



City of Madison Election Emergency Contingency Plan & Evacuation Procedures

Updated September 24, 2019

All Election Officials should be knowledgeable of 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 of poll workers, electors, and election records.

General Responsibilities

- Know where the primary and secondary exits are for your facility.
- Locate the fire extinguishers.
- Be knowledgeable of how to dial 911 from the telephones in your facility, and be knowledgeable of how to use your cell phone.
- Learn where to go in your facility in case of an emergency, severe weather or tornado.
- Have a specific point or location for all employees to assemble, both inside and outside your facility.
- Report any unusual activity or persons at your location. Notify the City Clerk's Office at (608) 266-4220, or dial 911 for emergency services.
- Document any evacuation or emergency activities on your Inspectors' Statement.

Communications Plan

The City Clerk's Office provides a cell phone to every polling place. These telephones are to remain turned on all day and within hearing range. Should the City Clerk or any emergency personnel need to talk to you, these telephones may be our only means of communication.

Election Equipment/Ballot Security

The decision of what to do with ballots and election equipment will be directly proportionate to the type of emergency.

- When you are dealing with a life-threatening situation, the evacuation and safety of human life will be the first concern. Please remember to inform any voters at your location of the safety evacuation route.
- The Chief Inspector should call the City Clerk's Office at 266-4220 to keep the office informed of the situation.
- The Chief Inspector should keep the cell phone turned on and in hand to ensure that a line of communication is available for the City Clerk's Office.
- If you have time and a safe exit route, you may bring the tabulator with you to your pre-arranged evacuation meeting location. Unplugging the tabulator will not affect your election results.

- Election Officials will maintain custody of the poll books, registrations, and all unvoted ballots. If you are able, allow voting to continue in the parking lot of the building.
- If the voting process cannot continue, a change of venue may be required. The City Clerk will determine if the event requires a change of venue. See Change of Venue below for the procedure to move a voting location.
- Document the incident on your Inspectors' Statement, including the amount of time people were unable to vote.

Medical Emergencies

If you observe an Election Official, voter or observer who appears to be seriously ill or injured:

- Dial 911 immediately. Give the 911 Operator the location and type of emergency. Follow the directions given to you by the 911 operator.
- Unless it is a life-threatening situation, do not render first aid until a qualified individual arrives.
- Do not offer to move a person who has fallen.
- If possible, document the injured person's 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 Election Official injury to the City Clerk (266-4220).

Fire Evacuation

- Remain calm; call 911.
- Direct all Election Officials and voters in an orderly fashion to nearest exit.
- Do not use elevators.
- Refer to Election Equipment/Ballot Security section for directions on dealing with ballots and equipment.
- Proceed to your designated assembly location. Be careful if crossing streets to your assembly point.
- Take a head count and note any missing people. Report any missing people to Emergency Personnel.
- Stay in your designated area until Emergency Personnel direct you to move elsewhere.
- Do not attempt to re-enter the building until advised by Emergency Personnel.
- Do not speak to the media—refer them to Emergency Personnel.
- Receive all of your information from the Emergency Personnel.
- Document this event on your Inspectors' Statement, including the amount of time voting was halted.

Threatening Phone Call/Bomb Threat/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 potentially dangerous. In addition, preservation of evidence is important for law enforcement.
- If a suspicious object is located, immediately evacuate the area, leaving the object undisturbed until the police arrive.
- In the event of a threatening phone call or bomb threat, promptly write down everything you can remember about receiving the verbal or written threat, parcel, or suspicious object. Listen for background noise, the caller's voice, and what was said. If the situation allows, ask questions about where the bomb is located, when it will explode, the person's name and address. Police interviewers will need this information.
- Call 911 immediately and assess whether an evacuation is necessary.
- Document this incident on your Inspectors' Statement, including the amount of time voting is unavailable.

Hazardous Leak

- If you are the first person to identify a leak or hazardous substance release, call 911 to report the incident.
- The Madison Fire Department will assess the situation.
- Remain at the polling location unless notified otherwise by the Emergency Personnel. Close doors and windows if leak or spill is outside of your facility.
- Refer to Election Equipment/Ballot Security section for directions on dealing with ballots and equipment.

Tornado/Severe Weather

- In the event of a tornado warning, immediately seek shelter in a secure location. All Election Officials 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, and protect your head.
- Take a head count of your group. Try to 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.
- Once you are clear of the area, do not re-enter the building without clearance from Emergency Personnel.
- Document the incident on your Inspectors' Statement, including the amount of time voting was halted.

Power Outage

If a power outage should occur:

- Remain calm and provide assistance to visitors 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 retain all data in its memory.
- Document incident on your Inspectors' Statement.

Threats of Violence

Be aware of the possibility of an incident occurring at your polling location. Please note the following:

- Take all threats of violence seriously.
- Report any threats to the Chief Inspector to make a determination as to the next course of action.
- For any situation that involves an immediate threat of violence, an Election Official should notify law enforcement. Dial 911.
- In the event of a confrontation, do not panic.
- Do exactly what you are told—no more and no less. Do not do anything to surprise the threatening individual.
- Document incident on the Inspectors' Statement.

Change of Venue

When the City Clerk or Emergency Personnel determines that a polling location needs to be moved, the following process will be executed:

- A City Clerk's Office employee and the Madison Police Department escort will report to the polling location.
- The Election Officials will assist in packing up polling place supplies.
- The Clerk's Office will transport the ballot box and election supplies to the new polling location in a city vehicle. A Police Officer will escort the city vehicle to a pre-determined location.
- The Clerk's Office will post signs that identify the alternate polling site.
- A Madison Police Officer or designee will remain on the original site to inform voters of the change of venue.
- The Clerk's Office will contact local media about the change in location.
- Document the change of location on the Inspectors' Statement, including any period of time voting was halted.

Active Shooter

Active shooter situations are unpredictable and evolve quickly. Because 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.

Keep safety first. 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 door stop, 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.

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 have ordered otherwise.
- If there is no police order to take cover or remain indoors, all operations of the polling place can remain intact.
- If you are notified to evacuate the polling place, refer to Election Equipment/Ballot Security section for directions on dealing with ballots and equipment.

Observers

Observers are expected to follow all emergency procedures. They are prohibited from interfering with the election process or emergency procedures. If they do not comply, don't let that keep you from reaching safety. Once you are safe, document what happened. When you return to the voting area, give the observer the paperwork ordering them to leave the polling place, calling 911 for assistance if necessary.

Emergency Contact Numbers

Police, Fire, Emergency Management	911
Madison Gas & Electric	252-1111
Madison Water Utility	266-4661
City Clerk Maribeth Witzel-Behl	266-4220
County Clerk Scott McDonell	266-4122
Wisconsin Elections Commission	266-8005