

# **EMERGENCY PROCEDURES**

## **Emergency Evacuation of the Polling Location**

If a fire, a weather emergency, power outage, or another type of emergency occurs during voting hours, take steps to protect yourself and the other people in the polling place. Familiarize yourself with evacuation plans for the polling place. Do not worry about election supplies until after everyone in the polling place is safe.

If the polling place must be left unattended due to a catastrophic emergency (tornado, fire, bomb threat, other situations when election judges may be ordered to leave premises), use the following procedures:

1. Call 911 if necessary
2. Instruct persons present to follow building staff to designated safe location
3. If you are in imminent danger, leave the precinct immediately
4. If you are NOT in imminent danger:
  - a. Retrieve electronic poll books
  - b. Open access panel door, break seal, and remove memory device
  - c. Take poll books and memory stick with you to designated safe location
5. Leave *all other* ballots and supplies in the polling place
6. Once you have reached a safe location, contact election headquarters to report the situation and to receive further instructions

## **If Polling Place Can Be Reopened:**

1. Instruct voters it is safe to re-enter the polling location
2. Resume voting as soon as possible using the auxiliary compartment
3. Call your city clerk and follow instructions to set up ballot counter

### **If Polling Place Cannot Be Reopened:**

Contact your local election official if your polling place is unusable. Your local election official will help you determine if you need to move to a new polling place, and will assist in identifying a new polling place location. Follow the local election official's instructions regarding moving polling places and notification that must be posted to inform voters of the change in polling locations.

### **Emergencies Requiring Police, Fire, or Medical Response (911)**

Call 911 for any problem or situation requiring a response from police, fire, or medical personnel. If you are using facility phones, verify ahead of time whether an access code is necessary to connect to an outside phone line.

When calling 911 to report a problem or situation requiring an emergency response:

1. Identify yourself as an Election Judge and give your ward and precinct number.
2. State the name and address of the polling place building and the specific location inside the building where the problem is located.
3. Explain the circumstances to the 911 operator and accurately describe the situation. The more accurately you can describe the situation, the better for the 911 dispatcher to be able to make a determination about what type of response is required.
4. After calling 911, call your local election official.
5. Explain the situation and the appropriate staff will be sent to assist you.
6. Record the situation on the Incident Log noting:
  - a. Time of incident
  - b. Type of problem
  - c. Name of individual(s) involved if known
  - d. Brief physical description of individual(s) involved
  - e. Brief description of the incident
7. Contact your local elections official when the situation is resolved.
8. Record the time and resolution of the situation on the incident log.