

# PLAN AHEAD AND BE PREPARED

Madison County

Board of Elections and Registration (BOER)

91 Albany Ave

P.O. Box 328

Danielsville, GA 30633

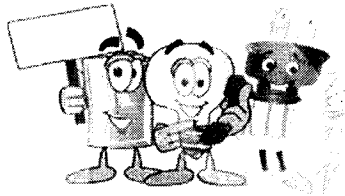
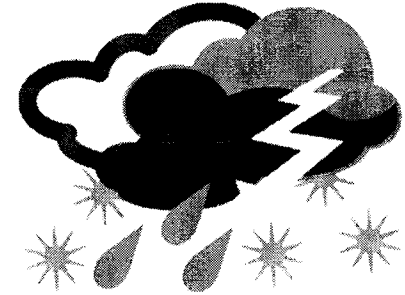
(706) 795-6335 or (706) 795-6336

[www.mcelections.net](http://www.mcelections.net)

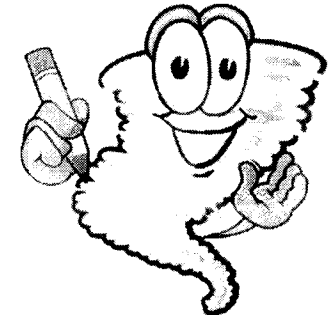
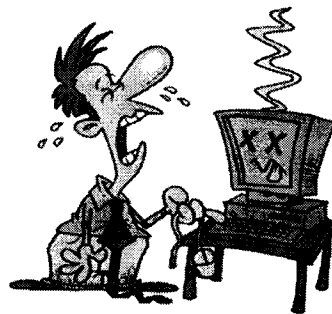


# What If ....

- You lose electricity
- There is a flood
- There is a Tornado warning
- Voting Equipment does not work
- Something interrupts or prevents the planned election



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# Introduction

Natural disasters and other catastrophic events occur all too often resulting in injuries, loss of life, structural damage to buildings, equipment failure, etc., which can adversely affect normal Election Day procedures.

To protect the integrity of the voting process whenever there is an interruption during Election Day, it is necessary to address such problems before they actually occur through the development and dissemination of a workable disaster plan designed to respond to emergency situation that interrupts or stops the voting process on Election Day. Within such plan the primary consideration is the protection of human life followed by the securing of election materials.

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# What Is A Disaster?

A disaster is any situation that renders an interruption in Election Day functions, facilities, personnel or technical election components.

These include:

- Tornadoes
- Earthquakes
- Floods
- Terroristic threats
- Explosions
- Utility failure
- Theft
- Failure of hardware or software
- Fire



# Whom Do I Contact?



In case of disasters such as bomb threats, fire, tornadoes or other potential catastrophic events occur **CALL 911** immediately followed by a report to the BOER office whose personnel would then inform the Secretary of State's Office of the situation. If a decision is made to cancel an election for reasons of public safety, you will be notified by the BOER office. If the voting equipment is inoperable the BOER office will provide further instructions.

In case of a health emergency, **call 911 immediately**. Then call the BOER office, (706) 795-6335, (706)795-6336.

In case of power failure or equipment problem that can not be immediately resolved, the manager of the affected polling location should communicate the problem to the BOER office.

# Power Failure

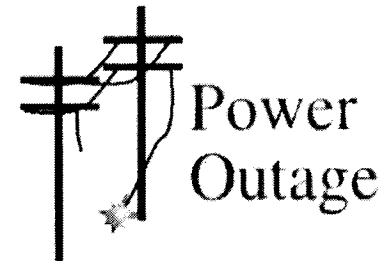
**CALL THE BOER OFFICE IMMEDIATELY**

**(706) 795-6335 or (706) 795-6336**

**Should the power fail, contact the BOER office immediately and you will be instructed as to how many units to power off and how many units to leave on.**

Should the Express Polls fail, a DRE unit will need to be converted into a card creating unit. Contact the BOER office for instructions. The Elector's list can be used as a backup as well.

The BOER office will direct the manager as to what point paper ballots will be used and when their use should end.



# Suggested Emergency Procedures

## Fire Emergency

- Activate the fire alarm, if one is available
- Evacuate the building of all voters
- **CALL 911** giving the operator the name and address of the polling location, which information can be found on the inside cover of the Poll Manager's notebook.
- If personnel safety permits, remove ExpressPolls and DRE memory cards and if possible remove the DRE units.
- Evacuate and account for all poll workers
- Notify the BOER office

## Medical Emergency

- **CALL 911 IMMEDIATELY**
- Make the person with the medical emergency as comfortable as possible
- If the medical emergency is disruptive to normal election procedures, secure the polling place until the medical issue is resolved
- Notify the BOER office

# Suggested Emergency Procedures Continued...

## Inclement Weather

- Monitor weather forecasts and coordinate with BOER office
- If inclement weather is disruptive to normal election procedures, suspend voting and notify the BOER office
- Seek shelter
- Account for all poll workers
- Resume voting when the BOER office permits

## Telephone Bomb Threat

- Evacuate the building
- Call 911 immediately
- Notify BOER office
- **RE-ENTER THE BUILDING ONLY AFTER AUTHORIZED EMERGENCY PERSONNEL HAVE GIVEN THE “ALL CLEAR”**



# Suggested Emergency Procedures Continued...

## Written Bomb Threat

- Evacuate the building (consider using the fire alarm if available)
- Call 911
- DO NOT open any packages or envelopes
- Notify the BOER office
- Secure polling place materials if possible (when safety permits)
- **RE-ENTER THE BUILDING ONLY AFTER AUTHORIZED EMERGENCY PERSONNEL HAVE GIVEN THE “ALL CLEAR”**

## • Election Equipment Failure

- Refer to Poll Worker Manual
- Notify the BOER office

# Suggested Emergency Procedures Continued...

## Terrorist Threat

- Stay calm
- Do not take any action that might increase danger
- Notify 911 if possible
- Notify the BOER office if possible at a safe time

# Emergency Numbers

\* 911 (Fire, Ambulance and Sheriff)

\* Sheriff

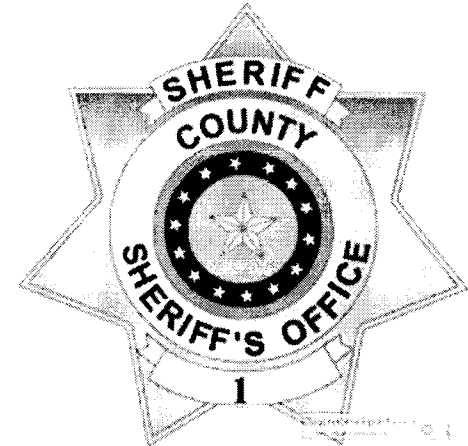
(706) 795-6202

\* Board of Elections and Registration Office

Tracy Dean, (706) 795-6335

(706) 795-6336

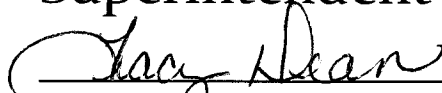
(706) 795-6337



The Madison County Board of Elections and Registration do hereby accept and approve this Emergency Plan for all Madison County Voting Locations.

This 9<sup>th</sup> day of June, 2015.

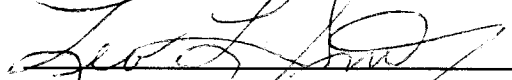
Superintendent of Elections

  
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Tracy Dean, Chairperson

  
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Lisa C. Mathis, Board Member

  
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Leo L. Smith, Board Member