



**SUSSEX COUNTY
BOARD OF ELECTIONS**

**ELECTION DAY
EMERGENCY MANAGEMENT PLAN**

Superstorm Sandy in 2012 highlighted the importance of advance planning for all potential election emergencies so that an effective and efficient response can be implemented to protect the rights of voters and the safety of poll workers.

Poll worker safety and the safety of the voting public is extremely important during an election. The following is a list of procedures that should be done should an emergency arise.

First thing on Election Day, poll workers should have a team meeting to make a plan. Decide who will do each task if an emergency arises.

1. Locked Out

If the door to the polling place is locked when you arrive at the polls 45 minutes prior to the polls opening, any present poll worker should call the Board of Elections office for assistance (973-579-0950). If the facility is still not open by the time the polls are to be officially open, and voters are present, inform the voters that help has been requested.

2. Power Failure

If a power failure occurs during voting hours, please do the following:

- a. Assure that everyone in the polling place is not injured or in immediate jeopardy
- b. Assess whether there is sufficient lighting to continue voting
- c. Call the Board of Elections at 973-579-0950

3. Fire or Fire Alarm

If there is a fire or fire alarm in the polling place, the following procedures should be implemented:

- a. Evacuate the polling place in an orderly manner
- b. Take the orange provisional ballot bag with you
- c. Once at a safe distance from the building, call 911
- d. Call the Board of Elections at 973-579-0950
- e. *If the poll workers determine they can safely do so, lock the voting machine booths with the seals provided. There is a white envelope inside the clear supply envelope with numbered seals and complete instructions.*

4. Suspected Hazardous Material

If you suspect there is a hazardous substance in the polling place, such as a white powdery substance, do the following:

- a. Do not touch the substance
- b. Immediately supervise the evacuation of the polling place in an orderly manner
- c. Take the orange provisional ballot bag with you
- d. Once at a safe distance from the building, call 911
- e. Call the Board of Elections at 973-579-0950

- f. If the poll workers determine they can safely do so, lock the voting machine booths with the seals provided. There is a white envelope inside the clear supply envelope with numbered seals and complete instructions.*

5. Bomb Threats

If the poll workers receive a bomb threat during the election, the following procedures should be implemented:

- a. Immediately supervise the evacuation of the polling place in an orderly manner
- b. Take the orange provisional ballot bag with you
- c. Once at a safe distance from the building, call 911
- d. Call the Board of Elections at 973-579-0950
- e. Remain out of the building until the emergency officials determine it is safe to return

All removed voting equipment must be in the custody of two poll workers of different parties at all times.

Having a plan and being prepared are what will keep our Election Day a safe and smooth one.

Thank you, and have a great Election Day!