CITY OF STOUGHTON

ELECTION DAY EMERGENCY RESPONSE PLAN

CITY CLERK'S OFFICE
207 S. Forrest St.
Stoughton, Wisconsin 53589
(608) 873-6677

Address of this Polling Location:

United Methodist Church
525 Lincoln Avenue
Stoughton, WI 53589

This document is maintained by:

Candee Christen
City Clerk
Tammy Nimmo
Deputy Clerk

Last updated: 09/21/22

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INTRODUCTION

Purpose:

This document will serve as the emergency response/contingency plan in case of an unexpected circumstance that requires a change in the standard operating procedures on Election Day. The purpose of this document is to provide guidance for election staff and for the general safety of polling locations, all while maintaining the integrity of an election.

This document shall be reviewed with Election Inspectors as part of the Clerk's pre-election training. The document and its contents shall be considered sensitive in nature. County Clerks, as well as polling place property owners and facility managers, should be apprised of relevant aspects of these plans.

Polling Place Staffing, Hours of Operation, and Location

Address of this Polling Location:

United Methodist Church
525 Lincoln Avenue
Stoughton, WI 53589

Staffing:

This polling location will have the following staff on site:

- Chief Election Inspector (1-3)
- Election Inspectors (10-12)

Hours of Operation:

Voters may cast their ballots from 7:00 a.m. to 8:00 p.m.

Extended Polling Place Hours:

In the event of an emergency, a court order may be requested to extend polling place hours.

EMERGENCY PROCEDURES

Chief Election Inspectors should ensure that Election Inspectors are made aware of these procedures and their responsibilities in advance of an election, if possible. Identifying duties and assigning them in advance may help alleviate stress and clarify responsibilities in case of an emergency.

A. 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 are no police orders to take cover or to remain indoors, all operations of polling places can remain intact. If you are notified to evacuate the polling place, follow the instruction regarding evacuation in this plan (see Section E. Evacuation).

B. ACTIVE SHOOTER

Active shooter situations are unpredictable and evolve quickly. As a result, these situations may be over even before law enforcement arrives on the scene. Individuals must be prepared, both mentally and physically, to react to an active shooter situation. U.S. Department of Homeland Security recommends these best practices when 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 or are assigned to work as an Election Inspector.
- 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!

C. WORKPLACE VIOLENCE / OTHER ACTS OF VIOLENCE

Be aware of the possibility of an incident occurring at your voting location. Treat all threats and warnings seriously.

- Report any and all threats to the Chief Election Inspector to make a determination as to the next course of action.
- **If a situation involves an immediate threat of violence to persons and/or the election process, dial 9-1-1.**
- In the event of a personal confrontation, do your best to stay calm.

D. THREATENING PHONE CALL/BOMB THREAT/SUSPICIOUS OBJECT

If you receive a written threat, suspicious package, or find a suspicious object on the premises:

- Keep anyone from handling or going near the object in question as it 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 threat and/or finding/receiving the suspicions object.
- Depending on where the object is found (and in accordance with instructions from 9-1-1 operator/law enforcement), you may need to evacuate the polling place. If you are notified to evacuate the polling place, follow the instruction regarding evacuation in this plan (see Section E. Evacuation).

E. EVACUATION

Treat all threats and warnings seriously. If an evacuation becomes necessary (i.e., fire, fire alarm, etc.), the following steps can help keep people safe and effectively continue the 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 election materials, if possible (voting equipment, ballots, inspectors' statements).
- Proceed to the designated area of the parking lot on the east side of the building under the street sign until/unless you are directed to do otherwise.
- Take accountability and note any missing people. Report missing people to emergency personnel.
- Stay in designated area until you are otherwise directed.
- Do not re-enter the building until authorized by emergency personnel.
- Do not speak to the media – refer them to the Chief Inspector or emergency personnel.

F. SEVERE WEATHER/NATURAL DISASTER

To ensure safety and security during inclement weather, the Clerk shall monitor and be in communication with local law enforcement, emergency responders, and Chief Election Inspectors. Safety of human life is the first concern.

- If a natural disaster occurs that provides ample time and requires inspectors and voters to take cover in the designated area of the kitchen adjacent to the voting area of the fire department, all unvoted ballots and polls lists will be secured by the Chief

Inspector. The voting equipment/ballot box can be unplugged and locked in a secure storage area. No ballots shall be inserted into the voting equipment/ballot box, nor should any additional ballots be issued during this time. When regular business resumes, the Chief Inspector shall note the time from beginning to end that voting was suspended on the Inspectors' Statement.

- If a tornado is reported or seen in the immediate area, seek shelter in the designated area of the kitchen attached to the voting area of the fire department. 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 accountability and note any missing people.
    - 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 until/unless authorized by emergency personnel.
    - Report missing people to emergency personnel.

G. ELECTRICAL OUTAGE

In the event a polling location loses power, voting equipment contains power supply backups that allow the equipment to continue to operate for approximately 3-4 hours. This battery backup also stores the totals for ballots already recorded.

Turn off the voting equipment and have voters deposit their ballots into the equipment's auxiliary compartment. Note the time of the power outage on the Inspectors' Statement and contact the clerk immediately. If flashlights and/or emergency lighting are not already available at the polling location, clerks should reach out to the **Stoughton Public Works, John Halverson– (608) 877- 8684; after hours: (608) 516-7327 or Building Maintenance, Martin Briggs – (608) 646-0425; after hours (608) 577-1892** to deliver flashlights and any other necessary supplies.

When power is restored, turn the voting equipment back on and process any voted ballots located in the auxiliary compartment through the equipment. If power is not restored before the end of Election Day, secure all voted ballots in a ballot bag and bring them, along with all of the election supplies, to the alternate location:

Stoughton Police Station/Media Services building
321 S. Fourth St.
Stoughton, WI 53589

Ballots will be processed at the alternate location.

In the event of a long-term power outage, a change of venue may be required (see Change of Polling Location, page 8). If there is a wide spread power outage, ballots should be secured with the Election Inspectors at the polling location until 8:00 p.m. In addition to the instructions listed above:

- Stay calm.
- Provide assistance to visitors and staff in our immediate area.
- If emergency lighting is available, proceed with caution to the area with lighting (perhaps this may be natural light from windows).
- Turn off the voting equipment. The tabulator memory device will retain all data in its memory and can be restarted after a power outage.

H. MEDICAL EMERGENCIES

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

- Stay calm and dial 9-1-1.
- Provide your location:

United Methodist Church
525 Lincoln Avenue
Stoughton, WI 53589

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- What is the nature of the emergency?
- Answer all questions asked by the 9-1-1 operator.
- Listen to and follow all instructions provided by the 9-1-1 operator.
- Do not move a person who has fallen.
- Unless it is a life-threatening emergency, do not render first aid until a qualified individual arrives or you are instructed to do so by the 9-1-1 operator.
- If possible, try to obtain from the injured person his/her name and what happened.
- Report any injury to the clerk (after the injured person is safe).
- Avoid unnecessary conversation about the ill or injured person.
- Do not speak to the media – refer them to the Chief Inspector or emergency personnel.

CHANGE OF VENUE (POLLING PLACE)

When it has been determined by the Chief Election Inspector (in consultation with the Clerk and emergency management personnel, if applicable), that a polling location needs to be moved to effectively respond to a disaster/emergency, follow this guidance:

- The Election 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 (e.g., signs, notices, etc.).
- The Clerk will organize transport vehicles and report to the polling location to help facilitate the move.
- All Election Inspectors will assist the Clerk in moving the election materials/equipment to the transport vehicles.
- 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 or police vehicle, if available. A police officer will remain in view of the voting equipment/ballot box(es) at all times and take them to the **alternate location:**

  Stoughton Police Station/Media Services building
  321 S. Fourth St.
  Stoughton, WI 53589

- 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 Election Inspector during the change of location.
- A sign should be posted on the front entry doors of the original polling location designating the new polling place (if the building is safe), or at a place as close to the entry doors as possible.
- A law enforcement officer, or another designated person will remain at the original polling location to direct voters to the new location.
- Notice should be provided/posted to the municipal website, local Public Access Channel, local radio, social media, etc. to direct voters to the new location.
- Notice should be provided to the Wisconsin Elections Commission.
- Inspectors should document the change of venue and what time voting resumed on the Inspectors' Statement.
- Does the situation warrant an extension of polling place hours?

EMERGENCY CONTACTS

Listed below are potential Election Day emergency contacts.

Municipal Contacts

Clerk	**Name: CANDEE CHRISTEN**
	Daytime Phone Number:608-646-0420
	After Hours Phone Number:608-209-4043
Deputy Clerk	**Name: TAMMY NIMMO**
	Daytime Phone Number:608-873-6692
	After Hours Phone Number: 608-295-9674
Fire/Police/EMS	**9-1-1**
Fire/Police/EMS (non-emergency)	
	608-873-3374/Police **608-873-7218/Fire** **608-873-6500/EMS**
IT Support	Name: JOHN MONTGOMERY
	Daytime Phone Number: 608-873-7523
	After Hours Phone Number: 608-646-0433
Voting Equipment Support	Name: ES & S
	Daytime Phone Number:877-377-8683
Municipal Attorney	Name: MATT DREGNE
	Daytime Phone Number: 608-259-2618
Public Works Department	Name: JOHN HALVERSON
	Daytime Phone Number: 608-877-8684
	After Hours Phone Number: 608-516-7327

County Contacts

Clerk	Name: SCOTT MCDONELL
	Daytime Phone Number: 608-266-4121
	After Hours Phone Number:
Deputy Clerk	Name: PATTI ANDERSON
	Daytime Phone Number: 608-266-0723
	After Hours Phone Number:
Fire/Police/EMS	**9-1-1**

State Contacts

Wisconsin Elections Commission	Help Desk: 608-261-2028
	Help Desk Email: elections@wi.gov
	For extended office hours and applicable phone numbers during those hours, please check **Recent Clerk Communications** tab the agency website (https://elections.wi.gov).
	Meagan Wolfe (WEC Administrator)
	Daytime Phone Number: 608-266-8175
	After Hours Phone Number: 608-712-6957
	Richard Rydecki (WEC Deputy Administrator)
	Daytime Phone Number: 608-261-2015
	Reid Magney (Public Information Officer)
	Daytime Phone Number: 608-267-7887
	(Staff Counsel)
	Daytime Phone Number: 608-266-0136