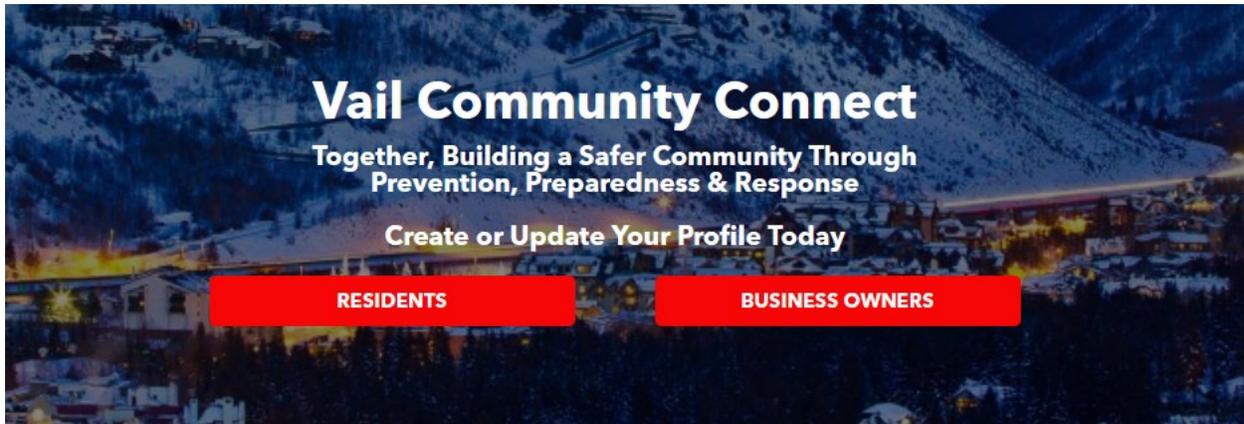


Vail Fire Community Connect Information Sheet

Please visit <https://www.communityconnect.io/info/co-vail> to enter your Short-Term Rental(s) information prior to scheduling your fire inspection.

If you are a rental by owner of only one property, click on the RESIDENTS tab to create your account that is associated with your STR property. If you are a management company or an owner of multiple STR's, follow the instructions on page 2.



Once your account is created you should be on the page below. The following boxes must be completed prior to your scheduled inspection:

- My Info – Your contact information
- Household Information
- Contacts – Additional people to notify if you cannot be contacted by the FD
- Access & Utilities – Any fire alarm codes should be entered in this section along with shut-off locations of your utilities. **DO NOT PROVIDE SILENCE AND RESET CODES TO RENTERS.**
- Issues with Community Connect, please contact one of the three Vail Fire Stations.

***As you edit each section, be sure to click SAVE or ADD button on each box.

Vail Fire Community Connect Information Sheet

The screenshot displays a user interface for a community connect form, organized into six white panels with red icons and blue buttons, set against a background image of a firefighter. The panels are:

- My Info:** Includes a person icon, address (4116 COLUMBINE DR, VAIL, CO, 81657), and contact details (Name: Ryan O, Email: fmryan@vailtest.com, Phone: 970-376-4548, Time Zone). An 'Edit' button is at the bottom.
- Household Information:** Includes a house icon and a list of property features: Residents under 18, Is Apartment?, Elevator, Sprinkler System, Smoke Detection, Fuel Storage Tank, Pool, and Basement. An 'Edit' button is at the bottom.
- Contacts:** Includes a group of people icon and a question: 'Is there anyone else we should contact or know about during an emergency at your location?'. An 'Add contact' button is at the bottom.
- Functional Needs:** Includes a wheelchair icon and a question: 'Does anyone at your property or home have functional needs we should know about?'. An 'Add Functional Needs' button is at the bottom.
- Pets:** Includes a dog icon and a question: 'Tell us about any pets or animals at your property or home'. An 'Add pet' button is at the bottom.
- Access & Utilities:** Includes a key icon and a list of utility locations: Bedroom Locations, Front Door Directions, Knox/Supra Box Location and Code, Gate Code, Gas Shut-off location, Water Shut-off location, and Electric Shut-off location. An 'Edit' button is at the bottom.

If you are a management company of multiple properties or an owner that has multiple properties, click on the BUSINESS OWNERS tab to create your account. **Only one account needs to be created for multiple STR's that the management company or owner is managing.**

Once the account is created, the management company or owner will need to fill out the "My Info" section as the management company or owner. The "Contacts" box also needs to be completed each STR owners address and information.

Once your first property is created, click the blue plus symbol in the "My Info" section to add each additional STR property. The "My Info" information section is static with the management information. Use the "Contacts" box to add another property and owner information.

The following boxes must be completed prior to your scheduled inspection:

- My Info – Your management contact information (see screenshots below)

Vail Fire Community Connect Information Sheet

- Contacts – Owner’s information and additional people to notify if you cannot be contacted by the FD (see screenshots below)
- Occupancy Information – General information if STR is in a commercial property. You may leave this blank if this is a residential occupancy.
- Access & Utilities – If there are shut-offs or isolations of utilities in the STR itself, then provide these locations, e.g., *Main power shut-off to STR is in garage*. If these are in the building, provide best locations for FD to access these, e.g., *Main power shut-off to STR is in basement of building*
- Fire Systems – If STR has a fire alarm system, silence codes need be entered in this section under the Description tab. If STR has a fire sprinkler system, provide location of control valves for fire sprinkler system. **DO NOT PROVIDE SILENCE AND RESET CODES TO RENTERS**
- Issues with Community Connect, please contact one of the three Vail Fire Stations.

***As you edit each section, be sure to click SAVE or ADD button on each box.

The screenshot displays the Vail Fire Community Connect interface. At the top, there are logos for 'Community Connect' and 'first due', along with three red circular icons representing user, accessibility, and edit functions. The main content area is divided into two panels. The left panel, titled 'My Info', contains a red circle around a person icon, the address '4116 COLUMBINE DR, VAIL, CO, 81657', a plus sign, and fields for 'Name: Ryan O', 'Email: fmryan@vailtest.com', and 'Phone: 970-376-4548'. Below these is a 'Time Zone' field with a note: 'This is where the management company will need to go and will automatically fill in the same information each time you hit the plus button. You can edit this if needed to someone else. THIS IS NOT THE OWNERS info.' An 'Edit' button is at the bottom. The right panel, titled 'Contacts', has a blue circle around a person icon and the text 'Is there anyone else we should contact or know about during an emergency at your location?'. It includes a note: 'This is where the management company will need to enter in the owners info of each STR after hitting the plus button. Select owner from the drop down menu.' and an 'Add contact' button at the bottom.

Vail Fire Community Connect Information Sheet



New Contact

Contact Type *

- ✓ --
- OWNER
- SECURITY
- FACILITIES
- OPERATIONS
- STAFF
- OTHER

Receive Notification

Add

Cancel