galena Street - CO - Information Technology servers	Aspen - City Hall - 130 S. Galena Street - CO - Information Technology recovery from backup

Organization: GIS / Mapping (joint Aspen/Pitkin) COOP

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
				systems
GPS software	Electronic	Field reporting by on site person	Aspen - Aspen/Pitkin (Joint) GIS/Mapping - 455 Rio Grande Place - CO	None
Acrobat PDF software	Electronic	Paper maps or CDs	Aspen - Aspen/Pitkin (Joint) GIS/Mapping - 455 Rio Grande Place - CO	None
File transfers of other agencies data	Electronic / Paper	Possibly paper	Dependent on the incident and the agency	Unknown - specific agency ownership of managing backups

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
GIS / Mapping	Incident Commander and responders	Incident dependent	Dispatch

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Enter new item	Aspen - Aspen/Pitkin (Joint) GIS/Mapping - 455 Rio Grande Place - CO	EOC	1	Printer and large format plotter
GIS and Mapping Services team	Aspen - Aspen/Pitkin (Joint) GIS/Mapping - 455 Rio Grande Place - CO	EOC	Enter new item	Enter new item

**GIS / Mapping (joint Aspen/Pitkin) Functions**

## INTERNAL SERVICES SECTION COOP

### LEADERSHIP SUCCESSION

If the organization's leader is not available leadership will pass to the following named individuals with the authority to make "policy" decisions and authorize expenditures:

#### LEADERSHIP / SUCCESSION ORDER

Position	Name	Contact Information
Internal Services - Director	Mattice, Phylis	970-920 5208
Internal Services - Human Resources - Manager	Laubhan, Laura	972-429 2792
Internal Services - Finance - Director	Nelson, Debe	970-920-5229
Internal Services - Treasurer	Oken, Tom	970-920 5202
Internal Services - Treasurer - Chief Deputy	Wancura, Tiffany	970-920 5170

### CRITICAL FUNCTIONS

Critical Function	Function Leadership	Primary Location(s)
Information Technology Dept. - Backup of Critical Applications and Data	Considine, Jim	City Hall
Information Technology Dept. - Networking and Connectivity	Considine, Jim	City Hall

### ESSENTIAL FUNCTIONS

Essential Function	Function Leadership	Primary Location(s)
Finance Dept. - Disbursement and Management of Funds	Nelson, Debe	Courthouse Plaza
Human Resources & Risk Management Dept. - Records and Insurance	Laubhan, Laura	Courthouse Plaza
Information Technology Dept. - Telecommunications	Gamrat, Mark	Jail, Aspen/Pitkin Combine Communication Center

### RECOVER AS NEEDED FUNCTIONS

Recover as Needed Function	Function Leadership	Primary Location(s)
Treasure Dept. - Collection of Property Taxes	MacDonald, Lisa	Pitkin County Courthouse

### CONTACT LOG

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
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## Organization: Internal Services Section COOP

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Considine, Jim	Internal Services - City/County Information Systems - Director	970 429-1752	Confidential	970 920-5324	Confidential
Dick, Fred	Internal Services - City/County Information Technology - Director	970 429-1751	Confidential	970 920-5324	Confidential
Garofalo, Connie	Internal Services - Assistant Director	970-920 5231	Confidential	970-920-5324	Confidential
Glaser, Rich	Internal Services - City/County Information Technology - Customer Support Specialist/Network Administrator	970 429-1750	Confidential	970-920-5324	Confidential
Hoover, Aaron	Internal Services - City/County Information Technology - Network Application Specialist	970 429-1759	Confidential	970-920-5324	Confidential
Kinney, Ruth	Internal Services - City/County Information Technology - Network Application Specialist	970-429 1754	Confidential	970-920-5324	Confidential
Laubhan, Laura	Internal Services - Human Resources - Manager	972-429 2792	Confidential	970-920-5324	Confidential
Mattice, Phylis	Internal Services - Director	970-920 5208	Confidential	970-920-5324	Confidential
Nelson, Debe	Internal Services - Finance - Director	970-920-5229	Confidential	970-920-5324	Confidential
Oken, Tom	Internal Services - Treasurer	970-920 5202	Confidential	970-920-5324	Confidential
Redmond, John	Internal Services - Acting Finance - Director	Dispatch	Confidential	970-920-5324	Confidential
Sobieralski, John	Internal Services - City/County Information Technology - Network Coordinator	970 429-1756	Confidential	970-920-5324	Confidential
TBD	Internal Services - Assistant Finance Director	970-920 5225	Confidential	970-920-5324	Confidential
Wancura, Tiffany	Internal Services - Treasurer - Chief Deputy	970-920 5170	Confidential	970-920-5324	Confidential

Internal Services Section COOPs

**FUNCTION: INFORMATION TECHNOLOGY DEPT. - NETWORKING AND CONNECTIVITY, CRITICAL**

<b>Primary Location: (Address)</b>	<b>City Hall 130 S. Galena Street Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>TBD</b>
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**DESCRIPTION OF SERVICES**

Maintain County networking and connectivity during and after emergencies for multiple county departments.

NOTES: Address internet recovery in disaster recovery plans in the future. Also, note that Information Technology has been included as an Information Systems dependency.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory
  Public / Employee Safety
  Public Relations
  Critical Infrastructure
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Considine, Jim	Internal Services - City/County Information Systems - Director	Internal Services Section	970 429-1752
2	Sobieralski, John	Internal Services - City/County Information Technology - Network Coordinator	Internal Services Section	970 429-1756
3	Hoover, Aaron	Internal Services - City/County Information Technology - Network Application Specialist	Internal Services Section	970 429-1759
4	Glaser, Rich	Internal Services - City/County Information Technology - Customer Support Specialist/Network Administrator	Internal Services Section	970 429-1750

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Network access	Information Technology	N	TBD no true failover system currently
Utilities	Facilities Management	N	TBD (new data center being negotiated at new Fire District Building) Courthouse (secondary core closet) has no generator
Telephone communication	Qwest/VOIP	N	Cell phones
ISP Provider	Qwest	N	Comcast

Organization: Internal Services Section COOP

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Hardware availability	Information Technology	N	Information Systems Consulting, Englewood, CO
Software availability	Information Technology	N	Microsoft and other vendors; CDW, Tiger Direct, and others
Hard Drives (to recreate employee baseline computer capabilities)	Information Technology	N	TBD for backups (vendors can supply software but not information on computer at time of emergency)
Windows XP and Office	Information Technology	N	Outside vendors
Additional Staffing (6)	Information Technology	N	Local Tech support group and vendor support
Microsoft Exchange server	Information Technology	N	TBD
Domain Name Service	Information Technology	N	Qwest if available
Information Technology support	Information Technology	N	TBD

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Microsoft Active directory	Electronic	Alternate Sites	Aspen - City Hall - 130 S. Galena Street - CO	IT has three alternate replication sites
CDs for Computer Setup (in 2 books)	Electronic	None	Aspen - City Hall - 130 S. Galena Street - CO	TBD
Hardware (switches, servers)	Electronic	TBD	Aspen - City Hall - 130 S. Galena Street - CO	TBD
Disaster Recovery Plan	Electronic	Paper	Aspen - City Hall - 130 S. Galena Street - CO	Emergency Manager (verify)

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Maintain County networking and connectivity during and after emergencies for multiple county departments.	All county departments	Information Technology	70 920-5013 and Help@CI.Aspen.co.us
Plans	BOCC and Leadership Team - Crisis Leadership (External & Internal Communications)	Hatfield, Jack	970 923-4680
Media Contact Listing (Outlook)	County Administration - Community Relations Public Information	Fletcher, Hillary	970 920-5067
NCIC and CCIC	Sheriff - Investigations	Ryan, Ron	970 920-5300
New World, Spillman Databases	Sheriff - Investigations	Ryan, Ron	970 920-5300
CRS	Sheriff - Investigations	Ryan, Ron	970 920-5300
NCIC and CCIC	Sheriff - Jail / Detention Operations	Bird, Don	970 920-5331
Inmate Booking Files	Sheriff - Jail / Detention Operations	Bird, Don	970 920-5331
Prisoner Medical Files	Sheriff - Jail / Detention Operations	Bird, Don	970 920-5331
"Special Needs" Files (suicidal, violent, etc.)	Sheriff - Jail / Detention Operations	Bird, Don	970 920-5331

## Organization: Internal Services Section COOP

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
ICE hold files	Sheriff - Jail / Detention Operations	Bird, Don	970 920-5331
VINE data base	Sheriff - Jail / Detention Operations	Bird, Don	970 920-5331
NCIC and CCIC	Sheriff - Patrol	Braudis, Robert	970 920-5300
GPS	Sheriff - Patrol	Braudis, Robert	970 920-5300
CRS	Sheriff - Patrol	Braudis, Robert	970 920-5300
ICS forms (all hazard)	Sheriff - Patrol	Braudis, Robert	970 920-5300
Spillman and New World Records Systems	Sheriff - Patrol	Braudis, Robert	970 920-5300
GIS	Sheriff - Rescue	Braudis, Robert	970 920-5300
'All Page' System	Sheriff - Emergency Management	Anderson, Ellen	970 920 5234
Web EOC	Sheriff - Emergency Management	Anderson, Ellen	970 920 5234
R.O.S.S.	Sheriff - Emergency Management	Anderson, Ellen	970 920 5234
GIS	Sheriff - Emergency Management	Anderson, Ellen	970 920 5234
Chamelion	Sheriff - Animal Safety Control & Sheltering	Baker, ReRe	970 920-5361
ANI/ALI database	Aspen/Pitkin Combined Communications Center - 911 Infrastructures	Gamrat, Mark	970-920 5317
Transmission Frequency lists	Aspen/Pitkin Combined Communications Center - Radio Communications	Schubert, Jan	970 920-5322
GIS	Aspen/Pitkin Combined Communications Center - CAD (Computer Aided Dispatch)	Schubert, Jan	970 920-5322
New world systems	Aspen/Pitkin Combined Communications Center - CAD (Computer Aided Dispatch)	Schubert, Jan	970 920-5322
CAD software and records (law / fire)	Aspen/Pitkin Combined Communications Center - CAD (Computer Aided Dispatch)	Schubert, Jan	970 920-5322
Repeater controller	Aspen/Pitkin Combined Communications Center - Repeater System	Gamrat, Mark	970-920 5317
Diagnostic programming software	Aspen/Pitkin Combined Communications Center - Repeater System	Gamrat, Mark	970-920 5317
Microsoft Active directory	Internal Services - Information Technology - Networking and Connectivity	Dick, Fred	970 429-1751
CDs for Computer Setup (in 2 books)	Internal Services - Information Technology - Networking and Connectivity	Dick, Fred	970 429-1751
Hardware (switches, servers)	Internal Services - Information Technology - Networking and Connectivity	Dick, Fred	970 429-1751
Disaster Recovery Plan	Internal Services - Information Technology - Networking and Connectivity	Dick, Fred	970 429-1751
Microsoft Active directory	Internal Services - Information Technology - Backup of Critical Applications and Data	Dick, Fred	970 429-1751
Microsoft Exchange	Internal Services - Information Technology - Backup of Critical Applications and Data	Dick, Fred	970 429-1751
CDs for Computer Setup (in 2 books)	Internal Services - Information Technology - Backup of Critical Applications and Data	Dick, Fred	970 429-1751
New World systems	Internal Services - Information Technology - Telecommunications	Gamrat, Mark	970-920 5317

Internal Services Section Functions

## Organization: Internal Services Section COOP

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
EDEN (financial Software)	Internal Services - Finance - Disbursements and Management of Funds	Nelson, Debe	970-920-5229
Procurement policies and associated contracting documents	Internal Services - Finance - Disbursements and Management of Funds	Nelson, Debe	970-920-5229
Gas Boy, WinCFA fleet data base	Public Works - Asset Mgmt - Fleet - Vehicle Refueling & Maintenance	Willis, Richard	970-920-5393
Micro-Main (equipment list and maintenance schedules)	Public Works - Asset Mgmt - Facilities Maintenance - Controls Life Safety Systems & Emergency Response	Smith, Jodi	970 920-5396
Trane Automation (Library only)	Public Works - Asset Mgmt - Facilities Maintenance - Controls Life Safety Systems & Emergency Response	Smith, Jodi	970 920-5396
Honeywell Automation	Public Works - Asset Mgmt - Facilities Maintenance - Controls Life Safety Systems & Emergency Response	Smith, Jodi	970 920-5396
Door King (gate access program)	Public Works - Public Works - Solid Waste & Recycling - Debris Storage and Disposal	Hoofnagle, Christopher	970-923 3487
Contract Hauler list	Public Works - Public Works - Solid Waste & Recycling - Debris Storage and Disposal	Hoofnagle, Christopher	970-923 3487
GIS Mapping	Public Works - Public Works - Engineering & Transportation - Post Disaster Road & Bridge Structure Assessment	Fielding, Gerald	
Drawings	Public Works - Public Works - Engineering & Transportation - Post Disaster Road & Bridge Structure Assessment	Fielding, Gerald	
Personnel Files	Roaring Fork Transit - Mass Evacuation and Emergency Response Transportation	Blankenship, Dan	970 384-4981
Colorado Assoc. of State Transit Agencies (CASTA) File	Roaring Fork Transit - Public Transportation	Blankenship, Dan	970 384-4981
Personnel Files	Roaring Fork Transit - Public Transportation	Blankenship, Dan	970 384-4981
State Health Department information	Community Development - Environmental Health & Natural Resources	Sullivan, Rose Ann	970 920-5073
Water Treatment Operators/Utilities and State Engineer Listing	Community Development - Environmental Health & Natural Resources	Sullivan, Rose Ann	970 920-5073
Client information files	Health & Human Services - Senior Services - Urgent Transportation	Ames, Marty	970-920-5432
Emergency contacts file	Health & Human Services - Senior Services - Urgent Transportation	Ames, Marty	970-920-5432
Staff listings	Health & Human Services - Senior Services - Urgent Transportation	Ames, Marty	970-920-5432
Client information files	Health & Human Services - Senior Services - Senior Care Management	Ames, Marty	970-920-5432
Client contact information	Health & Human Services - Senior Services - Food Delivery & Senior Transport	Ames, Marty	970-920-5432
CYF Trails System	Health & Human Services - Social Services - Child and Adult Welfare/Protection	Sundeen, Nan	970 920-5209
CITRIX	Health & Human Services - Social Services - Child and Adult Welfare/Protection	Sundeen, Nan	970 920-5209
Router assess	Health & Human Services - Social Services - Child and Adult Welfare/Protection	Sundeen, Nan	970 920-5209
Historical records	Health & Human Services - Social Services - Child and Adult Welfare/Protection	Sundeen, Nan	970 920-5209
Directory of HHS Service Providers	Health & Human Services - Contract Services - Building Support and Sheltering contracted services	Ames, Marty	970-920-5432

Organization: Internal Services Section COOP

Internal Services Section Functions

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Health Alert Network	Community Health - Community Health - Public Health Emergencies	Stark, Liz	970-920 5010
Immunization registry	Community Health - Community Health - Public Health Emergencies	Stark, Liz	970-920 5010
Communicable Disease Registry System	Community Health - Community Health - Public Health Emergencies	Stark, Liz	970-920 5010
Community Health phone registry	Community Health - Community Health - Public Health Emergencies	Stark, Liz	970-920 5010
Community Health Communications Plan	Community Health - Community Health - Public Health Emergencies	Stark, Liz	970-920 5010
Health Alert Network	Community Health - Community Health - Mass Immunization	Stark, Liz	970-920 5010
Immunization Registry	Community Health - Community Health - Mass Immunization	Stark, Liz	970-920 5010
Communicable Disease Registry System	Community Health - Community Health - Mass Immunization	Stark, Liz	970-920 5010
Community Health Phone Registry	Community Health - Community Health - Mass Immunization	Stark, Liz	970-920 5010
Access to reference materials and codes, Internet or office library.	County Attorney - Provide legal advice to BOCC and Leadership Team (needs validation)	Ely, John	970 920-5190
Minutes and records	Clerk and Recorder - Clerk and Recorder - Clerk to Board of County Commissioners	Vos Caudill, Janice K.	970 429-2710
Voter Registration Database/On Line Polling	Clerk and Recorder - Clerk and Recorder - Elections	Vos Caudill, Janice K.	970 429-2710
Backup election setup records	Clerk and Recorder - Clerk and Recorder - Elections	Vos Caudill, Janice K.	970 429-2710
Emergency Plan	Clerk and Recorder - Clerk and Recorder - Elections	Vos Caudill, Janice K.	970 429-2710
Secretary of State Rules Document	Clerk and Recorder - Clerk and Recorder - Elections	Vos Caudill, Janice K.	970 429-2710
Voted Ballots	Clerk and Recorder - Clerk and Recorder - Elections	Vos Caudill, Janice K.	970 429-2710
GEMS database	Clerk and Recorder - Clerk and Recorder - Elections	Vos Caudill, Janice K.	970 429-2710
GIS mapping	Assessor - Damage Assessment	Isaac, Tom	970 920-5160
Eagle Computer Systems (Assessor's database of ownership information)	Assessor - Damage Assessment	Isaac, Tom	970 920-5160
Internet and Intranet information sources and access Coroner's Servers	Coroner - Body Collection, Storage, ID, and Preservation	Steve Ayers, D.O.	970-920-5310
Department of Motor Vehicles data base access	Coroner - Body Collection, Storage, ID, and Preservation	Steve Ayers, D.O.	970-920-5310

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Information Systems Staff (8)	Aspen - City Hall - 130 S. Galena Street - CO	TBD	8	Cabling, hardware, software, and accessories. Minimum of 10 servers will be needed to provide life/safety and leadership services to the

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
				county

**FUNCTION: INFORMATION TECHNOLOGY DEPT. - BACKUP OF CRITICAL APPLICATIONS AND DATA, CRITICAL**

<b>Primary Location: (Address)</b>	<b>City Hall 130 S. Galena Street Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>TBD</b>
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**DESCRIPTION OF SERVICES**

Provide storage and backup of critical data and applications during and after emergencies for multiple county departments and workgroups

Note: Consider whether airport admin can act as alternate site for IT operations and data backup. Also, note that Information Technology has been included as an Information Systems dependency.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Considine, Jim	Internal Services - City/County Information Systems - Director	Internal Services Section	970 429-1752
2	Dick, Fred	Internal Services - City/County Information Technology - Director	Internal Services Section	970 429-1751
3	Sobieralski, John	Internal Services - City/County Information Technology - Network Coordinator	Internal Services Section	970 429-1756
4	Hoover, Aaron	Internal Services - City/County Information Technology - Network Application Specialist	Internal Services Section	970 429-1759
5	Kinney, Ruth	Internal Services - City/County Information Technology - Network Application Specialist	Internal Services Section	970-429 1754

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Network access	Information Technology	N	TBD no true failover system currently
Utilities	Facilities Management	N	TBD
Telephone communication	Qwest/VOIP	N	Cell phones
ISP provider	Qwest	N	TBD

Organization: Internal Services Section COOP

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Hardware availability	Information Technology	N	Local and regional vendors
Software availability	Information Technology	N	Microsoft and other vendors (CDW, CXtec, and others)
Hard drives (to recreate employee baseline computer capabilities)	Information Technology	N	TBD for backups (vendors can supply software but not information on computer at time of emergency - proximity of city hall and court house and backup storage needs to be reviewed )
Windows XP and Office	Information Technology	N	Outside vendors
Additional staffing (6)	Information Technology	N	TBD
Hardware (scanners, PCs, printers, cabling, switches, phone sets)	Information Technology	N	Local and Grand Junction vendors
Information Technology support	Information Technology	N	TBD

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Microsoft Active directory	Electronic	None	Aspen - City Hall - 130 S. Galena Street - CO	TBD
Microsoft Exchange	Electronic	None	Aspen - City Hall - 130 S. Galena Street - CO	TBD
CDs for Computer Setup (in 2 books)	Electronic	None	Aspen - City Hall - 130 S. Galena Street - CO	TBD

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Provide storage and backup of critical data and applications during and after emergencies for multiple county departments.	All county departments	Information Systems	970 920-5013
Plans	BOCC and Leadership Team - Crisis Leadership (External & Internal Communications)	Hatfield, Jack	970 923-4680
Eden Permits	Community Development	Clark, Lance	970-920 5452
Media Contact Listing (Outlook)	County Administration - Community Relations Public Information	Fletcher, Hilary	970 920-5067
Eden Financials	Finance, Budget & Payroll	Nelson, Debi	970-920 5229
NCIC and CCIC	Sheriff - Investigations	Ryan, Ron	970 920-5300
Gas Boy, WinCFA, fleet database	Fleet	Willis, Richard	970-920 5393
New World, Spillman Databases	Sheriff - Investigations	Ryan, Ron	970 920-5300
Building Control Systems and Maintenance Database	Facilities Management	Benesh, Mark	970-920 5377
CRS	Sheriff - Investigations	Ryan, Ron	970 920-5300
Eagle, Oracle	Assessor	Isaac, Tom	970-920 5160

Internal Services Section Functions

## Organization: Internal Services Section COOP

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
NCIC and CCIC	Sheriff - Jail / Detention Operations	Bird, Don	970 920-5331
Eagle, Oracle	Treasurer	Oken, Tom	970-920 5202
Inmate Booking Files	Sheriff - Jail / Detention Operations	Bird, Don	970 920-5331
NCIC and CCIC, New World	Communications	Gamrat, Mark	970-920 5317
Prisoner Medical Files	Sheriff - Jail / Detention Operations	Bird, Don	970 920-5331
New World, Spillman	Sheriff	Braudis, Bob	970-920 5300
"Special Needs" Files (suicidal, violent, etc.)	Sheriff - Jail / Detention Operations	Bird, Don	970 920-5331
Eden HR	Human Resources	Laubhan, Laura	970-429 2797
ICE hold files	Sheriff - Jail / Detention Operations	Bird, Don	970 920-5331
Oncore, LEDS, voter registration database.	Clerk & Recorder	Vos Caudill, Janice K.	970-429 2710
VINE data base	Sheriff - Jail / Detention Operations	Bird, Don	970 920-5331
ARC GIS, ARC IMS	GIS	Dick, Fred	970-429 1751
NCIC and CCIC	Sheriff - Patrol	Braudis, Robert	970 920-5300
GIS and Bridge Inventory	Public Works - Road & Bridges	Allen, Brian	
GPS	Sheriff - Patrol	Braudis, Robert	970 920-5300
Television Text Capability (Community Relations)	Human Services	Ames, Marty	970-920 5432
CRS	Sheriff - Patrol	Braudis, Robert	970 920-5300
State of Colorado web Access and Support	Social Services	Barbour, Mary	970-920 5432
ICS forms (all hazard)	Sheriff - Patrol	Braudis, Robert	970 920-5300
Spillman and New World Records Systems	Sheriff - Patrol	Braudis, Robert	970 920-5300
GIS	Sheriff - Rescue	Braudis, Robert	970 920-5300
'All Page' System	Sheriff - Emergency Management	Anderson, Ellen	970 920 5234
Web EOC	Sheriff - Emergency Management	Anderson, Ellen	970 920 5234
R.O.S.S.	Sheriff - Emergency Management	Anderson, Ellen	970 920 5234
GIS	Sheriff - Emergency Management	Anderson, Ellen	970 920 5234
Chamelion	Sheriff - Animal Safety Control & Sheltering	Baker, ReRe	970 920-5361
ANI/ALI database	Aspen/Pitkin Combined Communications Center - 911 Infrastructures	Gamrat, Mark	970-920 5317
Transmission Frequency lists	Aspen/Pitkin Combined Communications Center - Radio Communications	Schubert, Jan	970 920-5322
GIS	Aspen/Pitkin Combined Communications Center - CAD (Computer Aided Dispatch)	Schubert, Jan	970 920-5322
New world systems	Aspen/Pitkin Combined Communications Center - CAD (Computer Aided Dispatch)	Schubert, Jan	970 920-5322
CAD software and records (law / fire)	Aspen/Pitkin Combined Communications Center - CAD (Computer Aided Dispatch)	Schubert, Jan	970 920-5322

Internal Services Section Functions

## Organization: Internal Services Section COOP

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Repeater controller	Aspen/Pitkin Combined Communications Center - Repeater System	Gamrat, Mark	970-920 5317
Diagnostic programming software	Aspen/Pitkin Combined Communications Center - Repeater System	Gamrat, Mark	970-920 5317
Microsoft Active directory	Internal Services - Information Technology - Networking and Connectivity	Dick, Fred	970 429-1751
CDs for Computer Setup (in 2 books)	Internal Services - Information Technology - Networking and Connectivity	Dick, Fred	970 429-1751
Hardware (switches, servers)	Internal Services - Information Technology - Networking and Connectivity	Dick, Fred	970 429-1751
Disaster Recovery Plan	Internal Services - Information Technology - Networking and Connectivity	Dick, Fred	970 429-1751
Microsoft Active directory	Internal Services - Information Technology - Backup of Critical Applications and Data	Dick, Fred	970 429-1751
Microsoft Exchange	Internal Services - Information Technology - Backup of Critical Applications and Data	Dick, Fred	970 429-1751
CDs for Computer Setup (in 2 books)	Internal Services - Information Technology - Backup of Critical Applications and Data	Dick, Fred	970 429-1751
New World systems	Internal Services - Information Technology - Telecommunications	Gamrat, Mark	970-920 5317
EDEN (financial Software)	Internal Services - Finance - Disbursements and Management of Funds	Nelson, Debe	970-920-5229
Procurement policies and associated contracting documents	Internal Services - Finance - Disbursements and Management of Funds	Nelson, Debe	970-920-5229
Gas Boy, WinCFA fleet data base	Public Works - Asset Mgmt - Fleet - Vehicle Refueling & Maintenance	Willis, Richard	970-920 5393
Micro-Main (equipment list and maintenance schedules)	Public Works - Asset Mgmt - Facilities Maintenance - Controls Life Safety Systems & Emergency Response	Smith, Jodi	970 920-5396
Trane Automation (Library only)	Public Works - Asset Mgmt - Facilities Maintenance - Controls Life Safety Systems & Emergency Response	Smith, Jodi	970 920-5396
Honeywell Automation	Public Works - Asset Mgmt - Facilities Maintenance - Controls Life Safety Systems & Emergency Response	Smith, Jodi	970 920-5396
Door King (gate access program)	Public Works - Public Works - Solid Waste & Recycling - Debris Storage and Disposal	Hoofnagle, Christopher	970-923 3487
Contract Hauler list	Public Works - Public Works - Solid Waste & Recycling - Debris Storage and Disposal	Hoofnagle, Christopher	970-923 3487
GIS Mapping	Public Works - Public Works - Engineering & Transportation - Post Disaster Road & Bridge Structure Assessment	Fielding, Gerald	
Drawings	Public Works - Public Works - Engineering & Transportation - Post Disaster Road & Bridge Structure Assessment	Fielding, Gerald	
Personnel Files	Roaring Fork Transit - Mass Evacuation and Emergency Response Transportation	Blankenship, Dan	970 384-4981
Colorado Assoc. of State Transit Agencies (CASTA) File	Roaring Fork Transit - Public Transportation	Blankenship, Dan	970 384-4981
Personnel Files	Roaring Fork Transit - Public Transportation	Blankenship, Dan	970 384-4981
State Health Department information	Community Development - Environmental Health & Natural Resources	Sullivan, Rose Ann	970 920-5073
Water Treatment Operators/Utilities and State Engineer Listing	Community Development - Environmental Health & Natural Resources	Sullivan, Rose Ann	970 920-5073
Client information files	Health & Human Services - Senior Services - Urgent	Ames, Marty	970-920-5432

## Organization: Internal Services Section COOP

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
	Transportation		
Emergency contacts file	Health & Human Services - Senior Services - Urgent Transportation	Ames, Marty	970-920-5432
Staff listings	Health & Human Services - Senior Services - Urgent Transportation	Ames, Marty	970-920-5432
Client information files	Health & Human Services - Senior Services - Senior Care Management	Ames, Marty	970-920-5432
Client contact information	Health & Human Services - Senior Services - Food Delivery & Senior Transport	Ames, Marty	970-920-5432
CYF Trails System	Health & Human Services - Social Services - Child and Adult Welfare/Protection	Sundeen, Nan	970 920-5209
CITRIX	Health & Human Services - Social Services - Child and Adult Welfare/Protection	Sundeen, Nan	970 920-5209
Router assess	Health & Human Services - Social Services - Child and Adult Welfare/Protection	Sundeen, Nan	970 920-5209
Historical records	Health & Human Services - Social Services - Child and Adult Welfare/Protection	Sundeen, Nan	970 920-5209
Directory of HHS Service Providers	Health & Human Services - Contract Services - Building Support and Sheltering contracted services	Ames, Marty	970-920-5432
Health Alert Network	Community Health - Community Health - Public Health Emergencies	Stark, Liz	970-920 5010
Immunization registry	Community Health - Community Health - Public Health Emergencies	Stark, Liz	970-920 5010
Communicable Disease Registry System	Community Health - Community Health - Public Health Emergencies	Stark, Liz	970-920 5010
Community Health phone registry	Community Health - Community Health - Public Health Emergencies	Stark, Liz	970-920 5010
Community Health Communications Plan	Community Health - Community Health - Public Health Emergencies	Stark, Liz	970-920 5010
Health Alert Network	Community Health - Community Health - Mass Immunization	Stark, Liz	970-920 5010
Immunization Registry	Community Health - Community Health - Mass Immunization	Stark, Liz	970-920 5010
Communicable Disease Registry System	Community Health - Community Health - Mass Immunization	Stark, Liz	970-920 5010
Community Health Phone Registry	Community Health - Community Health - Mass Immunization	Stark, Liz	970-920 5010
Access to reference materials and codes, Internet or office library.	County Attorney - Provide legal advice to BOCC and Leadership Team (needs validation)	Ely, John	970 920-5190
Minutes and records	Clerk and Recorder - Clerk and Recorder - Clerk to Board of County Commissioners	Vos Caudill, Janice K.	970 429-2710
Voter Registration Database/On Line Polling	Clerk and Recorder - Clerk and Recorder - Elections	Vos Caudill, Janice K.	970 429-2710
Backup election setup records	Clerk and Recorder - Clerk and Recorder - Elections	Vos Caudill, Janice K.	970 429-2710
Emergency Plan	Clerk and Recorder - Clerk and Recorder - Elections	Vos Caudill, Janice K.	970 429-2710
Secretary of State Rules Document	Clerk and Recorder - Clerk and Recorder - Elections	Vos Caudill, Janice K.	970 429-2710
Voted Ballots	Clerk and Recorder - Clerk and Recorder - Elections	Vos Caudill, Janice K.	970 429-2710
GEMS database	Clerk and Recorder - Clerk and Recorder - Elections	Vos Caudill, Janice K.	970 429-2710
GIS mapping	Assessor - Damage Assessment	Isaac, Tom	970 920-5160

Organization: Internal Services Section COOP

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Eagle Computer Systems (Assessor's database of ownership information)	Assessor - Damage Assessment	Isaac, Tom	970 920-5160
Internet and Intranet information sources and access Coroner's Servers	Coroner - Body Collection, Storage, ID, and Preservation	Steve Ayers, D.O.	970-920-5310
Department of Motor Vehicles data base access	Coroner - Body Collection, Storage, ID, and Preservation	Steve Ayers, D.O.	970-920-5310

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Information Technology staff (8)	Aspen - City Hall - 130 S. Galena Street - CO	TBD	8	Cabling, hardware, software, and accessories. Minimum of 10 servers will be needed to provide life/safety and leadership services to the county, office supplies and equipment, microwave and coffeemaker

**Internal Services Section Functions**

**FUNCTION: HUMAN RESOURCES & RISK MANAGEMENT DEPT. - RECORDS AND INSURANCE, ESSENTIAL**

<b>Primary Location: (Address)</b>	<b>Courthouse Plaza 530 E. Main Street Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Airport Terminal Building &amp; Administration Offices 0233 E. Airport Road Aspen,</b>
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**DESCRIPTION OF SERVICES**

Provide all HR Function support to approximately 250 employees as well as recruitment services to the public. Maintain employee records and insurance documentation and evaluations.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): 12 HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Laubhan, Laura	Internal Services - Human Resources - Manager	Internal Services Section	972-429 2792

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Network and Wireless access	Information Technology	Y	Work from paper files
Telecommunications, Cell Phones, Pagers	Qwest and other providers	N	Use radios/handheld
Office space	Facilities	Y	Go to alternate location at Air Port
Transportation (Vehicles)	Fleet	Y	Use personal vehicles
Utilities (Elect)	Facilities	N	None
Contracted HR services	Mountain States Employers Council	N	Use outside vendors
Counseling	EAP	N	In-house resources

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
EDEN (personnel records)	Electronic / Paper	Use paper files	Information Systems servers	Vendor home site?
Risk management records			Aspen - Courthouse Plaza - 530 E. Main Street - CO	(Laura will call me with this information after discussions with the Risk Mgr)

**Internal Services Section Functions**

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Records and Insurance	All Employees of the county	Depends on group impacted	Incident dependent

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Records and Insurance	Aspen - Courthouse Plaza - 530 E. Main Street - CO	Aspen - Airport Administration Offices - 0233 E. Airport Road - CO	4	Internal network access

**FUNCTION: INFORMATION TECHNOLOGY DEPT. - TELECOMMUNICATIONS, ESSENTIAL**

<b>Primary Location: (Address)</b>	Jail, Aspen/Pitkin Combine Communication Center	<b>Alternate Location: (Address)</b>	Northwest region satellite link system
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**DESCRIPTION OF SERVICES**

Telephone communications between citizens and service providers

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Gamrat, Mark	A/P Combined Communications Center - Communications Director	Aspen/Pitkin Combined Communications Center	970-920 5317

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Telecommunications capability	Communications VOIP, Qwest	TBD	Qwest cell providers, satellite backup
HVAC	Facilities	TBD	TBD
Tech-support	Information services	TBD	Vendors

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
New World systems	Electronic	Paper	Aspen - Pitkin County Courthouse - 506 E. Main Street - CO (communication center)	Dispatch

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Communications	All departments	Incident dependent	Dispatch

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Organization: Internal Services Section COOP

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Communications center staffing	Aspen - Pitkin County Courthouse - 506 E. Main Street - CO (communications center)	Command or dispatch vehicles	5	Record-keeping and recording equipment, cell phones, repeater maps, emergency contact resources.

Internal Services Section Functions

**FUNCTION: FINANCE DEPT. - DISBURSEMENT AND MANAGEMENT OF FUNDS, ESSENTIAL**

<b>Primary Location: (Address)</b>	<b>Courthouse Plaza 530 E. Main Street Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Public Works Bldg 76 Service Center Road Aspen, CO</b>
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**DESCRIPTION OF SERVICES**

Maintain payable and payrolls functions. And, support any function of the departments. Assure that the Treasurer can collect and distribute Property Taxes.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): 12 HOURS**

Legal &/or Regulatory   
  Public / Employee Safety   
  Public Relations   
  Critical Infrastructure   
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Nelson, Debe	Internal Services - Finance - Director	Internal Services Section	970-920-5229
2	TBD	Internal Services - Assistant Finance Director	Internal Services Section	970-920 5225

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Internet access	Information Technology	Y	Paper System
Bank access (for checks and cash)	Alpine Bank	N	Alternate Alpine locations
EDEN check writing	Alpine Bank	N	Alternate Alpine locations
Computer	Information Technology	N	Portable PC with appropriate software and security preloaded (Departmental Laptop)

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
EDEN (financial Software)	Electronic	Paper system and recording	Aspen - Courthouse Plaza - CO (IS servers)	Vendor
Procurement policies and associated contracting documents	Electronic/Paper	Create a copy and store on CD	Aspen - Courthouse Plaza - 530 E. Main Street - CO (Treasurer's Vault)	Aspen - Public Works Bldg - 76 Service Center Road - CO
List of bank accounts	Paper	Personal memory	Aspen - Courthouse Plaza - CO (Treasurer's Office)	None

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone

**Internal Services Section Functions**

Organization: Internal Services Section COOP

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Disbursement and management of funds at the direction of the Treasurer and the BOCC & Leadership team	All county departments and Emergency Management Coordinator	TBD	A/P Combine Communication Center

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Payroll and Accounts Payable	Aspen - Pitkin County Courthouse - 506 E. Main Street - CO	Aspen - Public Works Bldg - 76 Service Center Road - CO	2	Access to EDEN

**Internal Services Section Functions**

**FUNCTION: TREASURE DEPT. - COLLECTION OF PROPERTY TAXES, RECOVER AS NEEDED**

<b>Primary Location: (Address)</b>	<b>Pitkin County Courthouse 506 E. Main Street Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Courthouse Plaza 530 E. Main Street Aspen, CO</b>
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**DESCRIPTION OF SERVICES**

Collects and distributes property tax and other revenues for the County and other taxing entities.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): 13 HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	MacDonald, Lisa	County Attorney - Paralegal	County Attorney	970 920-5191

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Network and Wireless Access	Information Technology	Enter new item	Enter new item
Utilities and HVAC	Facilities	Enter new item	Enter new item
Telecommunications, Cell Phones, Pagers	Information Technology	Enter new item	Enter new item

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements



## PUBLIC WORKS SECTION COOP

### LEADERSHIP SUCCESSION

If the organization's leader is not available leadership will pass to the following named individuals with the authority to make "policy" decisions and authorize expenditures:

### LEADERSHIP / SUCCESSION ORDER

Position	Name	Contact Information
Public Works - Director	Pettet, Brian	970 920-5392
Public Works - Deputy Director of Public Works Asset Division	Glassier, Temple	970-920 5211

### CRITICAL FUNCTIONS

Critical Function	Function Leadership	Primary Location(s)
Asset Mgmt Dept. - Fleet Dept. - Vehicle Refueling & Maintenance	Knight, Tim	Public Works Bldg
Broadcast Services Dept. - Public information	Pettet, Brian	Public Works Bldg
Engineering & Transportation Dept. - Post Disaster Road & Bridge Structure Assessment	Fielding, Gerald	Public Works Bldg

### ESSENTIAL FUNCTIONS

Essential Function	Function Leadership	Primary Location(s)
Asset Mgmt Dept. - Facilities Maintenance Dept. - Building Controls	Smith, Jodi	Public Works Bldg
Asset Mgmt Dept. - Roads & Bridges Dept. - Maintenance & Damage Assessments	Allen, Brian	Public Works Bldg
Solid Waste & Recycling Dept. - Debris Storage and Disposal	Hoofnagle, Christopher	Resource Recovery Pitkin County Landfill

### RECOVER AS NEEDED FUNCTIONS

Recover as Needed Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

### CONTACT LOG

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Allen, Brian	Public Works - Operations Supervisor	970-920 5046	Confidential	970-920-5324	Confidential
Beaton, Brent	Public Works - Building	970 920-5377	Confidential	970-920-5324	Confidential

## Organization: Public Works Section COOP

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
	Maintenance Technician				
Benesh, Mark	Public Works - Building Maintenance Technician	970 920-5377	Confidential	970-920-5324	Confidential
Ferguson, Jason	Public Works - Debris Storage & Disposal - Operations Manager	970-923 3487	Confidential	970-920-5324	Confidential
Fielding, Gerald	Public Works - Engineering & Transportation - County Engineer	970 920-5206	Confidential	970-920-5324	Confidential
Glassier, Temple	Public Works - Deputy Director of Public Works Asset Division	970-920 5211	Confidential	970-920-5324	Confidential
Hoofnagle, Christopher	Public Works - Debris Storage & Disposal - Solid Waste Manager	970-923 3487	Confidential	970-920-5324	Confidential
Knight, Tim	Public Works - Fleet Manager	970-920 5393	Confidential	970-920-5324	Confidential
Knight, Tim	Fleet Manager	970 920-5393	Confidential	970 920-5324	Confidential
Morris, Jerry	Public Works - Facilities maintenance - Project Manager	970 920-5763	Confidential	970 929-5324	Confidential
Pearce, Bert	Public Works Technician	970 920-5399	Confidential	970-920-5324	Confidential
Pettet, Brian	Public Works - Director	970 920-5392	Confidential	970-920-5324	Confidential
Smith, Jodi	Public Works - Facilities Manager	970 920-5396	Confidential	970 920-5324	Confidential
TBD	Public Works - Facilities Maintenance - Building Maintenance	970 920-5377	Confidential	970 920-5324	Confidential
TBD	Public Works - Debris Storage & Disposal - Office Manager	970-923 3487	Confidential	970-920-5324	Confidential
TBD	Public Works - Facilities Maintenance - Building Maintenance - Shift Lead	970 920-5377	Confidential	970 920-5324	Confidential
TBD	Asset Mgmt - Fleet - Vehicle Refueling & Maintenance	970 920-5393	Confidential	970 920-5324	Confidential
TBD	Public Works - TV&FM Broadcasting - Administrator	970-920 5395	Confidential	970-920-5324	Confidential
TBD	Facilities Maintenance - Building Maintenance - Custodial Working Supervisor	970 920-5377	Confidential	970 920-5324	Confidential

Public Works Section COOPs

**FUNCTION: ASSET MGMT DEPT. - FLEET DEPT. - VEHICLE REFUELING & MAINTENANCE, CRITICAL**

<b>Primary Location: (Address)</b>	<b>Public Works Bldg 76 Service Center Road Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Airport Terminal Building &amp; Administration Offices 0233 E. Airport Road Aspen,</b>
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**DESCRIPTION OF SERVICES**

Ongoing provisioning of fuel and vehicle repair for county department and staff.  
 Note: Need a list locations, types of fuel and Quantities to attach to this description.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Knight, Tim	Fleet Manager	Public Works Section	970 920-5393
2	Glassier, Temple	Public Works - Deputy Director of Public Works Asset Division	Public Works Section	970-920 5211
3	TBD	Public Works - Facilities Maintenance - Building Maintenance	Public Works Section	970 920-5377

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Transportation, Fuel, Repairs	Fleet Management and Other Providers	Y	Local vendors and service stations
Telecommunications	Qwest/Information Technology	Y	Personal Cell Phones and Radios distributed by the Emergency Manager
Network and Wireless Access	Information Technology	Y	Information Technology backup plans and personal laptops
Tools and Equipment	Fleet	Y	City Service Centers, Dealerships, and Denver Suppliers (through Purchasing)
Towing Service	Contractors	Y	NA
Re-supply of Fuel	Collect Enterprises (Eagle)	Y	Public Works fuel farm, landfill and Airport
Electricity for pumps	Holy Cross	Enter new item	Generator (need to check on fuel and run duration)
Shop Facilities (Service bays)	Fleet	Y	Service truck and local dealerships

**Public Works Section Functions**

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Gas Boy, WinCFA fleet data base	Electronic	Create paper records	Aspen - City Hall - 130 S. Galena Street - CO	TBD

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Ongoing provisioning , fueling and repair of vehicles for county departments and staff	All County departments including emergency services	Fleet	Dispatch

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Duty shop crew	Aspen - Public Works Bldg - 76 Service Center Road - CO	Aspen - Airport Administration Offices - 0233 E. Airport Road - CO	0	Tools, equipment and heavy equipment as well as resource manuals

**FUNCTION: ENGINEERING & TRANSPORTATION DEPT. - POST DISASTER ROAD & BRIDGE STRUCTURE ASSESSMENT, CRITICAL**

<b>Primary Location: (Address)</b>	<b>Public Works Bldg 76 Service Center Road Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Work from vehicle</b>
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**DESCRIPTION OF SERVICES**

Conduct evaluations of damage or contract with services to do damage assessments. Report results to emergency management team.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Fielding, Gerald	Public Works - Engineering & Transportation - County Engineer	Public Works Section	970 920-5206
2	Glassier, Temple	Public Works - Deputy Director of Public Works Asset Division	Public Works Section	970-920 5211
3	Pearce, Bert	Public Works Technician	Public Works Section	970 920-5399

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Transportation Vehicles	Fleet	Y	Personal 4x4 vehicles
Evacuation route designations	Sheriff	Y	EOC & Emergency Management Coordinator
Communications	Qwest and Cell phone	N	Personal cell phones or radios provided by A/P Combine Communications Center
Network access (GIS)	Information Technology	Unknown	TBD
Documentation (drawings & specifications)	Road and Bridge Administrative Staff	Y	Unknown

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
GIS Mapping	Electronic / Paper	Use paper maps	Aspen - Public Works Bldg - 76 Service Center Road - CO	Information systems backup servers
Bridge Reports	Paper	Visual inspection	Aspen - Public Works Bldg - 76 Service Center Road - CO	Consulting Engineer &/or State CDOT

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Drawings	Electronic / Paper	Visual Inspection	Aspen - Public Works Bldg - 76 Service Center Road - CO	NA

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Post Disaster Road & Bridge Structure Assessment	All Emergency responders, Department Heads and all County occupants	TBD area specific	Dispatch

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Assessment team	Aspen - Public Works Bldg - 76 Service Center Road - CO	Vehicles	2	Transportation, documentation and communication with EOC

**Public Works Section Functions**

**FUNCTION: BROADCAST SERVICES DEPT. - PUBLIC INFORMATION, CRITICAL**

<b>Primary Location: (Address)</b>	<b>Public Works Bldg 76 Service Center Road Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Work from Vehicle or Home</b>
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**DESCRIPTION OF SERVICES**

Commercial re-broadcast services for Radio and Television. Also, Manages physical sites used as operational locations of Law Enforcement organizations' radio communications.

Manages / operates Sun Light Graphics which is the hub of the translator system and is used to generate scroll Emergency Management messages.

**NOTE:**

Refer to client \_ documents on the website and or files in RAMS Database file name "2008 Property Schedule.xls"

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Pettet, Brian	Public Works - Director	Public Works Section	970 920-5392

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Utilities (Electricity)	Holy Cross	Y	Generator (propane unknown hours of supply) Solar (TBD)
Fuel for generators	Truck delivery	Y	DBS Helicopters
Sunlight Site	Broadcast services	?	Unknown
Frequency re-allocation of messaging sources	Broadcast services	?	Unknown
Vehicles for access to sites and fuel delivery	Broadcast services	Y	Fleet
Technical hardware Support	Broadcast services Engineer	Y	Communications Site Manager or other Broadcasters

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Frequency listing documents	Paper	FCC Permission	Aspen - Public Works Bldg - 76 Service Center Road -	Copy in each of the sites' buildings

Organization: Public Works Section COOP

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
			CO	

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Broadcast of emergency messages	Emergency Manager, Public and Private sector	Event dependent	TBD

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
NA				

**FUNCTION: ASSET MGMT DEPT. - FACILITIES MAINTENANCE DEPT. - BUILDING CONTROLS, ESSENTIAL**

<b>Primary Location: (Address)</b>	<b>Public Works Bldg 76 Service Center Road Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Jail and Aspen/Pitkin Combined Communication Center 485 Rio Grande Place Aspen, CO</b>
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**DESCRIPTION OF SERVICES**

Manage building automation and security systems. Also provides technical advice on building operations during emergencies.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory
  Public / Employee Safety
  Public Relations
  Critical Infrastructure
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Smith, Jodi	Public Works - Facilities Manager	Public Works Section	970 920-5396
2	Benesh, Mark	Public Works - Building Maintenance Technician	Public Works Section	970 920-5377

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
HVAC	Facilities	Y	Local contractors
Safety and Security alarm systems (panic alarms)	Facilities, Fire and Sheriff	Y	Communications Technical Service and Sheriff
Fire Alarms	Facilities	Y	Commercial specialist
DDC (Bldg Automation)	Facilities	Y	Honeywell International
Vehicles	Fleet	Y	Personal vehicles
Telecommunications (Phone / Cell)	Qwest / Verizon	Y	Personal cell phones or radios from Emergency Manager

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Micro-Main (equipment list and maintenance schedules)	Electronic	None	Aspen - Jail and Aspen/Pitkin Combined Communication Center - 485 Rio Grande Place - CO	Consultants backup copy (software vendor)
Trane Automation (Library only)	Electronic	Manual operation and monitoring	Ask Jodi Smith about this?	TBD

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Honeywell automation	Electronic	Manual operation and monitoring	Aspen - Jail and Aspen/Pitkin Combined Communication Center - 485 Rio Grande Place - CO	TBD

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Building Controls / Life Safety Systems and Emergency Response	All building occupants with in the County supported buildings	building dependent	Dispatch

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Assigned Facilities Employees	Aspen - Public Works Bldg - 76 Service Center Road - CO	Aspen - Jail and Aspen/Pitkin Combined Communication Center - 485 Rio Grande Place - CO	1	Office supplies, tools, and equipment

**FUNCTION: ASSET MGMT DEPT. - ROADS & BRIDGES DEPT. - MAINTENANCE & DAMAGE ASSESSMENTS, ESSENTIAL**

<b>Primary Location: (Address)</b>	<b>Public Works Bldg 76 Service Center Road Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Resource Recovery Pitkin County Landfill 32045 Hwy 82 Snowmass, CO</b>
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**DESCRIPTION OF SERVICES**

Insure that priority routes are open and clear. Support access needs for emergency responders first and general population as able.

Inventory of service equipment includes: Graders, Loader, Backhoe, Skid-steer, Dump trucks, Hook truck, End dump, Low-boy, Pickups, Water trucks and Sweeper.

**CRITICAL BRIDGES:**

Damage or breach to Ruedi Dam will cause damage to bridges and communities downstream along the Roaring Fork and Colorado Rivers.

The Emergency Management Coordinator has detailed files on disc related to flood zones.

See RMA Client Access Pitkin County Shared Documents "BridgesInPitkinCounty.pdf" on website or flash drive

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Allen, Brian	Public Works - Operations Supervisor	Public Works Section	970-920 5046
2	Glassier, Temple	Public Works - Deputy Director of Public Works Asset Division	Public Works Section	970-920 5211

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Telecommunications (Phone/Cell)	Qwest / Information Technology	Y	Radios (department owned and issues from Emergency Management Coordinator)
Network/Wireless Access	Information Systems		Need to understand IS plan
Vehicles (Heavy Equipment)	Fleet		Local contractors
Vehicles (Light Duty)	Fleet		Local contractors and distributors
Construction Contractors	Multiple local sources		Contract with out of area suppliers
Water Hydrant (for filling water truck)	Road & Bridge	Y	Ditches and Rivers
(1) Water Truck (equipped to pump from open sources)	Road & Bridge	Y	None

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
None required				

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Maintenance and Damage Assessments of Roads & Bridges	All responders and county occupants		

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Assigned Road and Bridge Staff	Aspen - Public Works Bldg - 76 Service Center Road - CO	Snowmass - Resource Recovery (County) Pitkin County Landfill - 32045 Hwy 82 - CO	2	TBD

**Public Works Section Functions**

**FUNCTION: SOLID WASTE & RECYCLING DEPT. - DEBRIS STORAGE AND DISPOSAL, ESSENTIAL**

<b>Primary Location: (Address)</b>	<b>Resource Recovery Pitkin County Landfill 32045 Hwy 82 Snowmass, CO</b>	<b>Alternate Location: (Address)</b>	
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**DESCRIPTION OF SERVICES**

Removal of building and infrastructure construction materials post disaster. These services include removal and transport of biological material or hazardous waste.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Hoofnagle, Christopher	Public Works - Debris Storage & Disposal - Solid Waste Manager	Public Works Section	970-923 3487
2	Ferguson, Jason	Public Works - Debris Storage & Disposal - Operations Manager	Public Works Section	970-923 3487
3	TBD	Public Works - Debris Storage & Disposal - Office Manager	Public Works Section	970-923 3487

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Telecommunications (phones/cell phones)	Qwest / Information Technology	Y	Radios
Transportation, Heavy and Light Duty Vehicles	Fleet Management	Y	Local contractors
Hauling Equipment	Fleet Management	Y	Local contractors
Telecommunications (Radios)	A/P Combine Communications Center	Unknown	Emergency Management Coordinator
Coordination (verbal instructions)	Emergency Manager	Y	Logistics section EOC
Access to site	Landfill	Y	Road & Bridge or contractors
Gate Security	Landfill	Y	Program vendor

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Door King (gate access program)	Electronic	Force open	Snowmass - Resource	Vendor

**Public Works Section Functions**

Organization: Public Works Section COOP

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
			Recovery (County) Pitkin County Landfill - 32045 Hwy 82 - CO	
Contract Hauler list	Electronic/Paper	Paper copy	Snowmass - Resource Recovery (County) Pitkin County Landfill - 32045 Hwy 82 - CO	Yellow pages

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Debris Storage and Disposal	All occupants of the County and Emergency Manager	TBD	Dispatch

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
NA				

Public Works Section Functions

**FUNCTION: ASSET MGMT DEPT. - LAND MANAGEMENT, RECOVER AS NEEDED**

<b>Primary Location:</b> (Address)	,	<b>Alternate Location:</b> (Address)	,
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**DESCRIPTION OF SERVICES**

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements

**Public Works Section Functions**

## ROARING FORK TRANSIT COOP

### LEADERSHIP SUCCESSION

If the organization's leader is not available leadership will pass to the following named individuals with the authority to make "policy" decisions and authorize expenditures:

#### LEADERSHIP / SUCCESSION ORDER

Position	Name	Contact Information
Roaring Fork Transit - Chief Executive Officer	Blankenship, Dan	970 384-4981
Roaring Fork Transit - Director of Operations	Blackmer, Kent	970 384-4964
Roaring Fork Transit - Operations Manager	Barber, Joe	970 384-4969

### CRITICAL FUNCTIONS

Critical Function	Function Leadership	Primary Location(s)
Mass Evacuation and Emergency Response Transportation	Blankenship, Dan	RFTA Aspen Site

### ESSENTIAL FUNCTIONS

Essential Function	Function Leadership	Primary Location(s)
Public Transportation	Blankenship, Dan	RFTA Aspen Site

### RECOVER AS NEEDED FUNCTIONS

Recover as Needed Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

### CONTACT LOG

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Barber, Joe	Roaring Fork Transit - Operations Manager	970 384-4969	Confidential	970-920-5324	Confidential
Blackmer, Kent	Roaring Fork Transit - Director of Operations	970 384-4964	Confidential	970-920-5324	Confidential
Blankenship, Dan	Roaring Fork Transit - Chief Executive Officer	970 384-4981	Confidential	970-920-5324	Confidential
Hocker, John	Roaring Fork Transit - Director of Operations	970 384-4963	Confidential	970-920-5324	Confidential
Iverson, Dave	Roaring Fork Transit - Operations Manager	970 384-4951	Confidential	970-920-5324	Confidential
Prioleau, Mary Anne	Roaring Fork Transit - Safety and Training	970 384-4880	Confidential	970-920-5324	Confidential

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
	Manager				

**FUNCTION: MASS EVACUATION AND EMERGENCY RESPONSE TRANSPORTATION, CRITICAL**

<b>Primary Location: (Address)</b>	<b>RFTA Aspen Site 51 Service Center Drive Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Glenwood Springs Site, 2307 Wulfsohn Rd., Glenwood Springs, 81601</b>
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**DESCRIPTION OF SERVICES**

Provide mass evacuation and emergency response transportation in coordination with Emergency Manager and County Leadership during disasters.

**NOTES**

Roaring Fork Transportation Authority (RFTA)

**FUEL INVENTORIES:**

**AMF**

- Diesel -16,000 gallons
- Gasoline - 6,0000 gallons

**GMF**

- Diesel - 15,000 gallons
- Gasoline 5,000 gallons

Just as a FYI RFTA will generally have B20 Biodiesel and E10 Gasoline

**CRITICAL BRIDGES:** Damage or breach to Ruedi Dam will cause damage to bridges and communities downstream along the Roaring Fork and Colorado Rivers. The Emergency Manager has detailed files on disc related to flood zones. See RMA Client Access Pitkin County Shared Documents "BridgesInPitkinCounty.pdf" on website or flash drive

**VEHICLE INVENTORY:** See RMA Client Access Pitkin County Shared Documents "Vehicle Inventory 206 12.xls" on website or flash drive

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Blankenship, Dan	Roaring Fork Transit - Chief Executive Officer	Roaring Fork Transit	970 384-4981
2	Blackmer, Kent	Roaring Fork Transit - Director of Operations	Roaring Fork Transit	970 384-4964
3	Barber, Joe	Roaring Fork Transit - Operations Manager	Roaring Fork Transit	970 384-4969

Organization: Roaring Fork Transit COOP

Order	Name	Position/Title	Department	Phone
4	Hocker, John	Roaring Fork Transit - Director of Operations	Roaring Fork Transit	970 384-4963
5	Iverson, Dave	Roaring Fork Transit - Operations Manager	Roaring Fork Transit	970 384-4951

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Evacuation Route, sheltering, and response guidance	Emergency Operations Center or Joint Operations Center	N	Enter new item
Radio Communication	Roaring Fork Transportation Authority (RFTA)	N	Cell phones
Telecommunications	Cell Phone	N	RFTA radios
Staffing Support	Roaring Fork Transportation Authority (RFTA)	N	RFTA IGA under review currently
Vehicles, heavy and light duty	Roaring Fork Transportation Authority (RFTA)	N	Basalt, Glenwood Springs, Eagle County, Carbondale, Snowmass, Pitkin County, and Aspen, then Roaring Fork and Aspen Schools
Utilities	Aspen - Holy Cross Electric, Aspen Consolidated Water, K&N Energy Gas Carbondale - Holy Cross Electric, Public Service Gas, City of Carbondale Water and Sewer Glenwood - City of Glenwood Electric an Water/Sewer, Public Service Gas	N	NA but Aspen has hookups for mobile generator
Fuel Supply	Roaring Fork Transportation Authority (RFTA)	N	Basalt, Glenwood Springs, Eagle County, Carbondale, Snowmass, Pitkin County, and Aspen, then Roaring Fork and Aspen Schools
Repair and Maintenance of Buses	Roaring Fork Transportation Authority (RFTA) and Fleet Services	N	Local service providers
Food and Supplies	Roaring Fork Transportation Authority (RFTA)	N	Emergency Manager
Destination Signs on Buses	Roaring Fork Transportation Authority (RFTA)	N	Paper signs
Staging Areas for Staff/Command Center	Roaring Fork Transportation Authority (RFTA)	N	Glenwood Springs Site, 2307 Wulfsohn Rd., Glenwood Springs, 81601 or Carbondale Site, 0776 Industry Way, Carbondale, 81623
Personal Protective Equipment	Roaring Fork Transportation Authority (RFTA)	N	Emergency Manager
Incident Command Protocols	Roaring Fork Transportation Authority (RFTA)	N	NA
Sheltering for Staff During Emergencies	Roaring Fork Transportation Authority (RFTA)	N	Local motels, then schools or other

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Staff Contact Lists	Paper	Electronic	Roaring Fork Transportation Authority	Glenwood Springs Site, 2307 Wulfsohn Rd.,

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
			(RFTA)	Glenwood Springs, 81601 or Carbondale Site, 0776 Industry Way, Carbondale, 81623
Colorado Assoc. of State Transit Agencies (CASTA) File	Paper	Electronic	Roaring Fork Transportation Authority (RFTA)	Glenwood Springs Site, 2307 Wulfsohn Rd., Glenwood Springs, 81601 or Carbondale Site, 0776 Industry Way, Carbondale, 81623
Rolodex of Emergency Numbers	Paper	TBD	Roaring Fork Transportation Authority (RFTA)	Outlook and PDA
Personnel Files	Electronic/Paper	TBD	Roaring Fork Transportation Authority (RFTA)	TBD

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Provide mass evacuation and emergency response transportation in coordination with Emergency Management Coordinator and County Leadership during disasters.	Evacuees and emergency responders and support staff as needed	Roaring Fork Transportation Authority (RFTA) Dispatch	970 384-4951

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Dispatch Team	Aspen - RFTA Aspen Site - 51 Service Center Drive - CO	Glenwood Springs - RFTA Glenwood Springs Site - 2307 Wulfsohn Rd. - CO	4	Rolodex, schedules, CASTA Directory, radio, cell phone, basic office supplies, restroom, First Aid Kit
Management Team	Aspen - RFTA Aspen Site - 51 Service Center Drive - CO	Glenwood Springs - RFTA Glenwood Springs Site - 2307 Wulfsohn Rd. - CO	4	Rolodex, schedules, CASTA Directory, radio, cell phone, basic office supplies, restroom
Maintenance and Repair Teams	Aspen - RFTA Aspen Site - 51 Service Center Drive - CO	Glenwood Springs - RFTA Glenwood Springs Site - 2307 Wulfsohn Rd. - CO	2	Appropriate shelter for repairs and fueling, tools and parts, radio, first aid kits, PPE,

Roaring Fork Transit Functions

**FUNCTION: PUBLIC TRANSPORTATION, ESSENTIAL**

<b>Primary Location: (Address)</b>	<b>RFTA Aspen Site 51 Service Center Drive Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Glenwood Springs Site, 2307 Wulfsohn Rd., Glenwood Springs, 81601</b>
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**DESCRIPTION OF SERVICES**

Maintain reasonable levels of transportation services as possible during an emergency or disaster.

**NOTES**

Roaring Fork Transportation Authority (RFTA)

**FUEL INVENTORIES:**

**AMF**

- Diesel -16,000 gallons
- Gasoline - 6,0000 gallons

**GMF**

- Diesel - 15,000 gallons
- Gasoline 5,000 gallons

Just as an FYI RFTA will generally have B20 Biodiesel and E10 Gasoline

**CRITICAL BRIDGES:** Damage or breach to Ruedi Dam will cause damage to bridges and communities downstream along the Roaring Fork and Colorado Rivers. The Emergency Manager has detailed files on disc related to flood zones. See RMA Client Access Pitkin County Shared Documents "BridgesInPitkinCounty.pdf" on website or flash drive

**VEHICLE INVENTORY:** See RMA Client Access Pitkin County Shared Documents "Vehicle Inventory 206 12.xls" on website or flash drive

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Blankenship, Dan	Roaring Fork Transit - Chief Executive Officer	Roaring Fork Transit	970 384-4981
2	Blackmer, Kent	Roaring Fork Transit - Director of Operations	Roaring Fork Transit	970 384-4964
3	Hocker, John	Roaring Fork Transit - Director of Operations	Roaring Fork Transit	970 384-4963
4	Pringleau, Mary Anne	Roaring Fork Transit - Safety and Training Manager	Roaring Fork Transit	970 384-4880

Order	Name	Position/Title	Department	Phone
5	Iverson, Dave	Roaring Fork Transit - Operations Manager	Roaring Fork Transit	970 384-4951
6	Barber, Joe	Roaring Fork Transit - Operations Manager	Roaring Fork Transit	970 384-4969

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Radio Communication	Roaring Fork Transportation Authority (RFTA)	N	Cell phones
Telecommunications	Cell phone	N	RFTA radios
Staffing support	Roaring Fork Transportation Authority (RFTA)	N	RFTA IGA under review currently
Vehicles, heavy and light duty	Roaring Fork Transportation Authority (RFTA)	N	Basalt, Glenwood Springs, Eagle County, Carbondale, Snowmass, Pitkin County, and Aspen, then Roaring Fork and Aspen Schools
Utilities	Aspen - Holy Cross Electric, Aspen Consolidated Water, K&N Energy Gas Carbondale - Holy Cross Electric, Public Service Gas, City of Carbondale Water and Sewer Glenwood - City of Glenwood Electric an Water/Sewer, Public Service Gas	N	NA but Aspen has hookups for mobile generator
Fuel Supply	Roaring Fork Transportation Authority (RFTA)	N	Basalt, Glenwood Springs, Eagle County, Carbondale, Snowmass, Pitkin County, and Aspen, then Roaring Fork and Aspen Schools
Repair and Maintenance of Buses	Roaring Fork Transportation Authority (RFTA) and Fleet Services	N	Local service providers
Food and Supplies	Roaring Fork Transportation Authority (RFTA)	N	Emergency Manager
Destination Signs on Buses	Roaring Fork Transportation Authority (RFTA)	N	Paper signs
Staging Areas for Staff/Command Center	Roaring Fork Transportation Authority (RFTA)	N	Glenwood Springs Site, 2307 Wulfsohn Rd., Glenwood Springs, 81601 or Carbondale Site, 0776 Industry Way, Carbondale, 81623
Personal Protective Equipment	Roaring Fork Transportation Authority (RFTA)	N	Emergency Management Coordinator
Incident Command Protocols	Roaring Fork Transportation Authority (RFTA)	N	NA
Sheltering for Staff during emergencies	Roaring Fork Transportation Authority (RFTA)	N	Local motels, then schools or other

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Staff contact Lists	Paper	Electronic	Aspen - RFTA Aspen Site - 51 Service Center Drive - CO	Glenwood Springs Site, 2307 Wulfsohn Rd., Glenwood Springs, 81601 or Carbondale Site, 0776

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
				Industry Way, Carbondale, 81623
Colorado Assoc. of State Transit Agencies (CASTA) File	Electronic	Paper	Aspen - RFTA Aspen Site - 51 Service Center Drive - CO	Electronic Glenwood Springs Site, 2307 Wulfsohn Rd., Glenwood Springs, 81601 or Carbondale Site, 0776 Industry Way, Carbondale, 81623
Rolodex of Emergency Numbers	Paper	TBD	Aspen - RFTA Aspen Site - 51 Service Center Drive - CO	Outlook and PDA
Personnel Files	Electronic/Paper	TBD	Aspen - RFTA Aspen Site - 51 Service Center Drive - CO	TBD

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Maintain reasonable levels of transportation services as possible during an emergency or disaster.	Pitkin County Public and persons in all regional jurisdictions	Roaring Fork Transportation Authority (RFTA) Dispatch	970 384-4951

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Dispatch Team	Aspen - RFTA Aspen Site - 51 Service Center Drive - CO	Glenwood Springs - RFTA Glenwood Springs Site - 2307 Wulfsohn Rd. - CO	4	Rolodex, schedules, CASTA Directory, radio, cell phone, basic office supplies, restroom, First Aid Kit
Management Team	Aspen - RFTA Aspen Site - 51 Service Center Drive - CO	Glenwood Springs - RFTA Glenwood Springs Site - 2307 Wulfsohn Rd. - CO	4	Rolodex, schedules, CASTA Directory, radio, cell phone, basic office supplies, restroom
Maintenance and Repair Teams	Aspen - RFTA Aspen Site - 51 Service Center Drive - CO	Glenwood Springs - RFTA Glenwood Springs Site - 2307 Wulfsohn Rd. - CO	2	Appropriate shelter for repairs and fueling, tools and parts, radio, first aid kits, PPE,

Roaring Fork Transit Functions

**COMMUNITY DEVELOPMENT SECTION COOP****LEADERSHIP SUCCESSION**

If the organization's leader is not available leadership will pass to the following named individuals with the authority to make "policy" decisions and authorize expenditures:

**LEADERSHIP / SUCCESSION ORDER**

Position	Name	Contact Information
Community Development - Director	Houben, Cindy	970 920-5097
Community Development - Assistant Director	Clarke, Lance	970 920-5452

**CRITICAL FUNCTIONS**

Critical Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**ESSENTIAL FUNCTIONS**

Essential Function	Function Leadership	Primary Location(s)
Environmental Health & Natural Resources Dept. - Health & Environment Protection	Sullivan, Rose Ann	Schultz Health and Human Services Building

**RECOVER AS NEEDED FUNCTIONS**

Recover as Needed Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**CONTACT LOG**

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Berg, Catherine	Community Development - Planning Engineer	970 429-2790	Confidential	970-920-5324	Confidential
Clarke, Lance	Community Development - Assistant Director	970 920-5452	Confidential	970-920-5324	Confidential
Fusaro, Tony	Community Development - Building Inspection - Chief Building Official	970 920-5101	Confidential	970-920-5324	Confidential
Houben, Cindy	Community Development - Director	970 920-5097	Confidential	970-920-5324	Confidential
Ostberg, Carla	Environmental Health & Natural Resources Dept. - Environmental Health Program Supervisor	970 920-5438	Confidential	N/A	Confidential

## Organization: Community Development Section COOP

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Rider, Warren	Environmental Health & Natural Resources Dept. - Natural Resource Specialist	970-429 2033	Confidential	N/A	Confidential
Stroud, Kristen	Environmental Health & Natural Resources Dept. - Administrative Assistant	970 920-5070	Confidential	N/A	Confidential
Sullivan, Rose Ann	Environmental Health & Natural Resources Dept. - Environmental Resources Manager	970 920-5073	Confidential	N/A	Confidential
TBD	Environmental Health & Natural Resources Dept. - Environmental Health Specialist	970 920-5076	Confidential	N/A	Confidential
Wolff, Suzanne	Community Development - Planning - Senior Planner	970 920-5093	Confidential	970-920-5324	Confidential

Organization: Community Development Section COOP

**FUNCTION: ENVIRONMENTAL HEALTH & NATURAL RESOURCES DEPT. - HEALTH & ENVIRONMENT PROTECTION, ESSENTIAL**

<b>Primary Location: (Address)</b>	<b>Schultz Health and Human Services Building 0405 Castle Creek Rd Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Work from home or vehicles</b>
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**DESCRIPTION OF SERVICES**

Support first responders in evaluation of safety and notification of citizens, local, state and federal agencies related to environmental health or natural resource emergency or disaster.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Sullivan, Rose Ann	Environmental Health & Natural Resources Dept. - Environmental Resources Manager	Community Development Section	970 920-5073
2	Ostberg, Carla	Environmental Health & Natural Resources Dept. - Environmental Health Program Supervisor	Community Development Section	970 920-5438
3	TBD	Environmental Health & Natural Resources Dept. - Environmental Health Specialist	Community Development Section	970 920-5076
4	Rider, Warren	Environmental Health & Natural Resources Dept. - Natural Resource Specialist	Community Development Section	970-429 2033

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Emergency spill reporting process	Colorado Department of Public Health and Environment (by phone)	Y	On line access
Telephone Communication	Qwest	N	Cell phone
Transportation	Environmental Health and Natural Resources - two vehicles	N	Personal vehicles
Contact with water system operators	By impacted area and State Engineer (Water Quality) Glenwood Springs 970 945-5665 (hit "0")	N	State Health Department and consider Water Quality Control Division
Law Enforcement support	Sheriff, state, and local agencies	N	Mutual aid
Federal agency support (USFS and BLM)	Appropriate federal agency	N	NA

Organization: Community Development Section COOP

Community Development Section Functions

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Fire Department and Hazmat support	Appropriate agency with jurisdiction	N	Mutual aid
Colorado Department of Transportation coordination	Colorado Dept. of Transportation	N	NA

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
State Health Department information	Electronic	Telephone	4300 Cherry Creek Dr. South	Environmental Protection Agency or other counties
Water Treatment Operators/Utilities and State Engineer Listing	Electronic/Paper	Electronic	Local telephone book	All Staff should have copies, copies have been provided to response agencies. City of Aspen EHS if needed.
Staff Contact list	Paper (cards)	TBD	With staff	Local telephone book or on line
State, local, federal agency contact lists	Paper (cards)	TBD	With staff (cheat sheet)	Local telephone book or on line

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Support first responders in evaluation of safety and notification of citizens, local, state and federal agencies related to environmental health &/or natural resources emergency or disaster.	Public and first response agencies and agencies requiring notification	Kristen Stroud	970 920-5070

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Environmental Health and Natural Resources staff or as needed	Aspen - Schultz Health and Human Services Building - 0405 Castle Creek Rd - CO	Work from home or vehicles	1	Telephone/cell phone, resource documents

Organization: Community Development Section COOP

FUNCTION: PLANNING DEPT., RECOVER AS NEEDED

Primary Location: (Address)	RFTA Aspen Site 51 Service Center Drive Aspen, CO	Alternate Location: (Address)	
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DESCRIPTION OF SERVICES

MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

LEADERSHIP/DELEGATION OF AUTHORITY

Order	Name	Position/Title	Department	Phone

KEY DEPENDENCIES

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information

REQUIRED SYSTEMS DATABASES AND/OR RECORDS

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup

ORGANIZATIONS DEPENDENT ON THIS FUNCTION

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone

RELOCATION REQUIREMENTS

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements

Community Development Section Functions

Organization: Community Development Section COOP

FUNCTION: BUILDING INSPECTION DEPT., RECOVER AS NEEDED

Primary Location: (Address)	City Hall 130 S. Galena Street Aspen, CO	Alternate Location: (Address)	
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DESCRIPTION OF SERVICES

MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

LEADERSHIP/DELEGATION OF AUTHORITY

Order	Name	Position/Title	Department	Phone

KEY DEPENDENCIES

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information

REQUIRED SYSTEMS DATABASES AND/OR RECORDS

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup

ORGANIZATIONS DEPENDENT ON THIS FUNCTION

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone

RELOCATION REQUIREMENTS

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements

Community Development Section Functions

**HEALTH & HUMAN SERVICES SECTION COOP****LEADERSHIP SUCCESSION**

If the organization's leader is not available leadership will pass to the following named individuals with the authority to make "policy" decisions and authorize expenditures:

**LEADERSHIP / SUCCESSION ORDER**

Position	Name	Contact Information
Health & Human Services	Sundeen, Nan	970 920-5209
Health & Human Services - Senior Services - Director	Ames, Marty	970-920-5432
Health & Human Services - Senior Services - Program Coordinator	Barbour, Mary	970-920-5432
Health & Human Services - Public Health Officer	Cohen, Morris Dr.	970 923-2560

**CRITICAL FUNCTIONS**

Critical Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**ESSENTIAL FUNCTIONS**

Essential Function	Function Leadership	Primary Location(s)
Contract Services Dept. - Building Support and Sheltering contracted services	Ames, Marty	Senior Services
Senior Services Dept. - Food Delivery & Senior Transport	Ames, Marty	Senior Services
Senior Services Dept. - Senior Care Management	Ames, Marty	Senior Services
Senior Services Dept. - Urgent Transportation	Ames, Marty	Senior Services
Social Services Dept. - Child and Adult Welfare/Protection	Sundeen, Nan	Schultz Health and Human Services Building

**RECOVER AS NEEDED FUNCTIONS**

Recover as Needed Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**CONTACT LOG**

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Ames, Marty	Health & Human Services - Senior Services - Director	970-920-5432	Confidential	970-920-5324	Confidential

**Organization: Health & Human Services Section COOP**

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Barbour, Mary	Health & Human Services - Senior Services - Program Coordinator	970-920-5432	Confidential	970-920-5324	Confidential
Cohen, Morris Dr.	Health & Human Services - Public Health Officer	970 923-2560	Confidential	970 920-5324	Confidential
Hostetler, Ruth	Health & Human Services - Senior Services - Administrative Assistant	970 920-5432	Confidential	970-920-5324	Confidential
Sundeen, Nan	Health & Human Services	970 920-5209	Confidential	970 920-5324	Confidential
TBD	Health & Human Services - Senior Services - Project Coordinator	970-920-5432	Confidential	970-920-5324	Confidential
TBD	Health & Human Services - Social Services - Case Worker	970 429-2042	Confidential	970 920-5324	Confidential

**Health & Human Services Section COOPS**

**FUNCTION: SENIOR SERVICES DEPT. - URGENT TRANSPORTATION, ESSENTIAL**

<b>Primary Location: (Address)</b>	<b>Senior Services 0275 Castle Creek Road Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Health &amp; Human Services Building</b>
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**DESCRIPTION OF SERVICES**

Safe and secure ADA compliant urgent transportation of senior residents for medical, nutrition, and sheltering needs during or after emergencies and disasters.

NOTES: Consider transport needs of Whitcomb Terrace and Country Inn Senior Housing for mass evacuation or impact of their facilities.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Ames, Marty	Health & Human Services - Senior Services - Director	Health & Human Services Section	970-920-5432
2	Barbour, Mary	Health & Human Services - Senior Services - Program Coordinator	Health & Human Services Section	970-920-5432
3	TBD	Health & Human Services - Senior Services - Project Coordinator	Health & Human Services Section	970-920-5432
4	Hostetler, Ruth	Health & Human Services - Senior Services - Administrative Assistant	Health & Human Services Section	970 920-5432

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Cell Phones	Verizon	N	RFTA Radios
Radio communication	Aspen - RFTA Aspen Site - 51 Service Center Drive - CO	N	Cell Phones
Transportation	Senior Services county assigned 4x4 vehicle	N	Aspen - RFTA Aspen Site - 51 Service Center Drive - Local taxi services, Consider four wheel drive clubs &/or volunteers (Rotary Club?)
Coordination with RFTA	Aspen - RFTA Aspen Site - 51 Service Center Drive - CO	N	NA
Coordination of volunteer drivers	Senior Services	N	TBD
Fuel and maintenance	TBD for 'non-county' volunteer vehicles, fleet for county vehicles	N	Roaring Fork Transportation Authority (RFTA)

Organization: Health & Human Services Section COOP

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Law Enforcement support as needed	Sheriff's Department or local agency	Y	Mutual aid
Utilities	Aspen Valley Hospital Building	N	TBD
Network Access	Information Technology	N	TBD

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Client information files	Electronic	Paper	Aspen - Senior Services (County) - 0275 Castle Creek Road - CO	Aspen - City Hall - 130 S. Galena Street - CO
Emergency contacts file	Electronic	Paper	Aspen - Senior Services (County) - 0275 Castle Creek Road - CO	Aspen - City Hall - 130 S. Galena Street - CO
Staff listings	Electronic	Paper	Aspen - Senior Services (County) - 0275 Castle Creek Road - CO	Aspen - City Hall - 130 S. Galena Street - CO
Volunteer files	Paper	TBD	Aspen - Senior Services (County) - 0275 Castle Creek Road - CO	TBD
Client file box	Paper	TBD	Aspen - Senior Services (County) - 0275 Castle Creek Road - CO	TBD
Current daily transportation sheet/board	Paper	TBD	Aspen - Senior Services (County) - 0275 Castle Creek Road - CO	TBD

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Safe and secure ADA compliant urgent transportation of senior residents for medical, nutrition, and sheltering needs during or after emergencies and disasters.	Pitkin County seniors who need urgent transportation	Marty Ames	W 970 920-5432 C 970 948-9543 H 970 925-9499

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Senior Services staff (4)	Aspen - Senior Services (County) - 0275 Castle Creek Road - CO	Aspen - Schultz Health and Human Services Building - 0405 Castle Creek Rd - CO	2	Printers, phones/cell phones, office supplies, food and water, restroom facilities, utilities

**FUNCTION: SENIOR SERVICES DEPT. - SENIOR CARE MANAGEMENT, ESSENTIAL**

<b>Primary Location: (Address)</b>	<b>Senior Services 0275 Castle Creek Road Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Work from home or vehicle, then 0405 Castle Creek Rd., Aspen.</b>
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**DESCRIPTION OF SERVICES**

Safe and secure immediate physical, environmental, and mental care for seniors during and after disasters and emergencies whether in or away from their homes.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Ames, Marty	Health & Human Services - Senior Services - Director	Health & Human Services Section	970-920-5432
2	Browning, Betsy	Community Health - Community Health Nurse	Community Health	970 920-5424
3	Cohen, Morris Dr.	Community Health - Public Health Officer	Community Health	970-923 2560

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Cell phones	Verizon	N	Face to face
Utilities	Aspen Valley Hospital Building	N	TBD
Telephone communication	Qwest	N	Cell phones
Law Enforcement support as needed	Sheriff's Department or local agency	Y	Mutual aid
911 availability	Communications	Y	NA
Transportation	Personal vehicle	N	Fleet Management

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Client information files	Electronic	Paper	Senior Services laptop	Daytimer
Daytimer	Paper	TBD	Personal Item	TBD
Emergency contacts and resource files	Paper	TBD	Aspen - Senior Services (County) - 0275 Castle	TBD

Organization: Health & Human Services Section COOP

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
			Creek Road - CO	
Staff listings	TBD	TBD	Aspen - Senior Services (County) - 0275 Castle Creek Road - CO	TBD

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Safe and secure immediate physical, environmental, and mental care for seniors during and after disasters and emergencies whether in or away from their homes.	Pitkin county senior clients in need of immediate care management assistance	Marty Ames	970 920-5432 W 970 948-9543 C 970 925-9499 H

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Senior Care Manager	Aspen - Senior Services (County) - 0275 Castle Creek Road - CO	Work from home or vehicle, then Aspen - Schultz Health and Human Services Building - 0405 Castle Creek Rd - CO	1	Telephones, printer, FAX capability, Daytimer, files, minimal office supplies, cell phone

**Health & Human Services Section Functions**

Organization: Health & Human Services Section COOP

**FUNCTION: SENIOR SERVICES DEPT. - FOOD DELIVERY & SENIOR TRANSPORT, ESSENTIAL**

<b>Primary Location: (Address)</b>	<b>Senior Services 0275 Castle Creek Road Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Social Services Basalt Office 100 Elk Run Drive #122 Basalt, CO</b>
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**DESCRIPTION OF SERVICES**

Provide food to shut in seniors and transportation as needed.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Ames, Marty	Health & Human Services - Senior Services - Director	Health & Human Services Section	970-920-5432
2	Barbour, Mary	Health & Human Services - Senior Services - Program Coordinator	Health & Human Services Section	970-920-5432
3	TBD	Health & Human Services - Senior Services - Project Coordinator	Health & Human Services Section	970-920-5432

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Food	Contract suppliers	Y	Hospital &/or local stores
Delivery of meals	Volunteers	Y	RAFTA or senior van
Transport of seniors	RAFTA or senior van	Y	Volunteers
Roll-over for office phone to alternate phone if relocation is required	Information Technology	N	None
personnel to manage phone	Senior Services staff	Y	Volunteers
Telecommunications (phones and cell phones)	Qwest and Verizon (support from Information Technology)	N	Request radios from Emergency Management Coordinator
Distribution building locations	Senior Services	Y	Hospital, Health & Human Services and El Jabel site
Utilities for the building	Aspen Valley Hospital Building	N	None

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup

Organization: Health & Human Services Section COOP

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Client contact information	Electronic/Paper	Paper lists	Aspen - Senior Services (County) - 0275 Castle Creek Road - CO	Basalt - Social Services (County) Basalt Office - 100 Elk Run Drive #122 - CO

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Senior Services - Food Delivery & Senior Transport	All dependent seniors in the county	None	None

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Senior Services - Food Delivery & Senior Transport	Aspen - Senior Services (County) - 0275 Castle Creek Road - CO	Basalt - Social Services (County) Basalt Office - 100 Elk Run Drive #122 - CO	1	Access to delivery trucks and transportation vehicles

**Health & Human Services Section Functions**

Organization: Health & Human Services Section COOP

**FUNCTION: SOCIAL SERVICES DEPT. - CHILD AND ADULT WELFARE/PROTECTION, ESSENTIAL**

<b>Primary Location: (Address)</b>	<b>Schultz Health and Human Services Building 0405 Castle Creek Rd Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Health &amp; Human Services Building</b>
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**DESCRIPTION OF SERVICES**

Provide service to abused/neglected children and adults during emergencies.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Sundeen, Nan	County Administration - Health & Human Services - Director	County Administration	970 920-5209
2	TBD	Health & Human Services - Social Services - Case Worker	Health & Human Services Section	970 429-2042

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Safety response systems	All law enforcement	Y	Any law enforcement
Telecommunications( phones/cell phones)	Qwest / Information Technology	N	Radios from Emergency Management Coordinator
Network Access	Information Technology	Y	Secure remote access site
Access to Foster Care	Local families		Alternate families or locations
Vehicle	Fleet	Y	Call on public safety or use personal cars

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
File access client records	Paper	None	Basalt - Social Services (County) Basalt Office - 100 Elk Run Drive #122 - CO	None
CYF Trails System	Electronic	paper	State of Colorado	NA
CITRIX	Electronic	Phone agency	Aspen - City Hall - 130 S. Galena Street - CO or	None

Organization: Health & Human Services Section COOP

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
			(Information Technology servers in the Courthouse?)	
Router assess	Electronic	Laptops	Home	Home
Historical records	Electronic/Paper	CDs	Basalt - Social Services (County) Basalt Office - 100 Elk Run Drive #122 - CO	Aspen - Courthouse Plaza - 530 E. Main Street - CO

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Child and Adult Welfare/Protection	Law Enforcement, children in custody, general public	A/P Combined Communication Center	911

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Child and Adult Welfare/Protection staff	Basalt - Social Services (County) Basalt Office - 100 Elk Run Drive #122 - CO	Laptop	TBD	Router access

**Health & Human Services Section Functions**

Organization: Health & Human Services Section COOP

**FUNCTION: CONTRACT SERVICES DEPT. - BUILDING SUPPORT AND SHELTERING  
CONTRACTED SERVICES, ESSENTIAL**

<b>Primary Location: (Address)</b>	<b>Senior Services</b> 0275 Castle Creek Road Aspen, CO	<b>Alternate Location: (Address)</b>	<b>Social Services Basalt Office</b> 100 Elk Run Drive #122 Basalt, CO
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**DESCRIPTION OF SERVICES**

Providing housing and associated essential contract services.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Ames, Marty	Health & Human Services - Senior Services - Director	Health & Human Services Section	970-920-5432
2	Barbour, Mary	Health & Human Services - Senior Services - Program Coordinator	Health & Human Services Section	970-920-5432
3	Browning, Betsy	Community Health - Community Health Nurse	Community Health	970 920-5424

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support information
Street access to building	Road & Bridge	Y	Check with R&B to see where these locations are in the clearing priority
Utilities	Aspen Valley Hospital Building	Y	Check with Aspen Valley Hospital
Telecommunications (phone/cell)	Qwest / Information Technology	Y	Get radios from Emergency Management Coordinator
Network	Information Technology	Y	find alternate location with access
Computers	Information Technology	Y	Laptops/personal home PCs (make sure individuals can log-on and that they practice working from home)
Food Delivery	Red Cross		Hospitals and / or local stores
Kitchen support	Community volunteers		Get Emergency Management Coordinator to assign staffing resources

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Directory of HHS Service Providers	Electronic/Paper	Use paper copy	Aspen - City Hall - 130 S.	Laptop

**Health & Human Services Section Functions**

Organization: Health & Human Services Section COOP

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
			Galena Street - CO (Courthouse Information Technology servers?)	

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Building support and sheltering contracted services	All employees in Pitkin County and all residents of the county	TBD	A/P Combine Communication Center

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
contracted services Staff	Aspen - Senior Services (County) - 0275 Castle Creek Road - CO	Basalt - Social Services (County) Basalt Office - 100 Elk Run Drive #122 - CO	1	None

**FUNCTION: HUMAN SERVICES DEPT. - HEALTH AND HUMAN SERVICES, RECOVER AS NEEDED**

<b>Primary Location: (Address)</b>	<b>Senior Services 0275 Castle Creek Road Aspen, CO</b>	<b>Alternate Location: (Address)</b>	
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**DESCRIPTION OF SERVICES**

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements

**Health & Human Services Section Functions**

Organization: Health & Human Services Section COOP

**FUNCTION: SOCIAL SERVICES DEPT. - PUBLIC ASSISTANCE, RECOVER AS NEEDED**

<b>Primary Location: (Address)</b>	<b>Senior Services 0275 Castle Creek Road Aspen, CO</b>	<b>Alternate Location: (Address)</b>	
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**DESCRIPTION OF SERVICES**

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements

**FUNCTION: SOCIAL SERVICES DEPT. - YOUTH AND FAMILY SERVICES, RECOVER AS NEEDED**

<b>Primary Location: (Address)</b>	Senior Services 0275 Castle Creek Road Aspen, CO	<b>Alternate Location: (Address)</b>	
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**DESCRIPTION OF SERVICES**

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements

**Health & Human Services Section Functions**

**COMMUNITY HEALTH COOP****LEADERSHIP SUCCESSION**

If the organization's leader is not available leadership will pass to the following named individuals with the authority to make "policy" decisions and authorize expenditures:

**LEADERSHIP / SUCCESSION ORDER**

Position	Name	Contact Information
Community Health - Director	Stark, Liz	970 920-5010
Community Health - Community Health Nurse	Browning, Betsy	970 920-5424
Community Health - Office Manager	Lutgring, Tazi	970 920-5423
Community Health - Public Health Officer	Cohen, Morris Dr.	970-923 2560

**CRITICAL FUNCTIONS**

Critical Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**ESSENTIAL FUNCTIONS**

Essential Function	Function Leadership	Primary Location(s)
Community Health Dept. - Mass Immunization	Lutgring, Tazi	Health & Human Services Building
Community Health Dept. - Public Health Emergencies	Stark, Liz	Health & Human Services Building

**RECOVER AS NEEDED FUNCTIONS**

Recover as Needed Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**CONTACT LOG**

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Browning, Betsy	Community Health - Community Health Nurse	970 920-5424	Confidential	970-920-5324	Confidential
Cohen, Morris Dr.	Community Health - Public Health Officer	970-923 2560	Confidential	970-920-5324	Confidential
Lutgring, Tazi	Community Health - Office Manager	970 920-5423	Confidential	970-920-5324	Confidential
Stark, Liz	Community Health - Director	970 920-5010	Confidential	970 920-5324	Confidential

**FUNCTION: COMMUNITY HEALTH DEPT. - PUBLIC HEALTH EMERGENCIES, ESSENTIAL**

<b>Primary Location: (Address)</b>	<b>Health &amp; Human Services Building</b>	<b>Alternate Location: (Address)</b>	<b>Airport Terminal Building &amp; Administration Offices 0233 E. Airport Road Aspen,</b>
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**DESCRIPTION OF SERVICES**

All community health services related to vulnerable or impacted individuals and populations during disasters and emergencies including quarantine and SURGE needs. Work with Environmental Health to investigate incidences of communicable disease and other public health crises.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

- Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Stark, Liz	Community Health - Director	Community Health	970 920-5010
2	Lutgring, Tazi	Community Health - Office Manager	Community Health	970 920-5423
3	Browning, Betsy	Community Health - Community Health Nurse	Community Health	970 920-5424
4	Cohen, Morris Dr.	Community Health - Public Health Officer	Community Health	970-923 2560

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Network access and wireless	Information Technology	Y	Check with Information Technology
Telecommunications (phone and dial in)	Qwest	Y	Cell phones
Utilities	Facilities Management	Y	TBD
Transportation	Personal cars	TBD	Fleet?
Radios	Community Health Radios (2)	Y	Cell phones
Refrigerated Storage	Community Health	Y	Area providers
Spanish Interpreters and Language Line	Community Health	Y	Language Line
Quarantine capability	Community Health	Y	Public Health Officer and the Sheriff's Department
Environmental Health Department Support	Environmental Health Department (City and County)	N	City: Lee Cassien and/or County: TBD,
Staffing Support	Community Health	Y	Volunteer Nurse Alert System and Medical

**Community Health Functions**

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
			Reserve Corps
State Health Department Coordination and Support	State Health Department	Y	City of Aspen Environmental Health

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Health Alert Network	Electronic	Fax	Aspen - Community Health - 0405 Castle Creek Rd. - CO	State Health Department
Immunization registry	Electronic	Paper	Aspen - Community Health - 0405 Castle Creek Rd. - CO	State Health Department
Communicable Disease Registry System	Electronic	None	Aspen - Community Health - 0405 Castle Creek Rd. - CO	State Health Department
Community Health phone registry	Electronic/Paper	Electronic	Aspen - Community Health - 0405 Castle Creek Rd. - CO	Email (Outlook)
Director's Rolodex	Paper	None	Aspen - Community Health - 0405 Castle Creek Rd. - CO	None
Community Health Communications Plan	Electronic/Paper	Electronic	Aspen - Community Health - 0405 Castle Creek Rd. - CO	Information Technology

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
All community health services related to vulnerable or impacted individuals and populations during disasters and emergencies	Pitkin county public and essential service responders	Community Health	W970 920-5010 C970 948-0424
Quarantine/Isolation/Social Distancing	Pitkin County public and Board of Health and Public Health Officer	Community Health	W970 920-5010 C970 948-0424
SURGE	Pitkin County public and essential service responders	Community Health	W970 920-5010 C970 948-0424
Work with Environmental Health to investigate incidences of communicable disease and other public health crises.	Pitkin County public and Board of Health	Community Health	W970 920-5010 C970 948-0424

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Community Health Staff (5)	Aspen - Community Health - 0405 Castle Creek Rd. - CO	New Fire Station at Airport, Business Center or Courthouse	5	FAX, printers, refrigerators, wireless access to network, multi-language forms, storage equipment, office supplies,

**Community Health Functions**

**FUNCTION: COMMUNITY HEALTH DEPT. - MASS IMMUNIZATION, ESSENTIAL**

<b>Primary Location: (Address)</b>	Health & Human Services Building	<b>Alternate Location: (Address)</b>	Public Schools or Ski Company
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**DESCRIPTION OF SERVICES**

Provide mass immunization/prophylaxis to impacted communities in response to or prevention of disease outbreak potential.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Lutgring, Tazi	Community Health - Office Manager	Community Health	970 920-5423
2	Browning, Betsy	Community Health - Community Health Nurse	Community Health	970 920-5424
3	Cohen, Morris Dr.	Community Health - Public Health Officer	Community Health	970-923 2560

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Network access and Wireless	Information Technology	Y	Check with Information Technology
Telecommunications (phone and dial in)	Qwest	Y	Cell phones
Utilities	Facilities Management	Y	TBD
Transportation	Personal cars	TBD	TBD with Fleet
Radios	Community Health radios (2)	Y	Cell phones
Refrigerated storage	Community Health	Y	Area providers in emergency
Quarantine capability	Community Health	Y	Public Health Officer and the Sheriff's Department
Staffing support	Community Health	Y	Volunteer Nurse Alert System and Medical Reserve Corps
Triage capability	Community Health	Y	State Health Department
Site security and traffic control	Sheriff's office and local law enforcement	Y	Mutual Aid
Site management, equipment and supplies	Emergency Management Coordinator	N	TBD
Documentation staffing/support	Community Health	N	TBD
Volunteer supervisors/management	Volunteer Nurse Alert System and Medical Reserve Corps	Y	Community Health

Community Health Functions

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
EMS and hospital Staff volunteer support	Ambulance districts and Aspen Valley Hospital	N	Nurse Alert Network
Spanish Interpreters and Language Line	Community Health	Y	Language Line
Environmental Health Department support	Environmental Health Department (City and County)	N	City: Lee Cassien, County: TBD

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Patient Medical records	Paper	None	Aspen - Community Health - 0405 Castle Creek Rd. - CO	TBD
Health Alert Network	Electronic	Fax	Aspen - Community Health - 0405 Castle Creek Rd. - CO	State Health Department
Immunization Registry	Electronic	Paper	Aspen - Community Health - 0405 Castle Creek Rd. - CO	State Health Department
Communicable Disease Registry System	Electronic	None	Aspen - Community Health - 0405 Castle Creek Rd. - CO	State Health Department
Community Health Phone Registry	Electronic/Paper	Electronic	Aspen - Community Health - 0405 Castle Creek Rd. - CO	Email (Outlook)
"Go Box" files (all Community Health forms and information)	Paper	None	Aspen - Community Health - 0405 Castle Creek Rd. - CO	None

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Provide mass immunization/prophylaxis to impacted communities in response to or prevention of disease outbreak potential.	TBD by incident dependent on State Health Department recommendations	Liz Stark	970 920-5010

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Community Health Staff (5)	Aspen - Community Health - 0405 Castle Creek Rd. - CO	Public Schools or Ski Company	5	FAX, printers, pharmacy grade refrigerators or Community Health Immunization coolers, copy machines, wireless capability, Go Box, multi-language forms, and supplies checklists

Community Health Functions



**DISTRICT ATTORNEY COOP****LEADERSHIP SUCCESSION**

If the organization's leader is not available leadership will pass to the following named individuals with the authority to make "policy" decisions and authorize expenditures:

**LEADERSHIP / SUCCESSION ORDER**

Position	Name	Contact Information
District Attorney	Beeson, Martin	970 920-5341
District Attorney - Deputy Chief	Sephenson, Kevin	Dispatch

**CRITICAL FUNCTIONS**

Critical Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**ESSENTIAL FUNCTIONS**

Essential Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**RECOVER AS NEEDED FUNCTIONS**

Recover as Needed Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**CONTACT LOG**

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Beeson, Martin	District Attorney	970 920-5341	Confidential	970 920-5324	Confidential
Sephenson, Kevin	District Attorney - Deputy Chief	Dispatch	Confidential	970 920-5324	Confidential

**FUNCTION: INTERVIEW PENDING FOR DISTRICT ATTORNEY WARRANTS & PROTECTIONS ORDERS, ESSENTIAL**

<b>Primary Location: (Address)</b>	<b>Pitkin County Courthouse 506 E. Main Street Aspen, CO</b>	<b>Alternate Location: (Address)</b>	
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**DESCRIPTION OF SERVICES**

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements

**District Attorney Functions**

**COUNTY ATTORNEY COOP****LEADERSHIP SUCCESSION**

If the organization's leader is not available leadership will pass to the following named individuals with the authority to make "policy" decisions and authorize expenditures:

**LEADERSHIP / SUCCESSION ORDER**

Position	Name	Contact Information
County Attorney - Pitkin County Attorney	Ely, John	970 920-5190
County Attorney - Assistant County Attorney	Seldin, Christopher	970 920-5192

**CRITICAL FUNCTIONS**

Critical Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**ESSENTIAL FUNCTIONS**

Essential Function	Function Leadership	Primary Location(s)
County Attorney - Legal advice to BOCC and Leadership Team	Ely, John	Courthouse Plaza

**RECOVER AS NEEDED FUNCTIONS**

Recover as Needed Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**CONTACT LOG**

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Achey, Jane	County Attorney - Paralegal	970 920-5190	Confidential	970-920-5324	Confidential
Brown, Carrington	County Attorney - Code Enforcement Officer	970 920-5190	Confidential	970-920-5324	Confidential
Ely, John	County Attorney - Pitkin County Attorney	970 920-5190	Confidential	970-920-5324	Confidential
MacDonald, Lisa	County Attorney - Paralegal	970 920-5191	Confidential	970-920-5324	Confidential
Seldin, Christopher	County Attorney - Assistant County Attorney	970 920-5192	Confidential	970-920-5324	Confidential

**FUNCTION: COUNTY ATTORNEY - LEGAL ADVICE TO BOCC AND LEADERSHIP TEAM, ESSENTIAL**

<b>Primary Location: (Address)</b>	<b>Courthouse Plaza 530 E. Main Street Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>TBD</b>
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**DESCRIPTION OF SERVICES**

Interview Pending

Provide advice on legal recommendation, opinions and advice to help guide the decision making processes of the BOCC and the Leadership team.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory
  Public / Employee Safety
  Public Relations
  Critical Infrastructure
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Ely, John	BOCC - Legal Advisor	BOCC and Leadership Team	970 920-5190
2	Seldin, Christopher	County Attorney - Assistant County Attorney	County Attorney	970 920-5192

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements



**FUNCTION: COUNTY ATTORNEY - CODE ENFORCEMENT, RECOVER AS NEEDED**

<b>Primary Location: (Address)</b>	<b>Courthouse Plaza 530 E. Main Street Aspen, CO</b>	<b>Alternate Location: (Address)</b>	
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**DESCRIPTION OF SERVICES**

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements

**County Attorney Functions**

**CLERK AND RECORDER COOP****LEADERSHIP SUCCESSION**

If the organization's leader is not available leadership will pass to the following named individuals with the authority to make "policy" decisions and authorize expenditures:

**LEADERSHIP / SUCCESSION ORDER**

Position	Name	Contact Information
Clerk & Recorder (Elected Official)	Vos Caudill, Janice K.	970 429-2710

**CRITICAL FUNCTIONS**

Critical Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**ESSENTIAL FUNCTIONS**

Essential Function	Function Leadership	Primary Location(s)
Clerk and Recorder - Clerk to Board of County Commissioners	Vos Caudill, Janice K.	Courthouse Plaza

**RECOVER AS NEEDED FUNCTIONS**

Recover as Needed Function	Function Leadership	Primary Location(s)
Clerk and Recorder - Elections	Vos Caudill, Janice K.	Courthouse Plaza

**CONTACT LOG**

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Driscoll, Tammie	Clerk & Recorder Admin. Assistant/Elections	970 429-2713	Confidential	970-920-5324	Confidential
Gustafson, Linda	Clerk & Recorder - Chief Deputy	970 429-2711	Confidential	970-920-5324	Confidential
Jones, Jeanette	Clerk & Recorder - Records Manager	970 920-5157	Confidential	970-920-5324	Confidential
Popish, Shelley	Clerk & Recorder - Motor Vehicle Supervisor	970 429-2704	Confidential	970-920-5324	Confidential
Twitchell, Carole	Clerk & Recorder - Elections Manager	970 429-2709	Confidential	970-920-5324	Confidential
Vos Caudill, Janice K.	Clerk & Recorder (Elected Official)	970 429-2710	Confidential	970-920-5324	Confidential

**FUNCTION: CLERK AND RECORDER - CLERK TO BOARD OF COUNTY COMMISSIONERS, ESSENTIAL**

<b>Primary Location: (Address)</b>	<b>Courthouse Plaza 530 E. Main Street Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>TBD by BOCC</b>
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**DESCRIPTION OF SERVICES**

Documentation of commissioner activities and decisions during emergencies and disasters.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

- Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Vos Caudill, Janice K.	Clerk & Recorder (Elected Official)	Clerk and Recorder	970 429-2710
2	Jones, Jeanette	Clerk & Recorder - Records Manager	Clerk and Recorder	970 920-5157
3	Gustafson, Linda	Clerk & Recorder - Chief Deputy	Clerk and Recorder	970 429-2711

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Supplies	Clerk and Recorder	N	Local suppliers
Audio recorder and tapes	Clerk and Recorder	N	Other county department or local suppliers
Utilities	Facilities Management	N	TBD
Transportation	Fleet Management	N	Bus or Taxi

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Minutes and records	Electronic	Paper	Aspen - Courthouse Plaza - 530 E. Main Street - CO	State Archives

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Documentation of commissioner activities and decisions during emergencies and disasters.	Board of County Commissioners	Jeanette Jones	970 920-5157

**Clerk and Recorder Functions**

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Clerk to Board of Commissioners or alternate	Aspen - Courthouse Plaza - 530 E. Main Street - CO	As designated by BOCC	1	Paper and pencil/pen during first 12 hours, recorder and tape/digital storage

**Clerk and Recorder Functions**

**FUNCTION: CLERK AND RECORDER - RECORDING MOTOR VEHICLE, RECOVER AS NEEDED**

<b>Primary Location: (Address)</b>	Courthouse Plaza 530 E. Main Street Aspen, CO	<b>Alternate Location: (Address)</b>	
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**DESCRIPTION OF SERVICES**

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements

**Clerk and Recorder Functions**

**FUNCTION: CLERK AND RECORDER - ELECTIONS, RECOVER AS NEEDED**

<b>Primary Location: (Address)</b>	<b>Courthouse Plaza 530 E. Main Street Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Move to alternative emergency sites as defined in Emergency Plan.</b>
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**DESCRIPTION OF SERVICES**

Maintain voter records in order to administer elections during emergencies and disasters.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

- Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Vos Caudill, Janice K.	Clerk & Recorder (Elected Official)	Clerk and Recorder	970 429-2710
2	Twitchell, Carole	Clerk & Recorder - Elections Manager	Clerk and Recorder	970 429-2709
3	Gustafson, Linda	Clerk & Recorder - Chief Deputy	Clerk and Recorder	970 429-2711
4	Driscoll, Tammie	Clerk & Recorder Admin. Assistant/Elections	Clerk and Recorder	970 429-2713

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Utilities	Provided at Polling sites	N	Already at identified backup sites
Network and Wireless access	Clerk and Recorder	Y	Paper process
Polling locations	Clerk and Recorder	Y	See Emergency Plan
Elections Equipment (includes Optical Scan and Touch Screen systems)	Clerk and Recorder	Y	Database backup capability/discs (at Treasurer's Office and Secretary of State 303 894-2200) TBD vault storage at Clerk and Recorder's Office
Election Judges	Clerk and Recorder	N	Clerk and Recorder's staff
Telephone	Qwest	Y	Cell phones
Secretary of State coordination and support	Secretary of State	Y	Phone contact 303 894-2200
Voter Registration database access	Clerk and Recorder	TBD	When SABER goes active, Secretary of State is backup
Public Information	Community Relations or Emergency Management in conjunction with Secretary of State	N	Clerk and Recorder or staff to work with media to provide information

**Clerk and Recorder Functions**

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Mail Ballot Process would require action by Secretary of State if compromised by disaster or emergency	Secretary of State	N	Secretary of State

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Voter Registration Database/On Line Polling	Electronic/Paper	Poll Book	Aspen - Courthouse Plaza - 530 E. Main Street - CO	Colorado Secretary of State
Statute Book Title One	Paper	Network access	Aspen - Courthouse Plaza - 530 E. Main Street - CO	Sheriff's Office, Treasurer, Assessor, County Attorney
Backup election setup records	Electronic	CD Disc	Aspen - Courthouse Plaza - 530 E. Main Street - CO	Clerk and Recorder's Vault, Treasurer, then Secretary of State 303 894-2200 x6303
Emergency Plan	Electronic	Paper	Aspen - Courthouse Plaza - 530 E. Main Street - CO	Network Access (M drive)
Secretary of State Rules Document	Electronic	Paper	Aspen - Courthouse Plaza - 530 E. Main Street - CO	Secretary of State 303 894-2200 x6303
Voted Ballots	Electronic/Paper	Paper	Aspen - Courthouse Plaza - 530 E. Main Street - CO and at polling sites	TBD with Secretary of State
Elections Judges, polling sites, and Staff listings	Paper	Network	Aspen - Courthouse Plaza - 530 E. Main Street - CO and at polling sites	Clerk and Recorder's Office or Information Systems (G drive)
GEMS database	Electronic	None	Aspen - Courthouse Plaza - 530 E. Main Street - CO	Secretary of State 303 894-2200 x6303 and/or Premier

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Maintain voter records in order to administer elections during emergencies and disasters.	County voters	Janice K. Vos Caudill	970 429-2710

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Polling Location Staff and Judges	Polling Sites	Move to alternative emergency sites as defined in Emergency Plan.	0	"In Use" Election Equipment , Voted Ballots
Clerk and Recorder Elections Staff of 11 people	Aspen - Courthouse Plaza - 530 E. Main Street - CO	Move to alternative emergency sites as defined in Emergency Plan.	6	Telephone access, scanner for ballots, network and internet access, office supplies, FAX and printers

Clerk and Recorder Functions



## ASSESSOR COOP

### LEADERSHIP SUCCESSION

If the organization's leader is not available leadership will pass to the following named individuals with the authority to make "policy" decisions and authorize expenditures:

#### LEADERSHIP / SUCCESSION ORDER

Position	Name	Contact Information
County Assessor (Elected Official)	Isaac, Tom	970 920-5160
Assessor - Deputy Appraiser	Fite, Larry	970 920-5160

#### CRITICAL FUNCTIONS

Critical Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

#### ESSENTIAL FUNCTIONS

Essential Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

#### RECOVER AS NEEDED FUNCTIONS

Recover as Needed Function	Function Leadership	Primary Location(s)
Damage Assessment	Isaac, Tom	Courthouse Plaza

#### CONTACT LOG

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Fite, Larry	Assessor - Deputy Appraiser	970 920-5160	Confidential	970-920-5324	Confidential
Isaac, Tom	County Assessor (Elected Official)	970 920-5160	Confidential	970-920-5324	Confidential
Payne, Debby	Assessor - Deputy Administrator	970 920-5160	Confidential	970-920-5324	Confidential
Smith, Stephanie	Assessor - Title / Personal Property Administrator	970 920-5160	Confidential	970-920-5324	Confidential

Assessor COOPS

**FUNCTION: DAMAGE ASSESSMENT, RECOVER AS NEEDED**

<b>Primary Location: (Address)</b>	<b>Courthouse Plaza 530 E. Main Street Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Airport Terminal Building &amp; Administration Offices 0233 E. Airport Road Aspen,</b>
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**DESCRIPTION OF SERVICES**

Primary service will be to identify property owners and how to get in touch with the owners of affected properties.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Isaac, Tom	County Assessor (Elected Official)	Assessor	970 920-5160
2	Payne, Debby	Assessor - Deputy Administrator	Assessor	970 920-5160
3	Fite, Larry	Assessor - Deputy Appraiser	Assessor	970 920-5160

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Transportation	Fleet Management		Personal vehicles
Inter/Intra Network Connectivity	Information Technology		Personal knowledge of ownership?
Telecommunications (Phone /Cell Phone)	Qwest/Information Technology		Personal cell phones or radios from Emergency Management Coordinator
Valuation of county properties and building values	Assessor		None
County/Sales records replacement	Clerk and Recorder and/or Treasure	N	None
Vehicles (1)	Fleet	N	Personal vehicles

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
GIS mapping	Electronic	Use Paper maps if available	Aspen - Aspen/Pitkin (Joint) GIS/Mapping - 455 Rio Grande Place - CO. Information Technology Servers	Unknown

**Assessor Functions**

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Eagle Computer Systems (Assessor's database of ownership information)	Electronic	Go to working internet connection and retrieve from vendor	Aspen - City Hall - 130 S. Galena Street - CO	Gorge Consulting (WA) consulting service for software and backup

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Identification of property records and owners	Emergency Managers	TBD	Unknown

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Damage Assessment	Aspen - Courthouse Plaza - 530 E. Main Street - CO	Aspen - Airport Administration Offices - 0233 E. Airport Road - CO	None	None

**CORONER COOP****LEADERSHIP SUCCESSION**

If the organization's leader is not available leadership will pass to the following named individuals with the authority to make "policy" decisions and authorize expenditures:

**LEADERSHIP / SUCCESSION ORDER**

Position	Name	Contact Information
Coroner- Pitkin County	Ayers, Steve D.O.	970 920-5310
Coroner - Chief Deputy Coroner	Thompson, Scott	970-920-5310

**CRITICAL FUNCTIONS**

Critical Function	Function Leadership	Primary Location(s)
Body Collection, Storage, ID, and Preservation	Ayers, Steve D.O.	Pitkin County Courthouse

**ESSENTIAL FUNCTIONS**

Essential Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**RECOVER AS NEEDED FUNCTIONS**

Recover as Needed Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**CONTACT LOG**

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Ayers, Steve D.O.	Coroner- Pitkin County	970 920-5310	Confidential	970 920-5234	Confidential
Thompson, Scott	Coroner - Chief Deputy Coroner	970-920-5310	Confidential	970-920-5234	Confidential

**FUNCTION: BODY COLLECTION, STORAGE, ID, AND PRESERVATION, CRITICAL**

<b>Primary Location: (Address)</b>	<b>Pitkin County Courthouse 506 E. Main Street Aspen, CO</b>	<b>Alternate Location: (Address)</b>	<b>Work from Home</b>
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**DESCRIPTION OF SERVICES**

Identify and collect bodies and store related personal property and necessary evidence during disaster situations.

Notes: Some IGAs and MOUs still need to be developed. Determine when DMORT will be used and who will approve related finances. Scene control and evidence collection need to be coordinated with the Sheriff's Office.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Ayers, Steve D.O.	Coroner- Pitkin County	Coroner	970 920-5310
2	Thompson, Scott	Coroner - Chief Deputy Coroner	Coroner	970-920-5310

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Scene control and body collection personnel	County emergency services providers	TBD	CAT (Colorado Coroner Assist Team), DMORT, and neighboring county Coroners
Body and property storage/preservation	Coroner	TDB	Refrigeration trucks, ice rink, and AVH
Evidence collection and control	Coroner	Y	Sheriff
Coroner assistance and support	Body ID team, other counties, Colorado Coroner's Association, other Providers	TBD	DMORT (Agreements need to be documented)
Emergency residence (housing for Coroner Staff)	Emergency Manager	TBD	None
Family center	Red Cross, Faith based organizations or others	TBD	MOU or IGA need to be investigated
Cell phones	Local providers	TBD	Personal cell phones or radios from Emergency Management Coordinator
Radio Communication	A/P Combined Communications Center	TBD	Emergency Management Coordinator's supplies radios
Network and Wireless access	Information Technology	TDB	IS system management backup and recovery

**Coroner Functions**

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Internet and Intranet information sources and access Coroner's Servers	Electronic	TBD	Aspen - City Hall - 130 S. Galena Street - CO. Information Technology's Servers	Unknown
Evidence records	Paper	DMORT	Coroner's Server	Unknown
Identification and personal property records	TBD	TBD	Aspen - Pitkin County Courthouse - 506 E. Main Street - CO Coroner's Office	TBD
Department of Motor Vehicles data base access	Electronic	TBD	Aspen - City Hall - 130 S. Galena Street - CO. Internet access	State offices of DMV phone request

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Identify, collect bodies, store related personal property and necessary evidence during disaster situations and coordinate information releases	Law Enforcement, PIO, and/or JIC	A/P Combined Communications Center or Emergency Operations Center	As Identified

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Coroner's Staff	Aspen - Pitkin County Courthouse - 506 E. Main Street - CO	TBD	2	Network Access and High speed Printer

**Coroner Functions**

## AIRPORT SECTION COOP

### LEADERSHIP SUCCESSION

If the organization's leader is not available leadership will pass to the following named individuals with the authority to make "policy" decisions and authorize expenditures:

#### LEADERSHIP / SUCCESSION ORDER

Position	Name	Contact Information
Airport - Director	Elwood, James	970 429-2851
Airport - Assistant Aviation Director - Operations	Jesson, Francey	970 429-1870
Airport - Assistant Aviation Director - Administration	Ulane, David	970 429-2853
Airport - Shift Supervisor	Airport - Shift Supervisor	970 920-5760 x0

#### CRITICAL FUNCTIONS

Critical Function	Function Leadership	Primary Location(s)
Operations Dept.	Elwood, James	Airport Operations & Fuel Facility

#### ESSENTIAL FUNCTIONS

Essential Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

#### RECOVER AS NEEDED FUNCTIONS

Recover as Needed Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

#### CONTACT LOG

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Airport - Shift Supervisor	Airport - Shift Supervisor	970 920-5760 x0	Confidential	N/A	Confidential
Elwood, James	Airport - Director	970 429-2851	Confidential	N/A	Confidential
Jesson, Francey	Airport - Assistant Aviation Director - Operations	970 429-1870	970 618-6264	N/A	970 379-2732
Ulane, David	Airport - Assistant Aviation Director - Administration	970 429-2853	Confidential	N/A	Confidential

Airport Section COOPs

**FUNCTION: OPERATIONS DEPT., CRITICAL**

<b>Primary Location: (Address)</b>	<b>Airport Operations &amp; Fuel Facility</b>	<b>Alternate Location: (Address)</b>	<b>Airport Administration Offices</b>
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**DESCRIPTION OF SERVICES**

Provide transportation facility for aircraft.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Elwood, James	Airport - Director	Airport Section	970 429-2851
2	Jesson, Francey	Airport - Assistant Aviation Director - Operations	Airport Section	970 429-1870
3	Ulane, David	Airport - Assistant Aviation Director - Administration	Airport Section	970 429-2853
4	Airport - Shift Supervisor	Airport - Shift Supervisor	Airport Section	970 920-5760 x0

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Airport maintenance techs	Airport	Y	Atlantic Aviation
Aircraft service	Atlantic Aviation	Y	Contract states that Atlantic Aviation will provide their own backup
Runway maintenance equipment [Plows (3), Snow Blower (2), Brooms (2) and Loaders (2)]	Airport	Y	Road and Bridge Fleet Services
ARFF [Fire Truck (1)]	Airport	Y	Airport personnel
Telephones	Qwest	Y	Cell phones or Handheld radios
Network and Wireless access	Information Technology and Comcast	N	Unknown
Utilities (Electrical)	Public Electric Utility	N	Multiple feeds to site. Generator on site.
Radio (Hand held)	Airport	Y	County Emergency Management Coordinator
Radio (Aviation navigation)	Airport	Y	Control tower and battery backup
Fuel for aircraft	Atlantic Aviation	Y	78,000 gal reserve on site (3 days supply under normal use)
Fuel (Maintenance vehicles)	Fleet Maintenance	Y	On site storage 500 gal tank (1 month normal use) also Road and Bridge can resupply.

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
Localizr Landing System (LOC)	Electronic	GPS approach	Aspen - Airport Runway 33 end	None - call FAA
Primary guiding document (FAA requirement) Airport Certifications Manual	Paper	Use duplicate copies	Aspen - Airport Operations - 1001 Owl Creek Rd. -	Aspen - Airport Terminal Building & Administration Offices - 0233 E. Airport Road -
Emergency Plan	Electronic / Paper	Paper Planning Document	Aspen - Airport Operations & Fuel Facility (Non-County) - 1001 Owl Creek Rd. - CO	Aspen - Airport Administration Offices (Non-County) - 0233 E. Airport Road - CO

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Transport of materials and people	Emergency responders and organizations requiring quick delivery of goods	TBD as needed	A/P Combine Communication Center

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Airport Operations	Aspen - Airport Operations & Fuel Facility - 1001 Owl Creek Rd. - CO	Aspen - Airport Administration Offices - 0233 E. Airport Road - CO	TBD	TBD

**Organization: Fire Operations (Non-county, Multi Jurisdictional) COOP****FIRE OPERATIONS (NON-COUNTY, MULTI JURISDICTIONAL) COOP****LEADERSHIP SUCCESSION**

If the organization's leader is not available leadership will pass to the following named individuals with the authority to make "policy" decisions and authorize expenditures:

**LEADERSHIP / SUCCESSION ORDER**

Position	Name	Contact Information
Fire Chief	Grob, Daryl	970-920-5310
Deputy Chief	Balentine, Rick	970-920-5310
Deputy Chief	Nichols, Brian	970-920-5310

**CRITICAL FUNCTIONS**

Critical Function	Function Leadership	Primary Location(s)
Fire Operations / Incident Management	Grob, Daryl	Fire Station Headquarters (Non-County)
Fire Operations / Rescue (combine effort with Sheriff)	Braudis, Robert	Fire Station Headquarters (Non-County), 420 E. Hopkins Ave.

**ESSENTIAL FUNCTIONS**

Essential Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**RECOVER AS NEEDED FUNCTIONS**

Recover as Needed Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**CONTACT LOG**

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
Balentine, Rick	Deputy Chief	970-920-5310	Confidential	970-920-5234	Confidential
Grob, Daryl	Fire Chief	970-920-5310	Confidential	970-920-5234	Confidential
Nichols, Brian	Deputy Chief	970-920-5310	Confidential	970-920-5234	Confidential

**Organization: Fire Operations (Non-county, Multi Jurisdictional) COOP**

**FUNCTION: FIRE OPERATIONS / INCIDENT MANAGEMENT, CRITICAL**

<b>Primary Location: (Address)</b>	<b>Fire Station Headquarters (Non- County)</b>	<b>Alternate Location: (Address)</b>	<b>Fire Station - North Forty (Non-County)</b>
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**DESCRIPTION OF SERVICES**

Not part of county

Management of emergency incidents related to fire and hazardous materials.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

- Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Grob, Daryl	Fire Chief	Fire Operations (Non-county, Multi Jurisdictional)	970-920-5310
2	Balentine, Rick	Deputy Chief	Fire Operations (Non-county, Multi Jurisdictional)	970-920-5310
3	Nichols, Brian	Deputy Chief	Fire Operations (Non-county, Multi Jurisdictional)	970-920-5310

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Dispatching notification and information relay	Communications Center	Y	Simplex, Hand-held Radios or Pack-sets
Vehicles (Mechanical support)	Fire Dept Fleet Mechanic	Y	Contractors and Suppliers
Command Center Building (EOC)	Emergency Manager	Y	Dependent on incident type and location
Utilities (Electrical) EOC	Holy Cross	Y	Emergency Generator (natural gas)
Utilities (HVAC) Fire Dept Server room	Local Contractor	N	NA
Consolidated Server Center (County)	Information Services	Y	Information Systems backup and restore plans
Communication connections and conduits (cable and fiber)	Information Services	N	Presently no alternatives. Microwave transmission system discussed for future.
Site Security Monitoring	Fire Department	Y	Law Enforcement or Local Contractor
Vehicle (Fuel)	City and County Fleet fuel	Y	Road and Bridge fuel sources

**Fire Operations (Non-county, Multi**

**Organization: Fire Operations (Non-county, Multi Jurisdictional) COOP****REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
None	NA	NA	NA	NA

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Fire Operations / Incident Management	All Departments and occupants of the county	TBD by incident type and location	Dispatch

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
Fire Operations / Incident Management	Aspen - Fire Station (Headquarters) - 420 E Hopkins Ave - CO	Aspen - North Forty Fire Station - 43 Sage Way - CO	3	On scene unified command from mobile command center with communication to EOC

**Fire Operations (Non-county, Multi**

**Organization: Fire Operations (Non-county, Multi Jurisdictional) COOP**

**FUNCTION: FIRE OPERATIONS / RESCUE (COMBINE EFFORT WITH SHERIFF), CRITICAL**

<b>Primary Location: (Address)</b>	<b>Fire Station Headquarters (Non-County), 420 E. Hopkins Ave.</b>	<b>Alternate Location: (Address)</b>	<b>Fire Station - North Forty (Non-County), 43 Sage Way</b>
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**DESCRIPTION OF SERVICES**

Rescue activities include; trench, swift water, ice, low and high angle lifts, structural collapse (limited) rescues and air craft/vehicle extractions.

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

**Legal &/or Regulatory**
 **Public / Employee Safety**
 **Public Relations**
 **Critical Infrastructure**
 **Financial**

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone
1	Braudis, Robert	Sheriff - Sheriff (Elected Official)	Sheriff	970 920-5300
2	Grob, Daryl	Fire Chief	Fire Operations (Non-county, Multi Jurisdictional)	970-920-5310

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information
Communications	Communications Center	Y	Hand held radios and pack-sets
Vehicles and equipment	Fire Department and Fleet Management	Y	Local service providers
Vehicle fuel	City and County fuel sources	Y	Road and Bridge fuel storage
Rescue staff and specialties (dogs)	Fire Department and other providers	Y	Local volunteers and K9 units
Safety and Medical support for staff	Fire Department and EMS	Y	Local medical staff (hospitals and doctors)
Structural and Civil Engineering consulting and evaluations	Local contractor	Y	City and County engineer
GIS support	Information Systems	Y	County and State agencies and other providers
Meals and refreshments (victims and responders)	Red Cross and other providers	Y	Local contractors

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
GIS	Electronic /	Use paper maps	Fire Station Headquarters	Aspen - Courthouse Plaza -

**Fire Operations (Non-county, Multi**

**Organization: Fire Operations (Non-county, Multi Jurisdictional) COOP**

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup
	Paper		(Non-County), 420 E. Hopkins Ave.	530 E. Main Street - CO

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone
Rescue	Sheriff, Ems and all occupants of the county	NA	NA

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements
None	NA	NA	NA	NA

**Fire Operations (Non-county, Multi**

## AMBULANCE COOP

### LEADERSHIP SUCCESSION

If the organization's leader is not available leadership will pass to the following named individuals with the authority to make "policy" decisions and authorize expenditures:

#### LEADERSHIP / SUCCESSION ORDER

Position	Name	Contact Information
N/A	N/A	N/A

#### CRITICAL FUNCTIONS

Critical Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

#### ESSENTIAL FUNCTIONS

Essential Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

#### RECOVER AS NEEDED FUNCTIONS

Recover as Needed Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

#### CONTACT LOG

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
N/A	N/A	N/A	N/A	N/A	N/A

**FUNCTION: MEDICAL RESPONSE AND TRANSPORT, CRITICAL**

<b>Primary Location: (Address)</b>	,	<b>Alternate Location: (Address)</b>	,
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**DESCRIPTION OF SERVICES**

No Interview conducted (not part of county?)

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements

**Ambulance Functions**

**ASPEN / PITKIN HOUSING AUTHORITY COOP****LEADERSHIP SUCCESSION**

If the organization's leader is not available leadership will pass to the following named individuals with the authority to make "policy" decisions and authorize expenditures:

**LEADERSHIP / SUCCESSION ORDER**

Position	Name	Contact Information
N/A	N/A	N/A

**CRITICAL FUNCTIONS**

Critical Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**ESSENTIAL FUNCTIONS**

Essential Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**RECOVER AS NEEDED FUNCTIONS**

Recover as Needed Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**CONTACT LOG**

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
N/A	N/A	N/A	N/A	N/A	N/A

**FUNCTION: ASPEN/PITKIN HOUSING (3- CITY), RECOVER AS NEEDED**

<b>Primary Location:</b> (Address)	,	<b>Alternate Location:</b> (Address)	,
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**DESCRIPTION OF SERVICES**

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements

**LIBRARY COOP**

**LEADERSHIP SUCCESSION**

If the organization's leader is not available leadership will pass to the following named individuals with the authority to make "policy" decisions and authorize expenditures:

**LEADERSHIP / SUCCESSION ORDER**

Position	Name	Contact Information
N/A	N/A	N/A

**CRITICAL FUNCTIONS**

Critical Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**ESSENTIAL FUNCTIONS**

Essential Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**RECOVER AS NEEDED FUNCTIONS**

Recover as Needed Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**CONTACT LOG**

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
N/A	N/A	N/A	N/A	N/A	N/A

**Library COOPS**

**FUNCTION: LIBRARY SERVICES, RECOVER AS NEEDED**

<b>Primary Location: (Address)</b>	,	<b>Alternate Location: (Address)</b>	,
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**DESCRIPTION OF SERVICES**

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements

**Library Functions**

**PLANNING AND ZONING COOP****LEADERSHIP SUCCESSION**

If the organization's leader is not available leadership will pass to the following named individuals with the authority to make "policy" decisions and authorize expenditures:

**LEADERSHIP / SUCCESSION ORDER**

Position	Name	Contact Information
N/A	N/A	N/A

**CRITICAL FUNCTIONS**

Critical Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**ESSENTIAL FUNCTIONS**

Essential Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**RECOVER AS NEEDED FUNCTIONS**

Recover as Needed Function	Function Leadership	Primary Location(s)
N/A	N/A	N/A

**CONTACT LOG**

Name	Position	Work Telephone	Cell Phone	Pager	Home Phone
N/A	N/A	N/A	N/A	N/A	N/A

**FUNCTION: PLANNING AND ZONING UNDEFINED FUNCTION, RECOVER AS NEEDED**

<b>Primary Location: (Address)</b>	,	<b>Alternate Location: (Address)</b>	,
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**DESCRIPTION OF SERVICES**

**MAXIMUM ALLOWABLE DOWNTIME (MAD): HOURS**

Legal &/or Regulatory    
  Public / Employee Safety    
  Public Relations    
  Critical Infrastructure    
  Financial

**LEADERSHIP/DELEGATION OF AUTHORITY**

Order	Name	Position/Title	Department	Phone

**KEY DEPENDENCIES**

(Services that this function must have to operate)

Services/Support required by Function	Provider of the Service/Support	Plans (Y/N)	Contingencies & Support Information

**REQUIRED SYSTEMS DATABASES AND/OR RECORDS**

(Resources required regardless of the function's operational location)

List Systems Databases &/or Records	Record Type	Contingency or Work around	Primary Location	Location of Backup

**ORGANIZATIONS DEPENDENT ON THIS FUNCTION**

Service required by this Function	Entity/Function dependent on the service	Entity/Function Contact	Phone

**RELOCATION REQUIREMENTS**

(What the work groups/teams need to sustain operations for up to 30 days)

Groups or work teams	Primary Location	Alternate Location	Minimum Workstations	Other Requirements

**Planning and Zoning Functions**

**LIST OF BUILDING PROFILES**

Airport Operations - 1001 Owl Creek Rd. - Aspen  
Airport Terminal Building & Administration Offices - 0233 E. Airport Road - Aspen  
Aspen/Pitkin (Joint) GIS/Mapping - 455 Rio Grande Place - Aspen  
City Hall - 130 S. Galena Street - Aspen  
Courthouse Plaza - 530 E. Main Street - Aspen  
Jail and Aspen/Pitkin Combined Communication Center - 485 Rio Grande Place - Aspen  
Pitkin County Courthouse - 506 E. Main Street - Aspen  
Public Works Bldg - 76 Service Center Road - Aspen  
Resource Recovery Pitkin County Landfill - 32045 Hwy 82 - Snowmass  
RFTA Aspen Site - 51 Service Center Drive - Aspen  
RFTA Bus Barn and Maintenance - 0766 HWY 133 - Carbondale  
RFTA Glenwood Springs Site - 2307 Wulfsohn Rd. - Glenwood Springs  
Schultz Health and Human Services Building - 0405 Castle Creek Rd - Aspen  
Senior Services - 0275 Castle Creek Road - Aspen  
Sheriff's Substation - 31350 HYW 82 - Basalt  
Social Services Basalt Office - 100 Elk Run Drive #122 - Basalt

**AIRPORT OPERATIONS**

Criticality **Critical**

1001 Owl Creek Rd.  
Aspen,

**Ranking of Departments in this Building**

<b>Critical</b>	Functions that cannot be down under any circumstances or must be operational within 12 hours
<b>Essential</b>	Functions that are not needed in the first 12 hours but do need to be operational and sustainable at some level within 30 days
<b>Recovery needed</b>	Functions that can relocate and resume business as resources permit

<b>Critical</b>	Public Works Section
<b>Essential</b>	N/A
<b>Recovery needed</b>	N/A

**Vital Records/Supplies: (Owner Department)**

Description of Record	Back-up Location/Access
N/A (N/A)	N/A

**Work Spaces:** In the event that work spaces can not be occupied Operations will be relocated to the following locations:

Function	Alternate Location(s)
N/A	N/A

**Employee Life Safety:** In the event of a building evacuation, all employees should follow established emergency procedures. Following the evacuation, all employees should remain in the gathering areas and wait for instructions from designated management representative.

**Critical Functions / Notification**

List of Functions	Owner Department
Asset Mgmt Dept. - Land Management	Public Works Section

**Delegation of Authority Contacts:** If any of the listed "Critical Functions" fail the appropriate department contact can be reached by calling:  
**Dispatch 970 920-5310**

Department	Contacts	
	Primary	Alternate
Public Works Section	Pettet, Brian	Glassier, Temple

**Computer or Communications Failure:** In the event that computer systems essential to the performance of operations are not functional  
**Contact IT/Telecom support 970 429-1751**

Take the following actions:  
 Confirm the expected outage duration  
 Invoke manual contingencies  
 Notify Department Managers listed in the Operational Failure Contacts List.

**Power or Equipment Failure:** Emergency power will provide limited emergency lighting only.  
**Contact Grounds and Buildings 970 920-5760 X 0**

**Location Information**

Estimated Replacement	Cost
Building:	\$14,193,400
Contents:	\$530,450
<b>Total Value:</b>	<b>\$14,723,800</b>

Attributes	Notes
Construction:	concrete and steel
Age of Building:	2006
Sq. Ft. Total:	29,080
Floors:	2
No. of Occupants	7
Floors below grade	
Sump Pump	none
No. Workstations (desk, phone & computer)	7
No. Conference Rooms	1
Kitchen/Food:	1
Security System:	None
Emergency Power:	Yes
Attributes:	(see "Equipment Inventory" for more contents information)

**Relocation Records and Work Spaces**

**Equipment Inventory**

**Building Profiles**

Description	Quantity
EDP equipment is added to the "Content Value"	\$25,000
Fuel Facility (value)	\$65,508
Total Site Value	\$14,839,358

**Assessment Natural Hazards**

N/A - N/A High Risk  
 N/A - N/A Moderate Risk  
 N/A - N/A Low Risk

**Analysis Building Hazard and Security**

N/A - N/A High Risk  
 N/A - N/A Moderate Risk  
 N/A - N/A Low Risk

Airport Terminal Building & Administration Offices

AIRPORT TERMINAL BUILDING & ADMINISTRATION OFFICES

Criticality

Recover as Needed

0233 E. Airport Road  
Aspen,

**Ranking of Departments in this Building**

<b>Critical</b>	Functions that cannot be down under any circumstances or must be operational within 12 hours
<b>Essential</b>	Functions that are not needed in the first 12 hours but do need to be operational and sustainable at some level within 30 days
<b>Recover as Needed</b>	Functions that can relocate and resume business as resources permit
<b>None</b>	N/A
<b>Essential</b>	N/A
<b>Recover as Needed</b>	N/A

**Vital Records/Supplies: (Owner Department)**

Description of Record	Back-up Location/Access
N/A (N/A)	N/A

**Work Spaces:** In the event that work spaces can not be occupied Operations will be relocated to the following locations:

Function	Alternate Location(s)
N/A	N/A

**Employee Life Safety:** In the event of a building evacuation, all employees should follow established emergency procedures. Following the evacuation, all employees should remain in the gathering areas and wait for instructions from designated management representative.

**Critical Functions / Notification**

List of Functions	Owner Department
N/A	N/A

**Delegation of Authority Contacts:** If any of the listed "Critical Functions" fail the appropriate department contact can be reached by calling:  
**Dispatch 970 920-5310**

Department	Contacts	
	Primary	Alternate
N/A	N/A	

**Computer or Communications Failure:** In the event that computer systems essential to the performance of operations are not functional  
**Contact IT/Telecom support 970 920-5396**

Take the following actions:  
 Confirm the expected outage duration  
 Invoke manual contingencies  
 Notify Department Managers listed in the Operational Failure Contacts List.

**Power or Equipment Failure:** Emergency power will provide limited emergency lighting only.  
**Contact Grounds and Buildings 970 920-5760 X 0**

**Location Information**

Estimated Replacement	Cost
Building:	\$4,609,300
Contents:	\$1,096,020
<b>Total Value:</b>	<b>\$5,705,320</b>

Attributes	Notes
Construction:	
Age of Building:	1972
Sq. Ft. Total:	36,768
Floors:	1
No. of Occupants	300
Floors below grade	
Sump Pump	
No. Workstations (desk, phone & computer)	5
No. Conference Rooms	1
Kitchen/Food:	None
Security System:	Yes
Emergency Power:	No
Attributes:	Fire alarm and sprinkler system. (see "Equipment Inventory" for more contents information)

**Relocation Records and Work Spaces**

**Equipment Inventory**

Building Profiles

**Airport Terminal Building & Administration Offices**

Description	Quantity
Terminal "Total Valuable Papers"	\$50,000
Terminal "EDP Equipment"	\$31,128
Content Value	\$1,014,877
TOTAL CONTENT VALUE	\$1,096,015
GSE building (add to total site value)	\$256,677
Patio Hangers (add to total site value)	\$1,817,010
Guard Shack (add to total site value)	\$95,083
SUB TOTAL	\$2,168,760
SITE TOTAL VALUE	\$7,874,067

Loss of sensitive information - Local and federal security protocols could possibly be obtained by Sophisticated criminals or terrorists

Transportation access (road closures) - Highway 82 is the only road in and out of Aspen area during much of the year

Transportation of Hazardous Material - Highway 82 is very near the airport and hazmat is routinely transported along that route

Disruption of telecommunications - Lines are exposed under two bridges along Highway 82 between downtown Aspen and this site

Disruption of Inter/Intra-Networks - Disruptions happen occasionally

Moderate Risk

N/A - N/A

Low Risk

N/A - N/A

**Assessment Natural Hazards**

High Risk

Human Disease (Epidemic or other) - Public access transport from throughout the world

Severe Winter Storm - Severe winter weather is routine in Pitkin County

Wild Fire - This is rated the highest risk in current county assessment

Moderate Risk

N/A - N/A

Low Risk

N/A - N/A

**Analysis Building Hazard and Security**

High Risk

Contamination of water supply - With high level dignitaries this could be a risk. Water lines are not secure in several areas in the county

Hardware/Software failure - Have had failures recently

Acts of terrorism - With government officials and high level dignitaries flying into and out of Aspen area, this risk is significant

Business disruption - Weather and road conditions routinely impact airport operations

Crime - With government officials and high level dignitaries flying into and out of Aspen area, this risk is significant

Disruption of water supply - Water lines are not well protected making access possible with little research

Fire in or near building - With high occupancy levels and persons new to the facility and area, as well as high level visitors, this is a significant risk

Loss of high value items - Personally owned aircraft as well as high dollar personal property are on the site routinely

**Building Profiles**

**ASPEN/PITKIN (JOINT) GIS/MAPPING**

Criticality **Critical**

455 Rio Grande Place  
Aspen, CO

**Ranking of Departments in this Building**

<b>Critical</b>	Functions that cannot be down under any circumstances or must be operational within 12 hours
<b>Essential</b>	Functions that are not needed in the first 12 hours but do need to be operational and sustainable at some level within 30 days
<b>Recover as Needed</b>	Functions that can relocate and resume business as resources permit
<b>Critical</b>	N/A
<b>Essential</b>	GIS / Mapping (joint Aspen/Pitkin)
<b>Recover as Needed</b>	N/A

**Critical Functions / Notification**

List of Functions	Owner Department
GIS and Mapping Services	GIS / Mapping (joint Aspen/Pitkin)

**Delegation of Authority Contacts:** If any of the listed "Critical Functions" fail the appropriate department contact can be reached by calling:  
**Dispatch 970 920-5310**

Department	Contacts	
	Primary	Alternate
GIS / Mapping (joint Aspen/Pitkin)	Lackner, Mary	Kelly, Bridgette

**Computer or Communications Failure:** In the event that computer systems essential to the performance of operations are not functional  
**Contact IT/Telecom support 970 429-1751**

Take the following actions:  
 Confirm the expected outage duration  
 Invoke manual contingencies  
 Notify Department Managers listed in the Operational Failure Contacts List.

**Power or Equipment Failure:** Emergency power will provide limited emergency lighting only.  
**Contact Grounds and Buildings 970 920-5396**

**Relocation Records and Work Spaces**

**Vital Records/Supplies:** (Owner Department)

Description of Record	Back-up Location/Access
N/A (N/A)	N/A

**Work Spaces:** In the event that work spaces can not be occupied Operations will be relocated to the following locations:

Function	Alternate Location(s)
N/A	N/A

**Employee Life Safety:** In the event of a building evacuation, all employees should follow established emergency procedures. Following the evacuation, all employees should remain in the gathering areas and wait for instructions from designated management representative.

**Location Information**

Estimated Replacement	Cost
Building:	\$
Contents:	\$
<b>Total Value:</b>	<b>\$</b>

Attributes	Notes
Construction:	
Age of Building:	
Sq. Ft. Total:	
Floors:	
No. of Occupants	
Floors below grade	
Sump Pump	
No. Workstations (desk, phone & computer)	
No. Conference Rooms	
Kitchen/Food:	
Security System:	
Emergency Power:	
Attributes:	

**Building Profiles**

**Equipment Inventory**

Description	Quantity
N/A	N/A

**Assessment Natural Hazards**

N/A - N/A                      High Risk  
N/A - N/A                      Moderate Risk  
N/A - N/A                      Low Risk  
N/A - N/A

**Analysis Building Hazard and Security**

N/A - N/A                      High Risk  
N/A - N/A                      Moderate Risk  
N/A - N/A                      Low Risk  
N/A - N/A

**CITY HALL**

Criticality **Critical**

130 S. Galena Street  
Aspen, CO

**Ranking of Departments in this Building**

<b>Critical</b>	Functions that cannot be down under any circumstances or must be operational within 12 hours
<b>Essential</b>	Functions that are not needed in the first 12 hours but do need to be operational and sustainable at some level within 30 days
<b>Operational / Needed</b>	Functions that can relocate and resume business as resources permit

<b>Critical</b>	Internal Services Section
<b>Essential</b>	Community Development Section
<b>Operational / Needed</b>	N/A

**Critical Functions / Notification**

List of Functions	Owner Department
Building Inspection Dept.	Community Development Section
Information Technology Dept. - Backup of Critical Applications and Data	Internal Services Section
Information Technology Dept. - Networking and Connectivity	Internal Services Section

**Delegation of Authority Contacts:** If any of the listed "Critical Functions" fail the appropriate department contact can be reached by calling:  
**Dispatch 970 920-5310**

Department	Contacts	
	Primary	Alternate
Community Development Section	Houben, Cindy	Clarke, Lance
Internal Services Section	Mattice, Phylis	Laubhan, Laura

**Computer or Communications Failure:** In the event that computer systems essential to the performance of operations are not functional  
**Contact IT/Telecom support 970 429-1751**

Take the following actions:  
 Confirm the expected outage duration  
 Invoke manual contingencies  
 Notify Department Managers listed in the Operational Failure Contacts List.

**Power or Equipment Failure:** Emergency power will provide limited emergency lighting only.  
**Contact Grounds and Buildings 970 920-5396**

**Relocation Records and Work Spaces**

**Vital Records/Supplies: (Owner Department)**

Description of Record	Back-up Location/Access
Microsoft Active directory (Internal Services Section)	TBD
Microsoft Exchange (Internal Services Section)	TBD
Microsoft Active directory (Internal Services Section)	IT has three alternate replication sites
CDs for Computer Setup (in 2 books) (Internal Services Section)	TBD
Hardware (switches, servers) (Internal Services Section)	TBD
Disaster Recovery Plan (Internal Services Section)	Emergency Manager (verify)

**Work Spaces:** In the event that work spaces can not be occupied Operations will be relocated to the following locations:

Function	Alternate Location(s)
Information Technology Dept. - Backup of Critical Applications and Data	TBD
Information Technology Dept. - Networking and Connectivity	TBD

**Employee Life Safety:** In the event of a building evacuation, all employees should follow established emergency procedures. Following the evacuation, all employees should remain in the gathering areas and wait for instructions from designated management representative.

**Location Information**

Estimated Replacement	Cost
Building:	\$
Contents:	\$84,413

**Building Profiles**

Estimated Replacement	Cost
Total Value:	\$84,413

Attributes	Notes
Construction:	
Age of Building:	1918 - 2000
Sq. Ft. Total:	2,000
Floors:	4
No. of Occupants	
Floors below grade	
Sump Pump	
No. Workstations (desk, phone & computer)	
No. Conference Rooms	
Kitchen/Food:	
Security System:	
Emergency Power:	
Attributes:	(see "Equipment Inventory" for more contents information)

Disruption of electrical supply - Electric utility experiences routine surges and buildings are generally at capacity for electrical load  
 Fire in or near building - Risk for all county facilities re space heaters, utility and wiring overload, etc.  
 Flooding of building lower levels - Several buildings are aging and newer buildings have some sub-ground level floors. Plaza, Jail have sump pumps, other buildings do not.  
 Transportation access (road closures) - Highway 82 is the one way in and out of Aspen  
 Moderate Risk

N/A - N/A

Low Risk

N/A - N/A

**Equipment Inventory**

Description	Quantity
N/A	N/A

**Assessment Natural Hazards**

High Risk

Human Disease (Epidemic or other) - Possible at any location and Public Works has experienced TB as well as jail being exposed. Applies to all buildings in downtown campus

Lightning - Lightning hits several buildings annually

Severe Winter Storm - Routine in Pitkin County

Landslide - Aspen Mountain is predicted to slide at some point in the future

Moderate Risk

Earthquake - History of earthquakes show that most events are minor

Low Risk

N/A - N/A

**Analysis Building Hazard and Security**

High Risk

Acts of terrorism - High level and well known dignitaries, both foreign and domestic, visit Pitkin County regularly

Business disruption - High level visitors expect immediate service and Aspen is a remote location

Crime - Vandalism and thefts have occurred at insignificant levels to date, but county buildings are very near the jail

**COURTHOUSE PLAZA**

Criticality **Critical**

530 E. Main Street  
Aspen, CO

**Ranking of Departments in this Building**

<b>Critical</b>	Functions that cannot be down under any circumstances or must be operational within 12 hours
<b>Essential</b>	Functions that are not needed in the first 12 hours but do need to be operational and sustainable at some level within 30 days
<b>Minor/Optional</b>	Functions that can relocate and resume business as resources permit
<b>Critical</b>	BOCC and Leadership Team
<b>Critical</b>	County Administration
<b>Critical</b>	Internal Services Section
<b>Essential</b>	Clerk and Recorder
<b>Essential</b>	County Attorney
<b>Minor/Optional</b>	Assessor

**Critical Functions / Notification**

List of Functions	Owner Department
Asset Mgmt Dept. - Land Management	Public Works Section
Clerk and Recorder - Clerk to Board of County Commissioners	Clerk and Recorder
Clerk and Recorder - Elections	Clerk and Recorder
Clerk and Recorder - Recording Motor Vehicle	Clerk and Recorder
Community Relations Public Information	County Administration
County Attorney - Code Enforcement	County Attorney
County Attorney - Legal advice to BOCC and Leadership Team	County Attorney
Crisis Leadership (External & Internal Communications)	BOCC and Leadership Team
Damage Assessment	Assessor
Finance Dept. - Disbursement and Management of Funds	Internal Services Section
Human Resources & Risk Management Dept. - Records and Insurance	Internal Services Section
Management & Communication of Response Strategies	County Administration

**Delegation of Authority Contacts:** If any of the listed "Critical Functions" fail the appropriate department contact can be reached by calling:  
**Dispatch 970 920-5310**

Department	Contacts	
	Primary	Alternate
Assessor	Isaac, Tom	Fite, Larry
BOCC and Leadership Team	Hatfield, Jack	Farris, Dorothea
Clerk and Recorder	Vos Caudill, Janice K.	
County Administration	Hatfield, Jack	Fletcher, Hilary
County Attorney	Ely, John	Seldin, Christopher
Internal Services Section	Mattice, Phylis	Laubhan, Laura

**Computer or Communications Failure:** In the event that computer systems essential to the performance of operations are not functional  
**Contact IT/Telecom support 970 429-1751**

Take the following actions:  
 Confirm the expected outage duration  
 Invoke manual contingencies  
 Notify Department Managers listed in the Operational Failure Contacts List.

**Power or Equipment Failure:** Emergency power will provide limited emergency lighting only.  
**Contact Grounds and Buildings 970 920-5396**

**Relocation Records and Work Spaces**

**Vital Records/Supplies:** (Owner Department)

Description of Record	Back-up Location/Access
Media Contact Listing (Outlook) (County Administration)	Aspen - City Hall - 130 S. Galena Street - CO Information Technology (develops and provide a go kit)
County staff contact cards (County Administration)	TBD (consider flash drive)
Regional contact information (BOCC and Leadership Team)	County Administrators' PDAs
Plans (BOCC and Leadership Team)	Emergency Management Coordinator

**Building Profiles**

**Work Spaces:** In the event that work spaces can not be occupied Operations will be relocated to the following locations:

Function	Alternate Location(s)
Community Relations Public Information	Home or Appropriately equipped building
County Attorney - Code Enforcement	
Crisis Leadership (External & Internal Communications)	Airport Terminal Building & Administration Offices

N/A - N/A High Risk  
 N/A - N/A Moderate Risk  
 N/A - N/A Low Risk

**Analysis Building Hazard and Security**

N/A - N/A High Risk  
 N/A - N/A Moderate Risk  
 N/A - N/A Low Risk

**Employee Life Safety:** In the event of a building evacuation, all employees should follow established emergency procedures. Following the evacuation, all employees should remain in the gathering areas and wait for instructions from designated management representative.

**Location Information**

Estimated Replacement	Cost
Building:	\$2,497,740
Contents:	\$1,289,850
<b>Total Value:</b>	<b>\$3,787,590</b>

Attributes	Notes
Construction:	Brick/stone
Age of Building:	1973
Sq. Ft. Total:	17,796
Floors:	4
No. of Occupants	
Floors below grade	1
Sump Pump	unknown
No. Workstations (desk, phone & computer)	
No. Conference Rooms	
Kitchen/Food:	
Security System:	fire alarm
Emergency Power:	
Attributes:	(see "Equipment Inventory" for more contents information)

**Equipment Inventory**

Description	Quantity
N/A	N/A

**Assessment Natural Hazards**

**Building Profiles**

Jail and Aspen/Pitkin Combined Communication Center

JAIL AND ASPEN/PITKIN COMBINED COMMUNICATION CENTER

Criticality **Critical**

485 Rio Grande Place  
Aspen, CO

**Ranking of Departments in this Building**

<b>Critical</b>	Functions that cannot be down under any circumstances or must be operational within 12 hours
<b>Essential</b>	Functions that are not needed in the first 12 hours but do need to be operational and sustainable at some level within 30 days
<b>Not Needed</b>	Functions that can relocate and resume business as resources permit
<b>Critical</b>	Aspen/Pitkin Combined Communications Center
<b>Critical</b>	Sheriff
<b>Essential</b>	N/A
<b>Not Needed</b>	N/A

**Critical Functions / Notification**

List of Functions	Owner Department
911 Infrastructures	Aspen/Pitkin Combined Communications Center
CAD (Computer Aided Dispatch)	Aspen/Pitkin Combined Communications Center
Civil Process	Sheriff
Investigations	Sheriff
Jail / Detention Operations	Sheriff
Radio Communications	Aspen/Pitkin Combined Communications Center
Repeater System	Aspen/Pitkin Combined Communications Center

**Delegation of Authority Contacts:** If any of the listed "Critical Functions" fail the appropriate department contact can be reached by calling:  
**Dispatch 970 920-5310**

Department	Contacts	
	Primary	Alternate
Aspen/Pitkin Combined Communications Center	Ganrat, Mark	Romero, Bruce
Sheriff	Braudis, Robert	DiSalvo, Joe

**Computer or Communications Failure:** In the event that computer systems essential to the performance of operations are not functional  
**Contact IT/Telecom support 970 429-1751**

Take the following actions:  
Confirm the expected outage duration  
Invoke manual contingencies  
Notify Department Managers listed in the Operational Failure Contacts List.

**Power or Equipment Failure:** Emergency power will provide limited emergency lighting only.  
**Contact Grounds and Buildings 970 920-5396**

**Relocation Records and Work Spaces**

**Vital Records/Supplies:** (Owner Department)

Description of Record	Back-up Location/Access
ANI/ALI database (Aspen/Pitkin Combined Communications Center)	Vendor
NCIC and CCIC (Sheriff)	Other law enforcement agencies
Inmate Booking Files (Sheriff)	None
Prisoner Medical Files (Sheriff)	None
"Special Needs" Files (suicidal, violent, etc.) (Sheriff)	None
Key Inventory (Sheriff)	None
ICE hold files (Sheriff)	Garfield Jail / Detention Center
VINE data base (Sheriff)	Garfield Jail / Detention Center
Transmission Frequency lists (Aspen/Pitkin Combined Communications Center)	A portable PC
Repeater controller (Aspen/Pitkin Combined Communications Center)	TBD
Diagnostic programming software (Aspen/Pitkin Combined Communications Center)	Portable computer

**Work Spaces:** In the event that work spaces can not be occupied Operations will be relocated to the following locations:

Building Profiles

Jail and Aspen/Pitkin Combined Communication Center

Function	Alternate Location(s)
911 Infrastructures	Reroute to Vail Communications Center
Jail / Detention Operations	Garfield Jail / Detention Center
Radio Communications	Work from vehicles
Repeater System	No Alternative Location Available

**Employee Life Safety:** In the event of a building evacuation, all employees should follow established emergency procedures. Following the evacuation, all employees should remain in the gathering areas and wait for instructions from designated management representative.

**Location Information**

Estimated Replacement	Cost
Building:	\$4,201,520
Contents:	\$918,247
<b>Total Value:</b>	<b>\$5,119,770</b>

Attributes	Notes
Construction:	
Age of Building:	1984
Sq. Ft. Total:	19,544
Floors:	2
No. of Occupants	
Floors below grade	
Sump Pump	Yes
No. Workstations (desk, phone & computer)	
No. Conference Rooms	
Kitchen/Food:	
Security System:	Yes
Emergency Power:	Generator
Attributes:	(see "Equipment Inventory" for more contents information)

**Equipment Inventory**

Description	Quantity
EDP Equipment (added to site content)	\$264,497
Valuable Papers	\$250,000
Site Contents	\$1,047,308
Site Content Total	\$1,561,808

**Assessment Natural Hazards**

N/A - N/A High Risk  
 N/A - N/A Moderate Risk  
 N/A - N/A Low Risk

**Analysis Building Hazard and Security**

N/A - N/A High Risk  
 N/A - N/A Moderate Risk  
 N/A - N/A Low Risk

**Building Profiles**

**PITKIN COUNTY COURTHOUSE**

Criticality **Critical**

506 E. Main Street  
Aspen, CO

**Ranking of Departments in this Building**

<b>Critical</b>	Functions that cannot be down under any circumstances or must be operational within 12 hours
<b>Essential</b>	Functions that are not needed in the first 12 hours but do need to be operational and sustainable at some level within 30 days
<b>Support as needed</b>	Functions that can relocate and resume business as resources permit
<b>Critical</b>	Coroner
<b>Critical</b>	Internal Services Section
<b>Critical</b>	Sheriff
<b>Essential</b>	District Attorney
<b>Support as needed</b>	N/A

Department	Contacts	
	Primary	Alternate
		Kevin
Internal Services Section	Mattice, Phylis	Laubhan, Laura
Sheriff	Braudis, Robert	DiSalvo, Joe

**Computer or Communications Failure:** In the event that computer systems essential to the performance of operations are not functional  
**Contact IT/Telecom support 970 429-1751**

Take the following actions:  
 Confirm the expected outage duration  
 Invoke manual contingencies  
 Notify Department Managers listed in the Operational Failure Contacts List.

**Power or Equipment Failure:** Emergency power will provide limited emergency lighting only.  
**Contact Grounds and Buildings 970 920-5396**

**Critical Functions / Notification**

List of Functions	Owner Department
Animal Safety Control & Sheltering	Sheriff
Asset Mgmt Dept. - Land Management	Public Works Section
Body Collection, Storage, ID, and Preservation	Coroner
Emergency Management	Sheriff
Interview Pending for District Attorney Warrants & Protections Orders	District Attorney
Patrol	Sheriff
Rescue	Sheriff
Treasure Dept. - Collection of Property Taxes	Internal Services Section

**Delegation of Authority Contacts:** If any of the listed "Critical Functions" fail the appropriate department contact can be reached by calling:  
**Dispatch 970 920-5310**

Department	Contacts	
	Primary	Alternate
Coroner	Ayers, Steve D.O.	Thompson, Scott
District Attorney	Beeson, Martin	Sephenson,

**Relocation Records and Work Spaces**

**Vital Records/Supplies:** (Owner Department)

Description of Record	Back-up Location/Access
Internet and Intranet information sources and access Coroner's Servers (Coroner)	Unknown
Evidence records (Coroner)	Unknown
Identification and personal property records (Coroner)	TBD
Department of Motor Vehicles data base access (Coroner)	State offices of DMV phone request
'All Page' System (Sheriff)	Aspen - Jail and Aspen/Pitkin Combined Communication Center - 485 Rio Grande Place - CO
Web EOC (Sheriff)	Air Card
R.O.S.S. (Sheriff)	Air Card
Emergency Plan and Documents (Sheriff)	Aspen - City Hall - 130 S. Galena Street - CO
GIS (Sheriff)	EOC
NCIC and CCIC (Sheriff)	Colorado Bureau of Investigation Basalt Substation or other law enforcement agencies
GPS (Sheriff)	Maps in cars and Sheriff's Office
CRS (Sheriff)	Sheriff's Office

**Building Profiles**

Description of Record	Back-up Location/Access
ICS forms (all hazard) (Sheriff)	Sheriff's Office
MRA Packets - managing rescue and search (Sheriff)	Forms in Search Cabin
Spillman and New World Records Systems (Sheriff)	Basalt Substation
GIS (Sheriff)	Aspen - Courthouse Plaza - 530 E. Main Street - CO Information Services servers

**Work Spaces:** In the event that work spaces can not be occupied Operations will be relocated to the following locations:

Function	Alternate Location(s)
Body Collection, Storage, ID, and Preservation	Work from Home
Emergency Management	(EOC) Emergency Operations Center
Patrol	Sheriff's Substation
Rescue	Fire Station - North Forty (Non-County)

**Employee Life Safety:** In the event of a building evacuation, all employees should follow established emergency procedures. Following the evacuation, all employees should remain in the gathering areas and wait for instructions from designated management representative.

**Location Information**

Estimated Replacement	Cost
Building:	\$5,389,060
Contents:	\$1,561,810
<b>Total Value:</b>	<b>\$6,950,870</b>

Attributes	Notes
Construction:	Stone
Age of Building:	1890
Sq. Ft. Total:	20,658
Floors:	3
No. of Occupants	
Floors below grade	
Sump Pump	
No. Workstations (desk, phone & computer)	
No. Conference Rooms	
Kitchen/Food:	
Security System:	no

Attributes	Notes
Emergency Power:	no
Attributes:	(see "Equipment Inventory" for more contents information)

**Equipment Inventory**

Description	Quantity
Valuable Paper contents	\$250,000
EDP Equipment contents	\$264,497
Building Contents	\$1,047,308
Total of Building Contents	\$1,561,808

**Assessment Natural Hazards**

N/A - N/A High Risk  
N/A - N/A Moderate Risk  
N/A - N/A Low Risk

**Analysis Building Hazard and Security**

N/A - N/A High Risk  
N/A - N/A Moderate Risk  
N/A - N/A Low Risk

**PUBLIC WORKS BLDG**

Criticality **Critical**

76 Service Center Road  
Aspen, CO

**Ranking of Departments in this Building**

<b>Critical</b>	Functions that cannot be down under any circumstances or must be operational within 12 hours
<b>Essential</b>	Functions that are not needed in the first 12 hours but do need to be operational and sustainable at some level within 30 days
<b>Non-Essential</b>	Functions that can relocate and resume business as resources permit

<b>Critical</b>	Public Works Section
<b>Essential</b>	N/A
<b>Non-Essential</b>	N/A

**Critical Functions / Notification**

List of Functions	Owner Department
Asset Mgmt Dept. - Facilities Maintenance Dept. - Building Controls	Public Works Section
Asset Mgmt Dept. - Fleet Dept. - Vehicle Refueling & Maintenance	Public Works Section
Asset Mgmt Dept. - Roads & Bridges Dept. - Maintenance & Damage Assessments	Public Works Section
Broadcast Services Dept. - Public information	Public Works Section
Engineering & Transportation Dept. - Post Disaster Road & Bridge Structure Assessment	Public Works Section

**Delegation of Authority Contacts:** If any of the listed "Critical Functions" fail the appropriate department contact can be reached by calling:

**Dispatch 970 920-5310**

Department	Contacts	
	Primary	Alternate
Public Works Section	Pettet, Brian	Glassier, Temple

**Computer or Communications Failure:** In the event that computer systems essential to the performance of operations are not functional  
**Contact IT/Telecom support 970 429-1751**

Take the following actions:  
 Confirm the expected outage duration  
 Invoke manual contingencies  
 Notify Department Managers listed in the Operational Failure Contacts List.

**Power or Equipment Failure:** Emergency power will provide limited emergency lighting only.  
**Contact Grounds and Buildings 970 920-5396**

**Relocation Records and Work Spaces**

**Vital Records/Supplies: (Owner Department)**

Description of Record	Back-up Location/Access
Gas Boy, WinCFA fleet data base (Public Works Section)	TBD
Frequency listing documents (Public Works Section)	Copy in each of the sites' buildings
GIS Mapping (Public Works Section)	Information systems backup servers
Bridge Reports (Public Works Section)	Consulting Engineer &/or State CDOT
Drawings (Public Works Section)	NA

**Work Spaces:** In the event that work spaces can not be occupied Operations will be relocated to the following locations:

Function	Alternate Location(s)
Asset Mgmt Dept. - Fleet Dept. - Vehicle Refueling & Maintenance	Airport Terminal Building & Administration Offices
Broadcast Services Dept. - Public information	Work from Vehicle or Home
Engineering & Transportation Dept. - Post Disaster Road & Bridge Structure Assessment	Work from vehicle

**Employee Life Safety:** In the event of a building evacuation, all employees should follow established emergency procedures. Following the evacuation, all employees should remain in the gathering areas and wait for instructions from designated management representative.

**Building Profiles**

**Location Information**

Estimated Replacement	Cost
Building:	\$786,943
Contents:	\$3,717,070
<b>Total Value:</b>	<b>\$4,504,020</b>

Attributes	Notes
Construction:	
Age of Building:	1990
Sq. Ft. Total:	24,300
Floors:	1
No. of Occupants	
Floors below grade	
Sump Pump	yes
No. Workstations (desk, phone & computer)	
No. Conference Rooms	
Kitchen/Food:	
Security System:	Fire Alarm and Sprinklers
Emergency Power:	
Attributes:	Sump Pump, in flood zone (see "Equipment Inventory" for more contents and site value information)

**Assessment Natural Hazards**

N/A - N/A	High Risk
N/A - N/A	Moderate Risk
N/A - N/A	Low Risk

**Analysis Building Hazard and Security**

N/A - N/A	High Risk
N/A - N/A	Moderate Risk
N/A - N/A	Low Risk

**Equipment Inventory**

Description	Quantity
Building Contents (included in "Contents")	\$179,744
EDP Equipment (included in "Contents")	\$37,329
Business Interruption (included in "Contents")	\$3,500,00
Total of "Contents"	\$3,717,072
Fuel Facility Storage Building	\$7,271
Fuel Facility	\$63,899
Employee Housing	\$356,224
Pre-fab Storage Building	\$110,196
LM Wood Storage Building	\$2,662
Admin. Storage Facility	\$616,959
Cinder Storage Facility	\$74,703
Total of Site Buildings	\$1,231,914

Resource Recovery Pitkin County Landfill

RESOURCE RECOVERY PITKIN COUNTY LANDFILL

Criticality

Critical

32045 Hwy 82  
Snowmass, CO

**Ranking of Departments in this Building**

<b>Critical</b>	Functions that cannot be down under any circumstances or must be operational within 12 hours
<b>Essential</b>	Functions that are not needed in the first 12 hours but do need to be operational and sustainable at some level within 30 days
<b>Recoverable</b>	Functions that can relocate and resume business as resources permit

<b>Critical</b>	Public Works Section
<b>Essential</b>	N/A
<b>Recoverable</b>	N/A

**Vital Records/Supplies:** (Owner Department)

Description of Record	Back-up Location/Access
N/A (N/A)	N/A

**Work Spaces:** In the event that work spaces can not be occupied Operations will be relocated to the following locations:

Function	Alternate Location(s)
N/A	N/A

**Employee Life Safety:** In the event of a building evacuation, all employees should follow established emergency procedures. Following the evacuation, all employees should remain in the gathering areas and wait for instructions from designated management representative.

**Critical Functions / Notification**

List of Functions	Owner Department
Solid Waste & Recycling Dept. - Debris Storage and Disposal	Public Works Section

**Delegation of Authority Contacts:** If any of the listed "Critical Functions" fail the appropriate department contact can be reached by calling:  
**Dispatch 970 920-5310**

Department	Contacts	
	Primary	Alternate
Public Works Section	Pettet, Brian	Glassier, Temple

**Computer or Communications Failure:** In the event that computer systems essential to the performance of operations are not functional  
**Contact IT/Telecom support 970 429-1751**

Take the following actions:  
 Confirm the expected outage duration  
 Invoke manual contingencies  
 Notify Department Managers listed in the Operational Failure Contacts List.

**Power or Equipment Failure:** Emergency power will provide limited emergency lighting only.  
**Contact Grounds and Buildings 970 920-5396**

**Location Information**

Estimated Replacement	Cost
Building:	\$149,736
Contents:	\$25,887
<b>Total Value:</b>	<b>\$175,623</b>

Attributes	Notes
Construction:	Concrete/metal
Age of Building:	1998
Sq. Ft. Total:	600
Floors:	1
No. of Occupants	
Floors below grade	
Sump Pump	
No. Workstations (desk, phone & computer)	
No. Conference Rooms	
Kitchen/Food:	
Security System:	No
Emergency Power:	
Attributes:	(see "Equipment Inventory" for more site value information)

**Relocation Records and Work Spaces**

**Equipment Inventory**

Building Profiles

Description	Quantity
Hazmat Storage Shed	\$42,885
Bail Storage Shed	\$58,935
Landfill Gate Trailer	\$198,400
SMRF Landfill	\$409,175
Landfill Fuel Facility	\$43,009
Oil Storage Canopy	\$3,409
Tool Shed	\$6,763
Site associated buildings total	\$762,549

**Assessment Natural Hazards**

N/A - N/A High Risk  
 N/A - N/A Moderate Risk  
 N/A - N/A Low Risk

**Analysis Building Hazard and Security**

N/A - N/A High Risk  
 N/A - N/A Moderate Risk  
 N/A - N/A Low Risk

**Building Profiles**

**RFTA ASPEN SITE**

Criticality **Critical**

51 Service Center Drive  
Aspen, CO

**Ranking of Departments in this Building**

<b>Critical</b>	Functions that cannot be down under any circumstances or must be operational within 12 hours
<b>Essential</b>	Functions that are not needed in the first 12 hours but do need to be operational and sustainable at some level within 30 days
<b>Recovery Needed</b>	Functions that can relocate and resume business as resources permit
<b>Critical</b>	Roaring Fork Transit
<b>Essential</b>	Community Development Section
<b>Recovery Needed</b>	N/A

**Critical Functions / Notification**

List of Functions	Owner Department
Mass Evacuation and Emergency Response Transportation	Roaring Fork Transit
Planning Dept.	Community Development Section
Public Transportation	Roaring Fork Transit

**Delegation of Authority Contacts:** If any of the listed "Critical Functions" fail the appropriate department contact can be reached by calling:  
**Dispatch 970 920-5310**

Department	Contacts	
	Primary	Alternate
Community Development Section	Houben, Cindy	Clarke, Lance
Roaring Fork Transit	Blankenship, Dan	Blackmer, Kent

**Computer or Communications Failure:** In the event that computer systems essential to the performance of operations are not functional  
**Contact IT/Telecom support 970 429-1751**

Take the following actions:  
 Confirm the expected outage duration  
 Invoke manual contingencies  
 Notify Department Managers listed in the Operational Failure Contacts List.

**Power or Equipment Failure:** Emergency power will provide limited emergency lighting only.  
**Contact Grounds and Buildings 970 920-5396**

**Relocation Records and Work Spaces**

**Vital Records/Supplies: (Owner Department)**

Description of Record	Back-up Location/Access
Staff Contact Lists (Roaring Fork Transit)	Glenwood Springs Site, 2307 Wulfsohn Rd., Glenwood Springs, 81601 or Carbondale Site, 0776 Industry Way, Carbondale, 81623
Colorado Assoc. of State Transit Agencies (CASTA) File (Roaring Fork Transit)	Glenwood Springs Site, 2307 Wulfsohn Rd., Glenwood Springs, 81601 or Carbondale Site, 0776 Industry Way, Carbondale, 81623
Rolodex of Emergency Numbers (Roaring Fork Transit)	Outlook and PDA
Personnel Files (Roaring Fork Transit)	TBD

**Work Spaces:** In the event that work spaces can not be occupied Operations will be relocated to the following locations:

Function	Alternate Location(s)
Mass Evacuation and Emergency Response Transportation	Glenwood Springs Site, 2307 Wulfsohn Rd., Glenwood Springs, 81601

**Employee Life Safety:** In the event of a building evacuation, all employees should follow established emergency procedures. Following the evacuation, all employees should remain in the gathering areas and wait for instructions from designated management representative.

**Location Information**

Estimated Replacement	Cost
Building:	\$7,430,900
Contents:	\$
<b>Total Value:</b>	<b>\$7,430,900</b>

Attributes	Notes
Construction:	

**Building Profiles**

Attributes	Notes
Age of Building:	1984
Sq. Ft. Total:	6,500
Floors:	1
No. of Occupants	
Floors below grade	
Sump Pump	
No. Workstations (desk, phone & computer)	
No. Conference Rooms	
Kitchen/Food:	
Security System:	no
Emergency Power:	no
Attributes:	Fire alarm and sprinklers (see "Equipment Inventory" for more site value information)

Business disruption - With public access and large numbers of famous dignitaries visiting Pitkin County and Aspen, this is a serious concern  
 Crime - Transit locations and buses are highly visible targets and carry high level passengers on occasion  
 Fire in or near building - Most transit locations also include maintenance areas and fuel supplies  
 Hazardous Material incidents (in or near site) - Fuel storage and delivery at most sites makes this a serious consideration  
 Transportation access (road closures) - Public transit is dependent on open roadways and Aspen has only one access highway in and out.  
 Transportation of Hazardous Material - Public transit shares highways with hazmat haulers on a routine basis  
 Moderate Risk

N/A - N/A

Low Risk

N/A - N/A

**Equipment Inventory**

Description	Quantity
Office Moduler	\$87,451

**Assessment Natural Hazards**

High Risk

Damaging Hail - Public transportation facilities occasionally have large groups awaiting rides in outside areas

Human Disease (Epidemic or other) - Public transportation is exposed to general public under all conditions, occasionally transporting those in need of medical attention

Severe Winter Storm - Severe winter weather is routine in Colorado high county and Pitkin County

Wild Fire - This is the highest risk in most recent assessments and includes locations and routes for RFTA

Lightning - Public transportation facilities occasionally have large groups awaiting rides in outside locations

Moderate Risk

Earthquake - History of earthquakes show that most events are minor

Low Risk

N/A - N/A

**Analysis Building Hazard and Security**

High Risk

Acts of terrorism - With public access and large numbers of famous dignitaries visiting Pitkin County and Aspen, this is a serious concern

RFTA Bus Barn and Maintenance

RFTA BUS BARN AND MAINTENANCE

Criticality

Recover as Needed

0766 HWY 133  
Carbondale, CO

Ranking of Departments in this Building

<b>Critical</b>	Functions that cannot be down under any circumstances or must be operational within 12 hours
<b>Essential</b>	Functions that are not needed in the first 12 hours but do need to be operational and sustainable at some level within 30 days
<b>Recover as Needed</b>	Functions that can relocate and resume business as resources permit
<b>Critical</b>	N/A
<b>Essential</b>	N/A
<b>Recover as Needed</b>	N/A

Vital Records/Supplies: (Owner Department)

Description of Record	Back-up Location/Access
N/A (N/A)	N/A

**Work Spaces:** In the event that work spaces can not be occupied Operations will be relocated to the following locations:

Function	Alternate Location(s)
N/A	N/A

**Employee Life Safety:** In the event of a building evacuation, all employees should follow established emergency procedures. Following the evacuation, all employees should remain in the gathering areas and wait for instructions from designated management representative.

Critical Functions / Notification

List of Functions	Owner Department
N/A	N/A

**Delegation of Authority Contacts:** If any of the listed "Critical Functions" fail the appropriate department contact can be reached by calling:  
**Dispatch 970 920-5310**

Department	Contacts	
	Primary	Alternate
N/A	N/A	

**Computer or Communications Failure:** In the event that computer systems essential to the performance of operations are not functional  
**Contact IT/Telecom support 970 429-1751**

Take the following actions:  
 Confirm the expected outage duration  
 Invoke manual contingencies  
 Notify Department Managers listed in the Operational Failure Contacts List.

**Power or Equipment Failure:** Emergency power will provide limited emergency lighting only.  
**Contact Grounds and Buildings 970 920-5396**

Location Information

Estimated Replacement	Cost
Building:	\$1,234,210
Contents:	\$
<b>Total Value:</b>	<b>\$1,234,210</b>

Attributes	Notes
Construction:	
Age of Building:	1982
Sq. Ft. Total:	14,760
Floors:	1
No. of Occupants	
Floors below grade	
Sump Pump	
No. Workstations (desk, phone & computer)	
No. Conference Rooms	
Kitchen/Food:	
Security System:	no
Emergency Power:	no
Attributes:	Fire alarm and sprinklers (see "Equipment Inventory" for more site values information)

Relocation Records and Work Spaces

Equipment Inventory

Building Profiles

Description	Quantity
Employee Housing	\$651,280

**Assessment Natural Hazards**

High Risk

Damaging Hail - Public transit facilities occasionally have large groups of people awaiting transport outdoors.

Lightning - Public transit facilities occasionally have large groups of people awaiting transport outdoors.

Severe Winter Storm - Severe winter weather is routine in Colorado high country and Pitkin County

Wild Fire - This is the highest risk in the county's current risk assessment

Human Disease (Epidemic or other) - Public transit vehicles are exposed to general public under all conditions and include occasional transport to medical facilities

Moderate Risk

Earthquake - History of earthquakes shows that most events are minor

Low Risk

N/A - N/A

**Analysis Building Hazard and Security**

High Risk

Acts of terrorism - With public access and large numbers of famous dignitaries visiting Pitkin County and Aspen, this is a considerable risk

Crime - Transit locations and buses are highly visible targets and routinely carry important persons

Fire in or near building - Most transit locations also include maintenance areas and fuel storage

Hazardous Material incidents (in or near site) - Fuel storage and delivery at most sites makes this a serious concern

Transportation access (road closures) - Public transit is dependent on open roadways and Aspen has only one highway in and out

Transportation of Hazardous Material - Public transit shares highways with hazmat haulers on a routine basis

Moderate Risk

N/A - N/A

Low Risk

N/A - N/A

**RFTA GLENWOOD SPRINGS SITE**

Criticality

**Recover as Needed**

2307 Wulfsohn Rd.  
Glenwood Springs, CO

**Ranking of Departments in this Building**

<b>Critical</b>	Functions that cannot be down under any circumstances or must be operational within 12 hours
<b>Essential</b>	Functions that are not needed in the first 12 hours but do need to be operational and sustainable at some level within 30 days
<b>Normal</b>	Functions that can relocate and resume business as resources permit

<b>Critical</b>	N/A
<b>Essential</b>	N/A
<b>Normal</b>	N/A

**Vital Records/Supplies: (Owner Department)**

Description of Record	Back-up Location/Access
N/A (N/A)	N/A

**Work Spaces:** In the event that work spaces can not be occupied Operations will be relocated to the following locations:

Function	Alternate Location(s)
N/A	N/A

**Employee Life Safety:** In the event of a building evacuation, all employees should follow established emergency procedures. Following the evacuation, all employees should remain in the gathering areas and wait for instructions from designated management representative.

**Critical Functions / Notification**

List of Functions	Owner Department
N/A	N/A

**Delegation of Authority Contacts:** If any of the listed "Critical Functions" fail the appropriate department contact can be reached by calling:  
**Dispatch 970 920-5310**

Department	Contacts	
	Primary	Alternate
N/A	N/A	

**Computer or Communications Failure:** In the event that computer systems essential to the performance of operations are not functional  
**Contact IT/Telecom support 970 429-1751**

Take the following actions:  
 Confirm the expected outage duration  
 Invoke manual contingencies  
 Notify Department Managers listed in the Operational Failure Contacts List.

**Power or Equipment Failure:** Emergency power will provide limited emergency lighting only.  
**Contact Grounds and Buildings Need Glenwood Springs Contact**

**Location Information**

Estimated Replacement	Cost
Building:	\$
Contents:	\$
<b>Total Value:</b>	<b>\$</b>

Attributes	Notes
Construction:	
Age of Building:	
Sq. Ft. Total:	
Floors:	
No. of Occupants	
Floors below grade	
Sump Pump	
No. Workstations (desk, phone & computer)	
No. Conference Rooms	
Kitchen/Food:	
Security System:	
Emergency Power:	
Attributes:	

**Relocation Records and Work Spaces**

**Equipment Inventory**

Description	Quantity
-------------	----------

**Building Profiles**

Description	Quantity
N/A	N/A

**Assessment Natural Hazards**

High Risk

Damaging Hail - Public transportation facilities occasionally have large groups awaiting rides outdoors  
 Severe Winter Storm - Severe winter weather is routine in Colorado high country and Pitkin County  
 Human Disease (Epidemic or other) - Public transportation is exposed to the general public under all conditions including occasional transport to medical facilities

Moderate Risk

Earthquake - History of earthquakes shows that most events are minor  
 Wild Fire - This is the highest risk noted in current county risk assessment

Low Risk

N/A - N/A

**Analysis Building Hazard and Security**

High Risk

Acts of terrorism - With public access and large numbers of famous dignitaries and public officials visiting, this is a serious concern  
 Business disruption - With public access and large numbers of famous dignitaries and public officials visiting, this is a serious concern  
 Crime - Transit locations and buses are highly visible targets and carry high profile persons routinely  
 Fire in or near building - Fuel storage and delivery at most sites makes this a serious concern  
 Transportation access (road closures) - Public transit is dependent on open roadways and Aspen has only one highway in and out  
 Transportation of Hazardous Material - Public transit shares highways with hazmat haulers on a routine basis

Moderate Risk

N/A - N/A

Low Risk

N/A - N/A

**Building Profiles**

Schultz Health and Human Services Building

SCHULTZ HEALTH AND HUMAN SERVICES BUILDING

Criticality

Recover as Needed

0405 Castle Creek Rd  
Aspen, CO

Ranking of Departments in this Building

Critical	Functions that cannot be down under any circumstances or must be operational within 12 hours
Essential	Functions that are not needed in the first 12 hours but do need to be operational and sustainable at some level within 30 days
Recover as Needed	Functions that can relocate and resume business as resources permit
Critical	N/A
Essential	Community Development Section
Essential	Health & Human Services Section
Recover as Needed	N/A

Notify Department Managers listed in the Operational Failure Contacts List.

**Power or Equipment Failure:** Emergency power will provide limited emergency lighting only.  
**Contact Grounds and Buildings 970 920-5396**

Relocation Records and Work Spaces

Vital Records/Supplies: (Owner Department)

Description of Record	Back-up Location/Access
N/A (N/A)	N/A

**Work Spaces:** In the event that work spaces can not be occupied Operations will be relocated to the following locations:

Function	Alternate Location(s)
N/A	N/A

Critical Functions / Notification

List of Functions	Owner Department
Environmental Health & Natural Resources Dept. - Health & Environment Protection	Community Development Section
Social Services Dept. - Child and Adult Welfare/Protection	Health & Human Services Section

**Employee Life Safety:** In the event of a building evacuation, all employees should follow established emergency procedures. Following the evacuation, all employees should remain in the gathering areas and wait for instructions from designated management representative.

**Delegation of Authority Contacts:** If any of the listed "Critical Functions" fail the appropriate department contact can be reached by calling:  
**Dispatch 970 920-5310**

Location Information

Department	Contacts	
	Primary	Alternate
Community Development Section	Houben, Cindy	Clarke, Lance
Health & Human Services Section	Sundeen, Nan	Ames, Marty

Estimated Replacement	Cost
Building:	\$2,166,810
Contents:	\$432,953
<b>Total Value:</b>	<b>\$2,599,760</b>

**Computer or Communications Failure:** In the event that computer systems essential to the performance of operations are not functional  
**Contact IT/Telecom support 970 429-1751**

Attributes	Notes
Construction:	
Age of Building:	1991
Sq. Ft. Total:	16,000
Floors:	2
No. of Occupants	
Floors below grade	
Sump Pump	
No. Workstations (desk, phone & computer)	
No. Conference Rooms	

Take the following actions:  
Confirm the expected outage duration  
Invoke manual contingencies

Building Profiles

Schultz Health and Human Services Building

Attributes	Notes
Kitchen/Food:	
Security System:	
Emergency Power:	no
Attributes:	(see "Equipment Inventory" for more contents information)

N/A - N/A

Moderate Risk

Low Risk

N/A - N/A

**Equipment Inventory**

Description	Quantity
EDP Equipment added to content total	\$11,855
Site Contents	\$421,098
Sum of Site Contents	\$432,953

**Assessment Natural Hazards**

High Risk

Lightning - Lightning hits several buildings annually  
 Severe Winter Storm - Routine in Pitkin County  
 Wild Fire - Current risk assessment identifies this as a high risk

Landslide - Aspen Mountain is predicted to slide at some point in the future

Human Disease (Epidemic or other) - This site deals with health issues and is therefore exposed

Moderate Risk

Earthquake - History of earthquakes show that most events are minor

Low Risk

N/A - N/A

**Analysis Building Hazard and Security**

High Risk

Acts of terrorism - Medical facilities may be targeted for psychological impact on communities. This site is very near the local hospital.

Business disruption - Aspen has only one highway in and out and this site is near two bridges as well

Disruption of electrical supply - This site is down valley from Aspen and utilities are routed along two bridges between this site and Aspen

Hazardous Material incidents (in or near site) - There is some chlorine storage at this site, along with medical supplies and local hospital is very nearby

Transportation of Hazardous Material - This site is near the hospital and highway with transport and reception of hazmat happening regularly nearby

Transportation access (road closures) - There is only one highway into Aspen from down valley from downtown Pitkin County campus

Disruption of Inter/Intra-Networks - This site is down valley from Aspen and utilities are routed along two bridges between this site and Aspen

Building Profiles

**SENIOR SERVICES**

Criticality **Critical**

0275 Castle Creek Road  
Aspen, CO

**Ranking of Departments in this Building**

<b>Critical</b>	Functions that cannot be down under any circumstances or must be operational within 12 hours
<b>Essential</b>	Functions that are not needed in the first 12 hours but do need to be operational and sustainable at some level within 30 days
<b>Not Needed</b>	Functions that can relocate and resume business as resources permit
<b>Critical</b>	N/A
<b>Essential</b>	Health & Human Services Section
<b>Not Needed</b>	N/A

**Computer or Communications Failure:** In the event that computer systems essential to the performance of operations are not functional  
**Contact IT/Telecom support 970 429-1751**

Take the following actions:  
 Confirm the expected outage duration  
 Invoke manual contingencies  
 Notify Department Managers listed in the Operational Failure Contacts List.

**Power or Equipment Failure:** Emergency power will provide limited emergency lighting only.  
**Contact Grounds and Buildings 970 920-5396**

**Relocation Records and Work Spaces**

**Vital Records/Supplies:** (Owner Department)

Description of Record	Back-up Location/Access
N/A (N/A)	N/A

**Work Spaces:** In the event that work spaces can not be occupied Operations will be relocated to the following locations:

Function	Alternate Location(s)
N/A	N/A

**Employee Life Safety:** In the event of a building evacuation, all employees should follow established emergency procedures. Following the evacuation, all employees should remain in the gathering areas and wait for instructions from designated management representative.

**Critical Functions / Notification**

List of Functions	Owner Department
Contract Services Dept. - Building Support and Sheltering contracted services	Health & Human Services Section
Human Services Dept. - Health and Human Services	Health & Human Services Section
Senior Services Dept. - Food Delivery & Senior Transport	Health & Human Services Section
Senior Services Dept. - Senior Care Management	Health & Human Services Section
Senior Services Dept. - Urgent Transportation	Health & Human Services Section
Social Services Dept. - Public Assistance	Health & Human Services Section
Social Services Dept. - Youth and Family Services	Health & Human Services Section

**Delegation of Authority Contacts:** If any of the listed "Critical Functions" fail the appropriate department contact can be reached by calling:  
**Dispatch 970 920-5310**

Department	Contacts	
	Primary	Alternate
Health & Human Services Section	Sundeen, Nan	Ames, Marty

**Location Information**

Estimated Replacement	Cost
Building:	\$
Contents:	\$112,551
<b>Total Value:</b>	<b>\$112,551</b>

Attributes	Notes
Construction:	
Age of Building:	
Sq. Ft. Total:	3,000
Floors:	1

Attributes	Notes
No. of Occupants	
Floors below grade	
Sump Pump	
No. Workstations (desk, phone & computer)	
No. Conference Rooms	
Kitchen/Food:	
Security System:	
Emergency Power:	
Attributes:	

N/A - N/A

Moderate Risk

N/A - N/A

Low Risk

**Equipment Inventory**

Description	Quantity
N/A	N/A

**Assessment Natural Hazards**

High Risk

Human Disease (Epidemic or other) - This site is very near the local hospital and serve persons who are elderly and may have disabilities and illness

Landslide - Aspen Mountain is predicted to slide at some point in the future

Lightning - Lightning hits several buildings annually

Severe Winter Storm - Routine in Pitkin County

Wild Fire - Current risk assessment identifies this as a high risk

Moderate Risk

Earthquake - History of earthquakes show that most events are minor

Low Risk

N/A - N/A

**Analysis Building Hazard and Security**

High Risk

Business disruption - Impact on seniors would be significant. With one highway and utilities routed along bridges, this risk is high potential

Disruption of electrical supply - This site is down valley from Aspen and utilities are routed along two bridges between this site and Aspen

Fire in or near building - With senior occupants, evacuation may be complicated

Transportation access (road closures) - There is only one highway into Aspen from down valley

Transportation of Hazardous Material - This site is near the hospital and highway with transport and reception of hazmat happening regularly nearby

Disruption of Inter/Intra-Networks - This site is down valley from Aspen and utilities are routed along two bridges between this site and Aspen

**SHERIFF'S SUBSTATION**

Criticality

Recover as  
Needed

31350 HYW 82  
Basalt, CO

**Ranking of Departments in this Building**

<b>Critical</b>	Functions that cannot be down under any circumstances or must be operational within 12 hours
<b>Essential</b>	Functions that are not needed in the first 12 hours but do need to be operational and sustainable at some level within 30 days
<b>Not Critical</b>	Functions that can relocate and resume business as resources permit

<b>Critical</b>	N/A
<b>Essential</b>	N/A
<b>Not Critical</b>	N/A

**Vital Records/Supplies: (Owner Department)**

Description of Record	Back-up Location/Access
N/A (N/A)	N/A

**Work Spaces:** In the event that work spaces can not be occupied Operations will be relocated to the following locations:

Function	Alternate Location(s)
N/A	N/A

**Employee Life Safety:** In the event of a building evacuation, all employees should follow established emergency procedures. Following the evacuation, all employees should remain in the gathering areas and wait for instructions from designated management representative.

**Critical Functions / Notification**

List of Functions	Owner Department
N/A	N/A

**Delegation of Authority Contacts:** If any of the listed "Critical Functions" fail the appropriate department contact can be reached by calling:  
**Dispatch 970 920-5310**

Department	Contacts	
	Primary	Alternate
N/A	N/A	

**Computer or Communications Failure:** In the event that computer systems essential to the performance of operations are not functional  
**Contact IT/Telecom support 970 429-1751**

Take the following actions:  
 Confirm the expected outage duration  
 Invoke manual contingencies  
 Notify Department Managers listed in the Operational Failure Contacts List.

**Power or Equipment Failure:** Emergency power will provide limited emergency lighting only.  
**Contact Grounds and Buildings 970 920-5396**

**Relocation Records and Work Spaces**

**Location Information**

Estimated Replacement	Cost
Building:	\$
Contents:	\$
<b>Total Value:</b>	<b>\$</b>

Attributes	Notes
Construction:	
Age of Building:	
Sq. Ft. Total:	
Floors:	
No. of Occupants	
Floors below grade	
Sump Pump	
No. Workstations (desk, phone & computer)	
No. Conference Rooms	
Kitchen/Food:	
Security System:	
Emergency Power:	
Attributes:	

**Equipment Inventory**

Description	Quantity
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**Building Profiles**

Description	Quantity
N/A	N/A

**Assessment Natural Hazards**

N/A - N/A High Risk  
N/A - N/A Moderate Risk  
N/A - N/A Low Risk

**Analysis Building Hazard and Security**

N/A - N/A High Risk  
N/A - N/A Moderate Risk  
N/A - N/A Low Risk

**SOCIAL SERVICES BASALT OFFICE**

Criticality

**Recover as Needed**

100 Elk Run Drive #122  
Basalt, CO

**Ranking of Departments in this Building**

<b>Critical</b>	Functions that cannot be down under any circumstances or must be operational within 12 hours
<b>Essential</b>	Functions that are not needed in the first 12 hours but do need to be operational and sustainable at some level within 30 days
<b>Recover as Needed</b>	Functions that can relocate and resume business as resources permit

<b>Critical</b>	N/A
<b>Essential</b>	N/A
<b>Recover as Needed</b>	N/A

**Vital Records/Supplies: (Owner Department)**

Description of Record	Back-up Location/Access
N/A (N/A)	N/A

**Work Spaces:** In the event that work spaces can not be occupied Operations will be relocated to the following locations:

Function	Alternate Location(s)
N/A	N/A

**Employee Life Safety:** In the event of a building evacuation, all employees should follow established emergency procedures. Following the evacuation, all employees should remain in the gathering areas and wait for instructions from designated management representative.

**Critical Functions / Notification**

List of Functions	Owner Department
N/A	N/A

**Delegation of Authority Contacts:** If any of the listed "Critical Functions" fail the appropriate department contact can be reached by calling:  
**Dispatch 970 920-5310**

Department	Contacts	
	Primary	Alternate
N/A	N/A	

**Computer or Communications Failure:** In the event that computer systems essential to the performance of operations are not functional  
**Contact IT/Telecom support 970 429-1751**

Take the following actions:  
 Confirm the expected outage duration  
 Invoke manual contingencies  
 Notify Department Managers listed in the Operational Failure Contacts List.

**Power or Equipment Failure:** Emergency power will provide limited emergency lighting only.  
**Contact Grounds and Buildings 970 920-5396**

**Location Information**

Estimated Replacement	Cost
Building:	\$
Contents:	\$26,523
<b>Total Value:</b>	<b>\$26,523</b>

Attributes	Notes
Construction:	
Age of Building:	1997
Sq. Ft. Total:	800
Floors:	
No. of Occupants	
Floors below grade	
Sump Pump	
No. Workstations (desk, phone & computer)	
No. Conference Rooms	
Kitchen/Food:	
Security System:	
Emergency Power:	
Attributes:	(see "Equipment Inventory" for more contents information)

**Relocation Records and Work Spaces**

**Equipment Inventory**

**Building Profiles**

Description	Quantity
N/A	N/A

**Assessment Natural Hazards**

N/A - N/A High Risk  
N/A - N/A Moderate Risk  
N/A - N/A Low Risk

**Analysis Building Hazard and Security**

N/A - N/A High Risk  
N/A - N/A Moderate Risk  
N/A - N/A Low Risk

**Building Profiles**

## COOP PROGRAM MAINTENANCE TABLE

This table shows the completion status of the COOP Plan, along with the responsible reviewer, and the completion date of each section. Future dates or deadlines are shown in parentheses. Expired dates are those which are a year or more old, and indicate that a COOP review might be appropriate.

Item	Status	Reviewer	Completion Date (Due Date)
Executive Summary	✓	RMA Consulting Team	9/14/2008
Organizational Structure	✓	RMA Consulting Team	6/30/2008
Personnel Entry	✓	RMA Consulting Team	6/30/2008
Organization: BOCC and Leadership Team			
Function: Crisis Leadership (External & Internal Communications)	✓	RMA Consulting Team	7/22/2008
Leadership/Delegation of Authority for Crisis Leadership (External & Internal Communications)	✓	RMA Consulting Team	7/19/2008
Organization: County Administration			
Function: Management & Communication of Response Strategies	✓	RMA Consulting Team	7/20/2008
Leadership/Delegation of Authority for Management & Communication of Response Strategies	✓	RMA Consulting Team	7/20/2008
Function: Community Relations Public Information	✓	RMA Consulting Team	9/14/2008
Leadership/Delegation of Authority for Community Relations Public Information	✓	RMA Consulting Team	7/20/2008
Organization: Sheriff			
Function: Investigations	✓	RMA Consulting Team	7/23/2008
Leadership/Delegation of Authority for Investigations	✓	RMA Consulting Team	6/30/2008
Function: Jail / Detention Operations	✓	RMA Consulting Team	7/29/2008
Leadership/Delegation of Authority for Jail / Detention Operations	✓	RMA Consulting Team	6/30/2008
Function: Patrol	✓	RMA Consulting Team	7/29/2008
Leadership/Delegation of Authority for Patrol	✓	RMA Consulting Team	6/30/2008
Function: Rescue	✓	RMA Consulting Team	8/1/2008
Leadership/Delegation of Authority for Rescue	✓	RMA Consulting Team	6/30/2008
Function: Emergency Management	✓	RMA Consulting Team	9/11/2008
Leadership/Delegation of Authority for Emergency Management	✓	RMA Consulting Team	6/30/2008
Function: Animal Safety Control & Sheltering	✓	RMA Consulting	8/7/2008

Item	Status	Reviewer	Completion Date (Due Date)
		Team	
Leadership/Delegation of Authority for Animal Safety Control & Sheltering	✓	RMA Consulting Team	6/30/2008
Function: Civil Process		RMA Consulting Team	(11/12/2008)
Leadership/Delegation of Authority for Civil Process		RMA Consulting Team	(6/30/2008)
Organization: Aspen/Pitkin Combined Communications Center			
Function: 911 Infrastructures	✓	RMA Consulting Team	8/1/2008
Leadership/Delegation of Authority for 911 Infrastructures	✓	RMA Consulting Team	6/30/2008
Function: Radio Communications	✓	RMA Consulting Team	8/1/2008
Leadership/Delegation of Authority for Radio Communications	✓	RMA Consulting Team	6/30/2008
Function: CAD (Computer Aided Dispatch)	✓	RMA Consulting Team	11/20/2008
Leadership/Delegation of Authority for CAD (Computer Aided Dispatch)	✓	RMA Consulting Team	9/14/2008
Function: Repeater System	✓	RMA Consulting Team	8/7/2008
Leadership/Delegation of Authority for Repeater System	✓	RMA Consulting Team	9/14/2008
Organization: GIS / Mapping (joint Aspen/Pitkin)			
Function: GIS and Mapping Services	✓	RMA Consulting Team	11/20/2008
Leadership/Delegation of Authority for GIS and Mapping Services	✓	RMA Consulting Team	8/9/2008
Organization: Internal Services Section			
Function: Human Resources & Risk Management Dept. - Records and Insurance	✓	RMA Consulting Team	8/18/2008
Leadership/Delegation of Authority for Human Resources & Risk Management Dept. - Records and Insurance	✓	RMA Consulting Team	6/30/2008
Function: Information Technology Dept. - Networking and Connectivity	✓	RMA Consulting Team	8/7/2008
Leadership/Delegation of Authority for Information Technology Dept. - Networking and Connectivity	✓	RMA Consulting Team	6/30/2008
Function: Information Technology Dept. - Backup of Critical Applications and Data	✓	RMA Consulting Team	6/30/2008
Leadership/Delegation of Authority for Information Technology Dept. - Backup of Critical Applications and Data	✓	RMA Consulting Team	6/30/2008
Function: Information Technology Dept. - Telecommunications	✓	RMA Consulting Team	6/30/2008

Item	Status	Reviewer	Completion Date (Due Date)
Leadership/Delegation of Authority for Information Technology Dept. - Telecommunications	✓	RMA Consulting Team	6/30/2008
Function: Finance Dept. - Disbursement and Management of Funds	✓	RMA Consulting Team	11/20/2008
Leadership/Delegation of Authority for Finance Dept. - Disbursement and Management of Funds	✓	RMA Consulting Team	6/30/2008
Function: Treasure Dept. - Collection of Property Taxes	✓	Gary Johnson	11/11/2008
Leadership/Delegation of Authority for Treasure Dept. - Collection of Property Taxes		RMA Consulting Team	(6/30/2008)
Organization: Public Works Section			
Function: Asset Mgmt Dept. - Fleet Dept. - Vehicle Refueling & Maintenance	✓	RMA Consulting Team	8/18/2008
Leadership/Delegation of Authority for Asset Mgmt Dept. - Fleet Dept. - Vehicle Refueling & Maintenance	✓	RMA Consulting Team	7/25/2008
Function: Asset Mgmt Dept. - Facilities Maintenance Dept. - Building Controls	✓	RMA Consulting Team	8/7/2008
Leadership/Delegation of Authority for Asset Mgmt Dept. - Facilities Maintenance Dept. - Building Controls	✓	RMA Consulting Team	6/30/2008
Function: Asset Mgmt Dept. - Roads & Bridges Dept. - Maintenance & Damage Assessments	✓	RMA Consulting Team	8/7/2008
Leadership/Delegation of Authority for Asset Mgmt Dept. - Roads & Bridges Dept. - Maintenance & Damage Assessments	✓	RMA Consulting Team	6/30/2008
Function: Asset Mgmt Dept. - Land Management		RMA Consulting Team	(11/20/2008)
Leadership/Delegation of Authority for Asset Mgmt Dept. - Land Management		RMA Consulting Team	(6/30/2008)
Function: Solid Waste & Recycling Dept. - Debris Storage and Disposal	✓	RMA Consulting Team	8/25/2008
Leadership/Delegation of Authority for Solid Waste & Recycling Dept. - Debris Storage and Disposal	✓	RMA Consulting Team	6/30/2008
Function: Engineering & Transportation Dept. - Post Disaster Road & Bridge Structure Assessment	✓	RMA Consulting Team	7/25/2008
Leadership/Delegation of Authority for Engineering & Transportation Dept. - Post Disaster Road & Bridge Structure Assessment	✓	RMA Consulting Team	6/30/2008
Function: Broadcast Services Dept. - Public information	✓	RMA Consulting Team	8/18/2008
Leadership/Delegation of Authority for Broadcast Services Dept. - Public	✓	RMA Consulting Team	6/30/2008

Item	Status	Reviewer	Completion Date (Due Date)
information			
Organization: Roaring Fork Transit			
Function: Mass Evacuation and Emergency Response Transportation	✓	RMA Consulting Team	7/25/2008
Leadership/Delegation of Authority for Mass Evacuation and Emergency Response Transportation	✓	RMA Consulting Team	6/30/2008
Function: Public Transportation	✓	RMA Consulting Team	6/30/2008
Leadership/Delegation of Authority for Public Transportation	✓	RMA Consulting Team	6/30/2008
Organization: Community Development Section			
Function: Environmental Health & Natural Resources Dept. - Health & Environment Protection	✓	RMA Consulting Team	8/25/2008
Leadership/Delegation of Authority for Environmental Health & Natural Resources Dept. - Health & Environment Protection	✓	RMA Consulting Team	6/30/2008
Function: Planning Dept.	✓	RMA Consulting Team	11/12/2008
Leadership/Delegation of Authority for Planning Dept.		RMA Consulting Team	(6/30/2008)
Function: Building Inspection Dept.	✓	RMA Consulting Team	6/30/2008
Leadership/Delegation of Authority for Building Inspection Dept.		RMA Consulting Team	(6/30/2008)
Organization: Health & Human Services Section			
Function: Senior Services Dept. - Urgent Transportation	✓	RMA Consulting Team	7/25/2008
Leadership/Delegation of Authority for Senior Services Dept. - Urgent Transportation	✓	RMA Consulting Team	6/30/2008
Function: Senior Services Dept. - Senior Care Management	✓	RMA Consulting Team	7/25/2008
Leadership/Delegation of Authority for Senior Services Dept. - Senior Care Management	✓	RMA Consulting Team	6/30/2008
Function: Senior Services Dept. - Food Delivery & Senior Transport	✓	RMA Consulting Team	7/25/2008
Leadership/Delegation of Authority for Senior Services Dept. - Food Delivery & Senior Transport	✓	RMA Consulting Team	7/25/2008
Function: Social Services Dept. - Child and Adult Welfare/Protection	✓	RMA Consulting Team	7/30/2008
Leadership/Delegation of Authority for Social Services Dept. - Child and Adult Welfare/Protection	✓	RMA Consulting Team	6/30/2008
Function: Contract Services Dept. - Building Support and Sheltering contracted services	✓	RMA Consulting Team	7/25/2008

Item	Status	Reviewer	Completion Date (Due Date)
Leadership/Delegation of Authority for Contract Services Dept. - Building Support and Sheltering contracted services	✓	RMA Consulting Team	6/30/2008
Function: Human Services Dept. - Health and Human Services		RMA Consulting Team	(11/20/2008)
Leadership/Delegation of Authority for Human Services Dept. - Health and Human Services		RMA Consulting Team	(6/30/2008)
Function: Social Services Dept. - Public Assistance		RMA Consulting Team	(6/30/2008)
Leadership/Delegation of Authority for Social Services Dept. - Public Assistance		RMA Consulting Team	(6/30/2008)
Function: Social Services Dept. - Youth and Family Services		RMA Consulting Team	(6/30/2008)
Leadership/Delegation of Authority for Social Services Dept. - Youth and Family Services		RMA Consulting Team	(6/30/2008)
Organization: Community Health			
Function: Community Health Dept. - Public Health Emergencies	✓	RMA Consulting Team	7/28/2008
Leadership/Delegation of Authority for Community Health Dept. - Public Health Emergencies	✓	RMA Consulting Team	6/30/2008
Function: Community Health Dept. - Mass Immunization	✓	RMA Consulting Team	6/30/2008
Leadership/Delegation of Authority for Community Health Dept. - Mass Immunization	✓	RMA Consulting Team	6/30/2008
Organization: District Attorney			
Function: Interview Pending for District Attorney Warrants & Protections Orders		Gary Johnson	(8/11/2008)
Leadership/Delegation of Authority for Interview Pending for District Attorney Warrants & Protections Orders		RMA Consulting Team	(6/30/2008)
Organization: County Attorney			
Function: County Attorney - Legal advice to BOCC and Leadership Team		RMA Consulting Team	(11/20/2008)
Leadership/Delegation of Authority for County Attorney - Legal advice to BOCC and Leadership Team		RMA Consulting Team	(6/30/2008)
Function: County Attorney - Code Enforcement		RMA Consulting Team	(6/30/2008)
Leadership/Delegation of Authority for County Attorney - Code Enforcement		RMA Consulting Team	(6/30/2008)
Organization: Clerk and Recorder			
Function: Clerk and Recorder - Clerk to Board of County Commissioners	✓	RMA Consulting Team	7/28/2008
Leadership/Delegation of Authority for Clerk and Recorder - Clerk to Board of	✓	RMA Consulting Team	6/30/2008

Item	Status	Reviewer	Completion Date (Due Date)
County Commissioners			
Function: Clerk and Recorder - Recording Motor Vehicle	✓	RMA Consulting Team	11/20/2008
Leadership/Delegation of Authority for Clerk and Recorder - Recording Motor Vehicle		RMA Consulting Team	(6/30/2008)
Function: Clerk and Recorder - Elections	✓	RMA Consulting Team	9/14/2008
Leadership/Delegation of Authority for Clerk and Recorder - Elections	✓	RMA Consulting Team	6/30/2008
Organization: Assessor			
Function: Damage Assessment	✓	RMA Consulting Team	6/30/2008
Leadership/Delegation of Authority for Damage Assessment	✓	RMA Consulting Team	6/30/2008
Organization: Coroner			
Function: Body Collection, Storage, ID, and Preservation	✓	RMA Consulting Team	6/30/2008
Leadership/Delegation of Authority for Body Collection, Storage, ID, and Preservation	✓	RMA Consulting Team	6/30/2008
Organization: Airport Section			
Function: Operations Dept.	✓	RMA Consulting Team	9/14/2008
Leadership/Delegation of Authority for Operations Dept.	✓	RMA Consulting Team	9/14/2008
Organization: Fire Operations (Non-county, Multi Jurisdictional)			
Function: Fire Operations / Incident Management	✓	RMA Consulting Team	11/12/2008
Leadership/Delegation of Authority for Fire Operations / Incident Management	✓	RMA Consulting Team	6/30/2008
Function: Fire Operations / Rescue (combine effort with Sheriff)	✓	RMA Consulting Team	11/12/2008
Leadership/Delegation of Authority for Fire Operations / Rescue (combine effort with Sheriff)	✓	RMA Consulting Team	11/12/2008
Organization: Ambulance			
Function: Medical Response and Transport		RMA Consulting Team	(11/12/2008)
Leadership/Delegation of Authority for Medical Response and Transport		RMA Consulting Team	(6/30/2008)
Organization: Aspen / Pitkin Housing Authority			
Function: Aspen/Pitkin Housing (3- city)		RMA Consulting Team	(6/30/2008)
Leadership/Delegation of Authority for Aspen/Pitkin Housing (3- city)		RMA Consulting Team	(6/30/2008)
Organization: Library			
Function: Library Services		RMA Consulting Team	(6/30/2008)

Item	Status	Reviewer	Completion Date (Due Date)
Leadership/Delegation of Authority for Library Services		RMA Consulting Team	(6/30/2008)
Organization: Planning and Zoning			
Function: Planning and Zoning Undefined Function		RMA Consulting Team	(6/30/2008)
Leadership/Delegation of Authority for Planning and Zoning Undefined Function		RMA Consulting Team	(6/30/2008)
Buildings:			
Aspen - Airport Operations - 1001 Owl Creek Rd.	✓	RMA Consulting Team	9/14/2008
Aspen - Airport Terminal Building & Administration Offices - 0233 E. Airport Road	✓	RMA Consulting Team	6/30/2008
Aspen - Aspen/Pitkin (Joint) GIS/Mapping - 455 Rio Grande Place	✓	RMA Consulting Team	9/14/2008
Aspen - City Hall - 130 S. Galena Street	✓	RMA Consulting Team	6/30/2008
Aspen - Courthouse Plaza - 530 E. Main Street	✓	RMA Consulting Team	9/14/2008
Aspen - Jail and Aspen/Pitkin Combined Communication Center - 485 Rio Grande Place	✓	RMA Consulting Team	9/14/2008
Aspen - Pitkin County Courthouse - 506 E. Main Street	✓	RMA Consulting Team	9/14/2008
Aspen - Public Works Bldg - 76 Service Center Road	✓	RMA Consulting Team	9/14/2008
Aspen - RFTA Aspen Site - 51 Service Center Drive	✓	RMA Consulting Team	9/14/2008
Aspen - Schultz Health and Human Services Building - 0405 Castle Creek Rd	✓	RMA Consulting Team	9/14/2008
Aspen - Senior Services - 0275 Castle Creek Road	✓	RMA Consulting Team	9/14/2008
Basalt - Sheriff's Substation - 31350 HWY 82	✓	RMA Consulting Team	9/14/2008
Basalt - Social Services Basalt Office - 100 Elk Run Drive #122	✓	RMA Consulting Team	9/14/2008
Carbondale - RFTA Bus Barn and Maintenance - 0766 HWY 133	✓	RMA Consulting Team	9/14/2008
Glenwood Springs - RFTA Glenwood Springs Site - 2307 Wulfsohn Rd.	✓	RMA Consulting Team	9/14/2008
Snowmass - Resource Recovery Pitkin County Landfill - 32045 Hwy 82	✓	RMA Consulting Team	9/14/2008

