



CITY OF RACINE
ELECTION DAY EMERGENCY RESPONSE PLAN

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INTRODUCTION

Purpose:

This document will serve as the emergency response/contingency plan in case of an unexpected circumstance that requires a change in the standard operating procedures on Election Day. The purpose of this document is to provide guidance for election staff and for the general safety of polling locations, all while maintaining the integrity of an election.

This document shall be reviewed with Election Inspectors as part of the Clerk's pre-election training. The document and its contents shall be considered sensitive in nature. County Clerks, as well as polling place property owners and facility managers, should be apprised of relevant aspects of these plans.

Polling Place Staffing, Hours of Operation, and Location(s)

Address of this Polling Location:

Hours of Operation:

Voters may cast their ballots from 7:00 a.m. to 8:00 p.m.

Extended Polling Place Hours:

In the event of an emergency, a court order may be requested to extend polling place hours, via the City Clerk's Office.

EMERGENCY PROCEDURES

Chief Election Officials should ensure that Election Officials are made aware of these procedures and their responsibilities in advance of an election, if possible. Identifying duties and assigning them in advance may help alleviate stress and clarify responsibilities in case of an emergency.

A. WORLDWIDE TERRORISM EVENT

In the event of terrorist activity, the Federal Government may have a preliminary plan in place for moving activities on election days. All elections will continue unless Federal or State officials have ordered otherwise. If there are no police orders to take cover or to remain indoors, all operations of polling places can remain intact. If you are notified to evacuate the polling place, follow the instruction regarding evacuation in this plan (see Section I. Evacuation).

B. ACTIVE SHOOTER

Active shooter situations are unpredictable and evolve quickly. As a result, these situations may be over even before law enforcement arrives on the scene. Individuals must be prepared, both mentally and physically, to react to an active shooter situation. U.S. Department of Homeland Security recommends these best practices when coping with an active shooter situation:

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit or are assigned to work as an Election Inspector.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- As a last resort, attempt to take the active shooter down. When the shooter is in close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- Dial 9-1-1 WHEN IT IS SAFE TO DO SO!
- Once the location has been declared safe by police call the City Clerk.
- The Clerk will contact the County Clerk of the Situation.

C. WORKPLACE VIOLENCE / OTHER ACTS OF VIOLENCE

Be aware of the possibility of an incident occurring at your voting location. Treat all threats and warnings seriously.

- Report any and all threats to the Chief to make a determination as to the next course of action.
- **If a situation involves an immediate threat of violence to persons and/or the election process, dial 9-1-1.**
- The Chief will contact the City Clerk with the details of the situation
- In the event of a personal confrontation, do your best to stay calm.

D. THREATENING PHONE CALL/BOMB THREAT/SUSPICIOUS OBJECT

If you receive a written threat, suspicious package, or find a suspicious object on the premises:

- Keep anyone from handling or going near the object in question as it may be dangerous. (In addition, preservation of evidence is important for law enforcement).
- Stay calm and dial 9-1-1.
- Call the City Clerk.
- Promptly write down everything you can remember about receiving the threat and/or finding/receiving the suspicious object.
- Fill out the threat analysis form provided in this manual.
- Depending on where the object is found (and in accordance with instructions from 9-1-1 operator/law enforcement), you may need to evacuate the polling place. If you are notified to evacuate the polling place, follow the instruction regarding evacuation in this plan (see Section I. Evacuation).

E. SEVERE WEATHER/NATURAL DISASTER

To ensure safety and security during inclement weather, the Clerk shall monitor and be in communication with local law enforcement, emergency responders, and Chief Election Inspectors. Safety of human life is the first concern.

- If a natural disaster occurs that provides ample time and requires inspectors and voters to take cover in the designated area.
- The Chief inspector should secure the following:

- All un-voted ballots
- Polls lists
- The voting equipment/ballot box can be unplugged and locked in a secure storage area
- No ballots shall be inserted into the voting equipment/ballot box, nor should any additional ballots be issued during this time.

When regular business resumes, the Chief Inspector shall note the time from beginning to end that voting was suspended on the Inspectors' Statement, and notify the City Clerk of the amount of time there was no access to voting.

- If a tornado is reported or seen in the immediate area, seek shelter in the designated area. If time does not allow you to evacuate to a safe location, find shelter under a heavy object such as a table and protect your head.
 - Do not stop for personal belongings, ballots, or election equipment.
 - Take accountability and note any missing people.
 - If the building is struck by a tornado, remain in your location until it is safe to evacuate.
 - Stay away from sources of power, power lines, phone lines, gas lines, and windows.
 - Once you are clear of the area, do not re-enter the building until/unless authorized by emergency personnel.
 - Report missing people to emergency personnel.

F. ELECTRICAL OUTAGE

In the event a polling location loses power, voting equipment contains power supply backups that allow the equipment to continue to operate for approximately 3-4 hours. This battery backup also stores the totals for ballots already recorded.

Call the City Clerk's Office for paper poll books.

Turn off the voting equipment and have voters deposit their ballots into the equipment's auxiliary compartment. Note the time of the power outage on the Inspectors' Statement and contact the City Clerk immediately. If flashlights and/or emergency lighting are not already available at the polling location, Chief Inspectors should reach out to the Clerk's Office to deliver flashlights and any other necessary supplies.

When power is restored, turn the voting equipment back on and process any voted ballots located in the auxiliary compartment through the equipment. If power is not restored before the end of Election Day, secure all voted ballots in a ballot bag and bring them, along with all of the election supplies, to the alternate location designated by the City Clerk. Ballots will be processed at the alternate location.

In the event of a long-term power outage, a change of venue may be required (see Change of Venue, page 9). If there is a wide spread power outage, ballots should be secured with the Election Inspectors at the polling location until 8:00 p.m. In addition to the instructions listed above:

- Stay calm.
- Provide assistance to visitors and staff in our immediate area.
- If emergency lighting is available, proceed with caution to the area with lighting (perhaps this may be natural light from windows).
- Turn off the voting equipment. The tabulator memory device will retain all data in its memory and can be restarted after a power outage.

G. MEDICAL EMERGENCIES

If you observe a staff member or visitor who appears to be seriously ill or injured:

- Stay calm and dial 9-1-1.
 - Provide your location and the nature of the emergency.
 - Answer all questions asked by the 9-1-1 operator.
 - Listen to and follow all instructions provided by the 9-1-1 operator.
- Do not move a person who has fallen.
- Unless it is a life-threatening emergency, do not render first aid until a qualified individual arrives or you are instructed to do so by the 9-1-1 operator.
- If possible, try to obtain from the injured person his/her name and what happened.
- Report any injury to the City Clerk (after the injured person is safe).
- Avoid unnecessary conversation about the ill or injured person.
- Do not speak to the media – refer them to the Chief Inspector or emergency personnel.

H. Fire or Fire Alarm

- Blank ballots and poll lists shall be secured and escorted by teams of two (2) Election Inspectors outside the poll as directed by Emergency Responders. These items should never be out of the teams' sight.
- Voting machine/ballot box that contains voted ballots shall remain sealed and escorted by the Chief Inspector or City Clerk along with (2) Election Inspectors outside the poll as directed by Emergency Responders. These items should never be out of the teams' sight.
- Upon Fire Department Officials' authorization to re-enter the Polling Place, operations shall resume.

- If re-entry is not authorized, the City Clerk shall arrange for a change of venue.
- Election inspectors shall record the event's start/end time on their Inspector's Statement Incident Log (EL-104), and call the City Clerk's Office with the amount of time there was no access to voting.

I. EVACUATION

Treat all threats and warnings seriously. If an evacuation becomes necessary (i.e., fire, fire alarm, etc.), the following steps can help keep people safe and effectively continue the election processes:

- Stay calm and dial 9-1-1.
 - The evacuation and safety of human life is the first concern. Inform any voters at your location of the safety evacuation route Page 13.
 - Secure election materials, if possible:
 - voting equipment
 - ballots
 - inspectors' statements
 - Take accountability and note any missing people. Report missing people to emergency personnel.
 - Stay in designated area until you are otherwise directed.
 - Do not re-enter the building until authorized by emergency personnel.
 - Do not speak to the media – refer them to the Chief Inspector or emergency personnel.
- Temporary Evacuation – Temporary Evacuation would require leaving the election room at the polling place to seek alternate shelter due to a storm, tornado, etc. Secure all election materials:
- voting equipment
 - ballots
 - inspectors' statements
- and follow the evacuation procedures for the building you are in. The Election Officials will secure the election materials and take them to the evacuation site until it is clear to return to the election room at the polling place. After returning to the polling place, document the time that the polling place reopens on the Inspector's Statement EB-104. Then call the City Clerk and let them know how long you were closed for.
- Permanent Evacuation – If for any reason the polling place needs to be permanently evacuated during the Election Day call the City Clerk who will provide an alternate location. All election materials should be brought with. Depending on the reason for the evacuation, a police escort and/or his designee will be provided. A notice should be posted on the entrance to the polling place

notifying voters of the evacuation and that they should report to the City Clerk's designated location to vote.

- The Chief and the Election Officials should immediately take all election materials including all voted and unused ballots to the evacuation site, depending on the type of disaster. The purpose for removing all un-voted ballots is to prevent anyone from entering and voting on unauthorized ballots while inspectors are out of the building.
- The locked ballot box must be moved outside of the building to the designated assembly area.
- Be sure to keep ballot box locked and sealed at all times.
- AT NO TIME WILL THE BALLOT BOX OR BALLOTS BE OUT OF SIGHT OF THE CHIEF AND 1 OTHER ELECTION OFFICIAL. Two people should be moving with the ballots at any given time.
- The Clerk will determine if the event requires a change of venue. If a change of venue is determined necessary it will require an escort by a Racine Police Officer. See Change of Venue below to see the procedure for moving the entire polling location.
- Elections may continue in the original polling place as soon as emergency personnel have cleared the building for reentry.
- Note the time of evacuation or change of venue on Inspector's Statement EB-104, call the City Clerk's Office and inform them of how long there was no access to vote.

J. CHANGE OF VENUE (POLLING PLACE)

When it has been determined by the Chief Election Inspector (in consultation with the Clerk and emergency management personnel, if applicable), that a polling location needs to be moved to effectively respond to a disaster/emergency, follow this guidance:

- The Election Officials will assist in packing up:
 - Voting equipment
 - Blank Ballots
 - Poll lists
 - Registration materials
 - Election forms
 - Information that needs to be relocated (e.g., signs, notices, etc.).
- The City Clerk will organize transport vehicles and report to the polling location to help facilitate the move.
- All Election Officials will assist the City Clerk in moving the election materials/equipment to the transport vehicles.
- The voting equipment/ballot box will remain locked at all times.

- The voting equipment/ballot box will be escorted to a municipal vehicle or police vehicle, if available. A police officer will remain in view of the voting equipment/ballot box at all times and take them to the Alternate Location designated by the City Clerk. At this location, the polling place will be set up as normal.
- All un-voted ballots should remain in the presence of the Chief and at least one other Election Official during the change of location.
- A sign should be posted on the front entry doors of the original polling location designating the new polling place (if the building is safe), or at a place as close to the entry doors as possible.
- A law enforcement officer, or another designated person will remain at the original polling location to direct voters to the new location.
- Notice should be provided/posted to the municipal website, local Public Access Channel, local radio, social media, etc. to direct voters to the new location.
- Notice should be provided to the Wisconsin Elections Commission.
- Inspectors should document the change of venue and what time voting resumed on the Inspectors' Statement.

K. Effect on Poll Observers

- Poll Watchers would be expected to exit any building that is evacuated.
- They may continue to watch the election processes without interruption.
- They will still be prohibited from interfering with the election process.
- If they are asked to leave and refuse to do so, they can be removed by the Racine Police Department.

EMERGENCY CONTACTS

Listed below are potential Election Day emergency contacts

Municipal Contacts

| | |
|--|------------------------------------|
| Clerk | Name: Tara Coolidge |
| | Daytime Phone Number: 262-636-9171 |
| | |
| | |
| Fire/Police/EMS | 9-1-1 |
| Fire/Police/EMS (non-emergency) | 262-886-2300 |
| | |
| | |
| | |

Threat Check List

Time and Date of Called Received _____

Time Caller Hung up _____

Exact words of Caller:

Questions to Ask:

1. When is the bomb going to explode? _____
2. Where is the bomb located? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Why did you place the bomb? _____
6. Where are you calling from? _____
7. Who are you? _____

Description of Caller's Voice:

Male _____ Female _____ Young _____ Middle Age _____ Old _____ Accent _____

Unusual Speech _____ Familiar Voice _____

Background Noise: _____

Person receiving the call: _____

Home address: _____

Contact Number: _____

Date: _____

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City of Racine
730 Washington Ave
Racine, WI 53406
262-636-9171 Phone

Resolution Number XXXX-XX

Adopted by the City of Racine Common Council this XX day of
XX, 20XX.

City Clerk/Treasurer
Tara Coolidge