

**CROMWELL REGISTRAR OF VOTERS**  
**EMERGENCY CONTINGENCY PLAN**  
**DURING AN ELECTION**

**I Types of Emergencies Triggering Emergency Plan:**

- 1 Weather:
  - a. Hurricanes / Blizzards / Floods / Tornadoes
  
- 2 Conditions In Community:
  - a. Roads Impassable
  - b. Government Mandated Non-travel Conditions
  - c. Local State of Emergency
  
- 3 Conditions With-in Building:
  - a. Fire
  - b. Loss of Power
  - c. Lock Down
  - d. Security / Bomb Threat or Disruptive Person
  - e. Need to Remove Poll Worker or Moderator
  - f. Poll Worker Absence and/or Shortage
  - g. Ballot Shortage
  - h. Tabulator / IVS Malfunctions
  - i. Medical Emergency

**II Implementation of Emergency Plan:**

- 1 Notify Police Communications or 911
  
- 2 Contact the below if needed
  - a. Town Emergency Plan System with Automated Calls / Everbridge / Emails / Texts
  - b. First Selectman / Town Manager
  - c. Emergency Manager
  - d. Town Clerk
  - e. Public Information Officer ( PIO) - TV / Radio Releases
  - f. Phone Calls / Town Web Page
  - g. Local Institutions Announcements: Schools / Senior Centers / Elderly Housing / etc
  - h. Notify Political Parties
  - i. Other officials as needed

### III Succession of Authority at Polls:

- 1 Moderator is in "Control of Election" (Polls) **At All Times**
- 2 Registrar / Deputy Registrar / Assistant Registrar
- 3 Machine Tenders
- 4 Ballot Clerks
- 5 Checkers
- 6 Absentee Ballot Counter

#### **Implementing Emergency Plan**

In the event of **Implementing Emergency Plan** the Moderator or highest competent election official shall be responsible for seeing that the polling place is emptied of all people, doors closed, account for all election officials and report to the **Police 911 & 1<sup>st</sup> Selectman 860-632-3410 / Town Manager.**

In the event of **Evacuation** and conditions permitting, poll workers should take their election materials with them. (i.e. checkers take check-in book, ballot clerks take envelopes with spoiled ballots, etc and the form with starting ballot count and check off sheets, and machine tenders roll ballot boxes and tabulators out with them if possible). Voters should be advised to take their ballot with them.

Also in the event that **Evacuation** from the building is necessary all poll workers and officials should make their way to the back side of the back parking lot near the track and field house. The Moderator will then take a head count to ascertain that all workers are accounted for. It is important that all workers report to this area so Moderator or other officials do not spend time looking for them.

If a **Change In Polling Place** becomes necessary due to the Loss of Power or other circumstance the Moderator shall first consult the Registrars of Voters who will in turn contact the Secretary of the State's office and Town Officials to determine a new location. The Registrars shall consult with the 1<sup>st</sup> Selectman or Town Manager and Public Works for help with transporting election materials. In the mean time the tabulators back up batteries have a 16 hour life and we have three batteries. The Woodside Intermediate School and the Town Hall are now both generator backed up to 100% power.

If **Severe Weather is Forecasted** and *providing the Governor has not shut down the state* our police, snow plows and drivers with four wheel drive trucks will take us to the polling place and Town Hall for opening of the polls.

The public shall be notified through public media and signs posted at the entrance to polls. Moderator or Registrars will contact the Public Information Officer (PIO) for media coverage.

In the event of the need to **Postpone An Election:**

The Registrars shall first consult with the Secretary of the State's Office and Town Officials. The public shall be notified through public media and signage.

When the Election is rescheduled, the Registrars and PIO shall notify the public. Contact the Public Information Officer (PIO) for Media Release.

In the event of a **Security Threat or Disruptive Person** in the building, near the building or on the grounds the Moderator will **immediately** contact the Police (**911**) and follow all instructions given by them.

**If a Problem Occurs With a Poll Worker and the need to remove them evolves** the Moderator would first contact the police to make them aware of the problem as there is usually police presence at or near the polling place because we are in the high school, and then have a conversation to ask the poll worker to leave the premises. This should prevent minimum disruption in the polling place.

The same would apply if a **Moderator needs to be removed** except the Registrar from the same party would take the necessary action needed.

We have a greeter at major elections who would have the knowledge to fill in for any poll worker except Moderator. The Deputy Registrar or Assistant Registrar are both trained as Moderators so they would be able to complete the election procedures if the Moderator is removed.

In the event of an **Absence and/or Shortage of Poll Workers** we have a supplemental list of trained people who are aware of the possible need for help. We have a greeter, machine tender, or assistant registrar who can cover any position at the polls until replacement worker arrives.

If a **Ballot Shortage** happens we have several back-up plans. We keep extra ballots at the Registrars' office from which we could make copies. We have access to the absentee ballots. We also use a printing company who will do an emergency run of ballots. The ballot count will be evaluation periodically on Election Day.

In the event of a **Tabulator Malfunction** there is always a spare tabulator on site that has been tested and can be immediately set up. In the meantime, to prevent a line back up we would use the auxiliary bin. And contact LHS for assistance.

In the event that our **IVS Machine Malfunctions** and the voter does not have a person with them to assist, an assistant registrar from each party would read the ballot information to the voter and assist in the voting process. The moderator would phone the SOTS to document the event and then call the IVS company directly.

In the case of a **Medical Emergency** the Moderator shall assess the injured or sick person and call Medical Emergency Services (**911**). Give them as much detail as possible and follow their instructions. Do not move the person. Wait for (EMS) Emergency Medical Services to arrive. If possible try to obtain the persons name and address. If required, stop all voting until emergency has been handled and cleared.

In all cases this Emergency Plan is a supplement to the Town of Cromwell's Emergency Plan and does not supersede it.

In the event that our **Emergency Plan** is activated for any reason the Moderator will send a written report as soon as possible to the Registrars. In turn the Registrar will present such report to the First Selectman, the Secretary of the State or any other official as required.