



City of Manitowoc
Election Day & Polling Locations
Contingency Plans

July 2018

**IMPORTANT TELEPHONE NUMBERS
ON ELECTION DAY**

IN CASE OF EMERGENCY, DIAL 911

City Clerk Deborah Neuser - Cell	920-901-8074
City Clerk Deborah Neuser – Office	920-686-6951 920-686-6950
Deputy City Clerk Mackenzie Reed-Kadow	920-686-6952
Manitowoc Police Department	920-686-6591
Manitowoc Co. Joint Dispatch Center	920-683-4470

Emergency Scenarios

Fire or Fire Alarms

In the case of a fire or an active threat of a fire, polls will be moved to City Hall*, 900 Quay St., Manitowoc, where election processes will continue. The Chief Inspector should follow the checklist in Appendix A.

Remember:

- **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.**

***If the fire or active threat of fire is at City Hall, that polling location will relocate to the Public Safety Building at 911 Franklin St., Manitowoc.**

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 tabulator. If power is not restored before the end of the Election Day, make sure the voting machines are locked, 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, polls will be moved to City Hall, 900 Quay St., Manitowoc, which has a backup generator onsite.

In the event if a city-wide power outage, City Hall will still be used as the location for election processes.

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.**

Natural Disasters or Inclement Weather

During inclement weather, the municipal employees within the City Hall should contact their Chief Inspectors with weather advisories as warranted.

- 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.
- Make sure voting machines are locked, and keep the voting machine key(s) with you at all times.
- 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.

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 polling location will be relocated to City Hall, 900 Quay St., Manitowoc*.

Should a change of polling location be warranted, citizens will be notified via local media outlets, as well as the City's social media pages.

- 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, with Police escort, 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 a municipal vehicle for moving. A police officer 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 Public Access Channel, or the local radio for directing voters to the new location.
 - Inspectors should note the change of location on the Inspectors' Statement.

*If City Hall is the polling location that needs to be moved, that will be relocated to the Public Safety Building, 911 Franklin St., Manitowoc.

Worldwide Terrorism Event

In the event of terrorist activity, the Federal Government may have a preliminary plan in place for moving activities of 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 to evacuate the polling place, secure 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 911 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 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 individual.

- 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.

Threatening Phone Call/Bomb Threat/Suspicious Object

If you have received a written threat, 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 911.**
- Promptly write down everything you can remember about receiving the verbal or written threat, parcel, or suspicious object.

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.

APPENDIX A

CHIEF INSPECTOR Checklist for emergencies on Election Day

In case of fire or fire alarms at your polling place, the Chief Inspector will be responsible for:

- Ensuring everyone is safe
- In case of fire, or other immediate danger requiring evacuation, exit the building immediately, lock on the way out, and call 911
- Secure ballots, poll books, voting machine key(s), and other election materials
- Call City Clerk: 920-686-6951 or 920-686-6950
- Relocate from your polling place to City Hall, 900 Quay St., Manitowoc* and set up operations

*If you are relocating *from* City Hall, relocate to the Public Safety Building at 911 Franklin St., Manitowoc.

APPENDIX B

CLERK'S CONTINGENCY PLAN Checklist for emergencies on Election Day

In case of natural disaster or inclement weather:

- Contact Chief Inspectors with weather advisories as needed**

If evacuation is required:

- Call Election Maintenance Person and DPW to help move materials**
- Contact County Clerk's Office, ask for judge to extend voting (if required)**
- Alert media about poll location move:**
 - HTR New**
 - Comcast**
 - WOMT**
 - WCUB**
 - Public Radio Stations (fax 920-465-2576)**
 - Facebook**
 - City Website**
 - Channel 4**

In all other types of emergencies that may affect voting, the Chief Inspectors will be responsible for following the Election Contingency Plan.