



## **Election Emergency Plan and Evacuation Procedures**

This plan is for an election emergency or evacuation in the City of Madison. All poll workers should know what to do in the event of a fire, tornado, bomb threat, hazardous leak or any other threatening disaster or situation. This plan addresses security issues for poll workers, voters, and election records.

### **General Responsibilities**

- Know where the primary and secondary exits are for your facility.
- Locate the fire extinguishers.
- Know how to dial 911 from your facility.
- Learn where to go in case of an emergency, severe weather or tornado.
- Have a specific location for all poll workers to assemble, both inside and outside the facility.
- Report any unusual activity at your location. Dial 911 for emergency services.
- Document any evacuation or emergency activities on your incident log.

### **Communications Plan**

If there is an emergency, notify the Clerk's Office at (608)266-4220 as soon as it is safe to do so. Keep your cell phone turned on. If the City Clerk's Office or emergency personnel need to reach you, the phone may be our only means of communication.

## **Election Equipment/Ballot Security**

The decision of what to do with ballots and election equipment depends on the type of emergency. Keep the ballot box, ballots and poll books within sight of poll workers, if possible.

When you are dealing with a life-threatening situation, the evacuation and safety of human life will be the first concern. Inform voters of the safety evacuation route.

- The chief should call the City Clerk's Office at (608)266-4220 to keep them informed of the situation.
- The chief should keep their cell phone turned on and in hand.
- If you have time and a safe exit route, bring the tabulator with you to the poll worker meeting location. The tabulator has a battery backup. It will not lose its memory even if it loses power.
- Poll workers should maintain custody of the poll books, registrations, and all un-voted ballots. If possible, allow voting to continue in the parking lot of the building.
- If the voting process cannot continue, the polling location may be moved. The City Clerk's Office will determine if the event requires a change of venue.
- Record event on incident log. Include how long people could not vote.

## **Medical Emergencies**

If a poll worker, voter or observer appears to be seriously ill or injured:

- Dial 911 immediately. Give the 911 operator the location and type of emergency. Follow the directions the 911 operator gives you.
- Unless it is a life-threatening situation, do not render first aid until a paramedic arrives or a 911 operator gives you instructions.
- Do not move a person who has fallen.
- If possible, ask the injured person for their name, phone number, address, date of birth, and a brief description of what happened.
- Avoid unnecessary conversation with, or about, the ill or injured person.
- Report any poll worker injury to the City Clerk's Office at (608)266-4220.
- Record event on your incident log.

## **Fire Evacuation**

- Remain calm. Call 911.
- Direct all poll workers and voters to nearest exit in an orderly fashion.
- Do not use elevators.
- Take ballots and poll books with you. If it is safe to do so, take the tabulator with you.
- Proceed to your designated assembly location. Be careful if crossing streets.
- Take a head count and note any missing people. Report any missing people to emergency personnel.
- Call (608)266-4220 to notify the City Clerk's Office of the event.
- Stay in your designated area until emergency personnel direct you to move.
- Do not attempt to re-enter the building until emergency personnel say it is safe to do so.
- Do not speak to the media. Refer them to emergency personnel.
- Receive all of your information from emergency personnel.
- Record event on your incident log, including amount of time voting was halted.

## **Threatening Phone Call, Bomb Threat, or Suspicious Object**

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

- Keep anyone from handling the object or going near it. The object may be dangerous, and evidence needs to be preserved for the police.
- If you find a suspicious object, immediately evacuate the area. Leave the object undisturbed until the police arrive.
- Promptly write down everything you can remember about the threat, parcel, or suspicious object. Listen for background noise, the caller's voice, and what they said. If possible, ask questions about where the bomb is located and when it will explode. Ask the person for their name and address. Provide these details to the police.
- Call 911 immediately and assess whether you need to evacuate.
- Call (608)266-4220 to notify the City Clerk's Office of the event.
- Record event on your incident log, including amount of time voting is unavailable.

## **Hazardous Leak**

- If you are the first person to identify a leak or hazardous substance release, call 911.
- The Madison Fire Department will assess the situation.
- Remain at the polling place unless emergency personnel tell you to leave. Close doors and windows if the leak or spill is outside the facility.
- If you evacuate, take all ballots and poll books with you. If possible, bring the tabulator with you.
- Call 266-4220 to notify the City Clerk's Office of the event.
- Record event on your incident log, including the amount of time voting is halted.

## **Tornado/Severe Weather**

- If a tornado is reported or seen in the immediate area, immediately seek shelter in a secure location. All poll workers should know this location ahead of time. If time does not allow you to evacuate to a safe location, find shelter under a heavy object, such as a table. Protect your head.
- Do not stop for personal belongings, ballots, or election equipment.
- Take a head count of your group. Remain calm and quiet during the waiting period. Do not wander.
- If the building is struck by a tornado, remain in your location until it is safe to evacuate.
- It is important to stay away from all sources of power, power lines, phone lines, gas lines, and windows.
- Do not re-enter the building without clearance from emergency personnel.
- Call (608)266-4220 to notify the City Clerk's Office of the event.
- Record event on your incident log, including amount of time voting was halted.

## **Power Outage**

If a power outage occurs:

- Remain calm.
- Provide assistance to voters and staff in your immediate area.
- If charged, use the flashlight provided by the Clerk's Office.
- If you are in a location that does not have windows, proceed cautiously to an area that has emergency lights.
- The tabulator will not lose its memory. You can restart the tabulator after power is restored.
- Call (608)266-4220 to notify the City Clerk's Office of the event.
- Record event on your incident log, including the amount of time voting was unavailable.

## **Threats of Violence**

- Treat all threats of violence seriously.
- Report any threats to the chief, who will determine a course of action.
- For any situation that involves an immediate threat of violence, call 911.
- In the event of a confrontation, do your best to stay calm.
- Do exactly what you are told—no more and no less. Do not do anything to surprise the violent person.
- Call (608)266-4220 to notify the City Clerk's Office of the event once it is safe to do so.
- Document the incident on your incident log, including the amount of time voting was unavailable.

## **Change of Venue**

When the City Clerk's Office or emergency personnel decide a polling location needs to relocate:

- A City Clerk's Office employee and Madison Police Department escort will report to the polling place.
- Poll workers will pack up Election Day supplies.
- The tabulator cart will remain locked at all times.
- The tabulator cart will be escorted to a city vehicle for transport. A Police Officer will escort the city vehicle to a pre-determined location.
- Post signs on the door to identify the alternate polling site.
- All un-voted ballots will be transported in the city vehicle.
- A Madison Police Officer or designee will remain on the original site to inform all voters of the change of venue.
- The City Clerk's Office will contact local media to inform voters of the change in location.
- Note this change of location on the incident log, including the amount of time voting was unavailable.

## Active Shooter

Active shooter events are unpredictable and evolve quickly. Active shooter situations are often over within three to five minutes, before law enforcement arrives on the scene. Poll workers should be prepared both mentally and physically to deal directly with an active shooter situation.

Prioritize safety. If an active shooter event occurs at the polling place, use the **Avoid | Deny | Defend™** model. Once shooting starts, it is too late for negotiation to help.

1. If it is safe to do so, exit the facility immediately to **avoid the shooter**. Run if the path is clear and you can easily reach an exit. Do not worry about the ballots or election supplies.
2. If you are unable to safely exit the facility, lock yourself in any room and barricade the door to **deny the shooter access**. Because each polling location has different types of doors, each polling place is encouraged to develop plans in advance for where and how to barricade the door shut. Depending on the type of door and how it opens, you might barricade the door using a doorstop, binder, table, or belt. Turn off the lights, silence cell phones, and remain quiet. If you barricade, prepare for your next response if the attacker finds you or gets into the room.
3. If you are unable to utilize the avoid and deny strategies successfully, **defend yourself using whatever means are available**. When the shooter is in close range and you cannot flee, your chance of survival is much greater if you try to incapacitate the shooter.

The weapon in the shooter's hand is the biggest threat. If possible, attack the shooter immediately as the attacker enters the room, before they orient themselves. Grabbing the gun with a c-grip around its top or slide prevents the gun operating correctly, causing a malfunction. After grabbing the gun by the slide, use your other hand with a hammer fist to strike at the shooter's vision and wind, or just keep hitting their nose. If the shooter has a rifle, grab outside of the shooter's hands from the side, and drive the rifle down toward the shooter's legs and away from you.

If you are within 21 feet of the shooter, you are better off running toward the shooter than away from them; otherwise, you are giving them time to aim at you.

Call 911 as soon as it is safe to do so.

### **Square Breathing Technique**

If you are shot, use the square breathing technique to lower your heartrate and slow down your loss of blood. Slowly inhale for four seconds. Hold that breath for four seconds. Slowly exhale for four seconds. Hold between breaths for four seconds. Keep repeating this breathing exercise.

### **Worldwide Terrorism Event**

- In the event of terrorist activity, all elections will continue unless Federal or State officials order otherwise.
- If there is no police order to take cover or remain indoors, all polling place operations remain intact.
- When evacuating the polling place, take ballots and poll books with you if it is safe to do so.
- Document the incident on your incident log, including the amount of time voting was halted.

### **Observers During Emergency**

Election observers must follow all emergency procedures. They are prohibited from interfering with the election process or emergency procedures. If they do not comply, tell them to leave or have them removed by law enforcement personnel.



**Emergency Contact Numbers**

Police, Fire, Emergency Management	911
Madison Gas & Electric	(608)252-1111
Madison Water Utility	(608)266-4661
Madison City Clerk's Office	(608)266-4220
Dane County Clerk's Office	(608)266-4122
Wisconsin Elections Commission	(608)266-8005