

STATE OF WISCONSIN  
Town of Red Cedar  
Dunn County

**Resolution #2017-14 Adopting Election Contingency Plan**

WHEREAS, the Town of Red Cedar deems it necessary to have an policy and plan to provide guidance to Election Officials and Town Officials with respect to election operations and to allow for immediate response to specific emergency situations; and

WHEREAS, the Town of Red Cedar has developed procedures to respond to various types of emergencies or disasters to prevent, mitigate, and recover from an emergency situation that may disrupt an election and feels it is in the best interest of the Town to approve and adopt an Election Contingency Plan.

NOW, THEREFORE, be it resolved that the Town of Red Cedar herein adopts the attached Town of Red Cedar Election Contingency Plan.

**PASSED AND ADOPTED** by a majority vote of the Town Board of the Town of Red Cedar, Dunn County, Wisconsin, this 14th day of August, 2017.

**RED CEDAR TOWN BOARD:**

Pete Prochnow  
Pete Prochnow, Chairman

Debra Gotlibson  
Debra Gotlibson, Supervisor #1

Bob Cook  
Bob Cook, Supervisor #2

Dave Leach  
Dave Leach, Supervisor #3

(absent)  
Doug Miller, Supervisor #4

ATTEST:

Cheryl Miller  
Cheryl Miller, Clerk

Posted:  
August 15, 2017

## **Town of Red Cedar Election Contingency Plan**

### **Introduction**

There are many scenarios, both natural and human-caused, that warrant taking precautions and making preparations to prevent, mitigate, and recover from an emergency situation that may disrupt an election. It is the policy of the Town of Red Cedar to continue an election unless ordered otherwise by Federal or State officials. This plan will provide guidance to Election Officials and Town Officials with respect to election operations and allow for immediate response to specific situations, enabling voters to continue with their democratic right to vote.

### **Polling Location**

The Town of Red Cedar has one polling location for Wards 1, 2, and 3 located at the Town Hall, E6591 627<sup>th</sup> Avenue, Menomonie, WI. The hours of operation for public voting are 7:00 a.m. to 8:00 p.m.

### **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 is no police order to take cover or remain indoors, all operations of the polling places can remain intact. If you are notified or instructed to evacuate the polling place, secure all ballots and voting equipment.

### **Active Shooter**

Active shooter situations are unpredictable and evolve quickly. Because active shooter situations are often over within 10 – 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. U.S. Homeland Security recommends these best practices 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.
- 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!

### **Workplace Violence**

Be aware of the possibility of an incident occurring at your voting location:

- All threats of violence must be taken 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 Inspector should notify local law enforcement. Dial 9-1-1.
- 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 individual.

### **Fire or Fire Alarms**

A fire in or near the polling place on an Election Day can severely hamper the operations and procedures necessary to carry out the election process. It is expected that fire department personnel will respond to fire calls as needed without interrupting the activities of the election – unless the polling place is the location of the fire or is near enough to another structure to make the evacuation a necessity. In the event that a fire or fire alarm has disturbed the activities of the polling place, the following steps can help to effectively continue 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.
- Secure ballots and voting equipment.
- Proceed to the designated assembly location.
- Take a head count and note any missing people. Report any missing people to emergency personnel.
- Stay in the designated area until you are directed to do otherwise.
- 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 emergency personnel.

### **Tornado/Severe Weather**

During inclement weather, the Fire Department and Police Department will be kept apprised of the severity to alert the Clerk of possible situations that require action.

- If a natural disaster such as a tornado warning occurs, which requires inspectors and voters to take cover, all unvoted ballots and poll lists will be secured by the Chief Inspector. The Voting Equipment/Ballot Box can remain unplugged and locked. No ballots will be allowed in the Voting Equipment/Ballot Box and no unvoted ballots will be issued. When regular business resumes, the Chief Inspector should note the time from beginning to end on the Inspectors' Statement.
- If a tornado is reported or seen in the immediate area, seek shelter immediately in a secure location. This location should be designated ahead of time and be known to all inspectors. 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 a head count. Try to remain calm and quiet during the waiting period.
- 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 without clearance from emergency personnel.

### **Threatening Phone Call/Bomb Threat/Suspicious Object**

If you have received a written threat or suspicious parcel, or if you find a suspicious object on the premises:

- Keep anyone from handling it or going near it. The object may be dangerous. In addition, preservation of evidence is important for law enforcement.
- Stay calm and dial 9-1-1.
- Promptly write down everything you can remember about receiving the verbal or written threat, parcel, or suspicious object.

### **Hazardous Leaks or Spills**

Many polling locations are located near railroad crossings or major roads. Hazardous substances are transported daily. A leak or a spill is a possibility and a concern.

- If you are the first person to identify a hazardous leak or spill, dial 9-1-1 to report the situation.
- The Fire Department and County Emergency Government will be the emergency personnel to assess the situation.
- Remain at the polling place unless otherwise notified by emergency personnel. Close the doors and windows if the hazardous leak or spill is outside of your facility.
- Secure ballots and voting equipment if necessary.

### **Power Outage**

Voting equipment contains power supply backups that will continue to operate in the event of a power outage for approximately 3 – 4 hours. Turn off the voting equipment and have voters deposit their ballots in the equipment's auxiliary compartment. Note the time of the power outage on the Inspectors' Statement and contact the Clerk immediately. Maintenance personnel should deliver flashlights and any other supplies needed. When the power is restored, turn the voting equipment back on and process any voted ballots in the auxiliary compartment through the equipment. If power is not restored before the end of the Election Day, secure all of the voted ballots in a ballot bag and bring all of the election supplies to the Alternate Location. Ballots will be processed at the Alternate Location.

In the event of a long-term power outage, a change of venue will be required. If there is a municipality-wide power outage, ballots should be secured with the Inspectors at the polling location until 8:00 p.m. If a power outage should occur:

- Remain calm.
- Provide assistance to visitors and staff in your immediate area.

- If you are in an area that does not have windows, proceed with caution to an area with emergency lighting.
- The tabulator prom pack will retain all data in its memory and can be restarted after a power outage.

### **Medical Emergencies**

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

- Dial 9-1-1 immediately. Give the operator the location and type of emergency.
- Unless it is a life-threatening emergency, do not render first aid until a qualified individual arrives.
- Do not offer to move a person who has fallen.
- Try to obtain from the injured person his/her 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 employee injury to the Clerk.

### **Change of Polling Location**

When it has been determined by the Clerk, Deputy Clerk, Chief Inspector or emergency personnel that a polling place needs to be moved to effectively respond to a disaster of any kind, the following process should be followed:

- The Inspectors will assist in packing up all voting equipment, ballots, poll lists, registration materials and all election forms and information that needs to be relocated, such as notices and signs.
- The Clerk will report to the polling location to facilitate the move.
- All Inspectors will assist the Clerk in moving the election materials to the transport vehicle(s).
- The voting equipment/ballot box(es) will remain locked at all times.
- The voting equipment/ballot box(es) will be escorted to an authorized vehicle for moving. The Clerk will remain in view of the voting equipment/ballot box(es) at all times and take it to the Alternate Location. At this location, the polling place will be set up as normal.
- All unvoted ballots should remain in the presence of the Chief Inspector and at least one other inspector during the change of location.
- A sign should be posted on the front entry doors at the original location designating the new polling place. If possible, a notice should be placed on the Town Website, Public Access Channel, and/or the local radio station for directing voters to the new location.
- Inspectors should note the change of location on the Inspectors' Statement.

### **Alternate Polling Location**

The alternate polling location for the Town of Red Cedar is **St. Katherine's Lutheran Church, E7250 North County Road E, Menomonie, WI.**

### **Conclusion**

This Election Contingency Plan allows for the immediate response to events outlined. It prepares Election Officials and Town Officials and enables voters to continue with their democratic rights to vote.

Further, Town Officials will refer to Dunn County Emergency Management Plans for guidance in the event of a natural, hazmat, or man-made event which would result in the disruption of the election process. The Dunn County Emergency Management Department directs the emergency management activities throughout the County during a state of emergency. The Dunn County Emergency Management Plans can be accessed online at <http://www.co.dunn.wi.us/911>.