

Appendix 1: Research Activities

Timetable Steps	Description of Actions
Sample pool derived	<ul style="list-style-type: none"> • Collect agency names and contacts for all identifiable public agencies within the state of Colorado.
Collection of agency-specific organizational documents	<ul style="list-style-type: none"> • Contact listed agencies and request documentation pertaining to EOC structuring, staffing, and operations. • Complete necessary Colorado Open Records Act (CORA) requests as determined. • Gather received documents and categorize them by jurisdiction name.
Review and analysis of collected documents	<ul style="list-style-type: none"> • Review collected documents and search for trends and patterns regarding structure, staffing, and operations. • Determine data and factors that are quantifiable. • Develop tables to analyze data that is provided. • Identify trends and patterns.
Collection of project survey results	<ul style="list-style-type: none"> • Contact previously identified sample pool agencies and request participation in the developed survey. • Gather completed survey responses and notate participating agencies.
Review and analysis of survey answers	<ul style="list-style-type: none"> • Categorize answers into three groups: quantifiable responses, Likert scale responses, and short answer responses. <ul style="list-style-type: none"> ○ Quantifiable responses added to existing tables and base data. ○ Likert responses converted into quantifiable answers and analyzed for patterns. ○ Short answer responses analyzed for trends in regard to identifiable information for each agency (i.e., jurisdiction type, population size, EOC structure type, etc.).