



AGENDA ITEM #10.2

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: September 6, 2016

Subject: Election Emergency Plan

Report: New legislation passed in 2016 requires all counties to adopt an election emergency plan and municipalities may choose to create and adopt their own plan or adopt the county's plan as is by September 1st. I recommend the City adopt the Crow Wing County Election Emergency Plan at this time as it is very thorough and timing is of the essence. In the future, the City can adopt our own plan for elections if the need arises.

Council Action Requested: Council motion adopting the Crow Wing County Election Emergency Plan.

CROW WING COUNTY

ELECTION EMERGENCY PLAN

[Revised August/2016]

[Note: Minnesota law requires that counties file a copy of the elections emergency plan with the Office of the Secretary of State. In addition, counties should consider maintaining a hard copy of the plan and providing a hard copy of the plan to the municipal election managers within the county.]

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Introduction

Nothing must interfere with the right of voters to vote free of undue delay or inconvenience. The purpose of this election emergency plan is to ensure that, in the event of an emergency impacting the election, the essential functions of an election continue. The goal is to minimize the impact on the public, and to maintain the integrity and accuracy of elections in the event of an emergency.

This elections emergency plan applies to all staff within Crow Wing County Administrative Services Finance & Elections Division, and should be used as a guide by all jurisdictions conducting elections within Crow Wing County. This plan should be distributed to all municipalities within Crow Wing County that are responsible for election operations. This plan should operate in conjunction, but does not supersede, Crow Wing County's or the encompassed municipalities' governing Continuity of Operations Plan.

County and Municipal Election Leads Order of Succession

In the event an incumbent elections administrator is incapable or unavailable to fulfill essential duties, successors have been identified to ensure there is no lapse in essential decision-making authority. The Crow Wing County Administrative Services Finance & Elections Division has identified successors for key election officials within Crow Wing County.

The Administrative Services Director and Operations Support Supervisor are responsible for the Elections Emergency Plan. If an event occurs that may warrant the use of the Elections Emergency Plan, it is the duty of the elections staff at the County and at the municipal level to communicate with the Administrative Services Director. If the Administrative Services Director cannot be reached, the Operations Support Supervisor should be contacted. The following table shows the Crow Wing County Elections order of succession.

Crow Wing County:

| | | |
|----------------|--|--|
| Name | Deborah Erickson | Kathy Toensing |
| Title | Admin. Services Director | Operations Support Supervisor |
| Office Phone | 218-824-1049 | 218-824-1000 ext 4041 |
| Land Line Home | 218-828-1790 | |
| Mobile Phone | 218-831-4037 | |
| Work Email | Debby.Erickson@crowwing.us | Kathy.Toensing@crowwing.us |
| Personal Email | Debbyerickson72@gmail.com | |

| | | |
|----------------|------------------------------------|------------------------------------|
| Name | Kathy Toensing | Lisa Kotchikian |
| Title | Operations Support Supervisor | Sr. Elections Specialist |
| Office Phone | 218-824-1000 ext 4041 | 218-824-1023 |
| Land Line Home | 218-831-9025 | 218-251-0636 |
| Mobile Phone | <u>Kathy.Toensing@crowwing.us</u> | <u>Lisa.Kotchikian@crowwing.us</u> |
| Work Email | | |
| Personal Email | | |
| Name | Lisa Kotchikian | Jason Rausch |
| Title | Sr. Elections Specialist | Finance Director |
| Office Phone | 218-824-1023 | 218-824-1000 ext 4056 |
| Land Line Home | | |
| Mobile Phone | 218-251-0636 | 218-820-1499 |
| Work Email | <u>Lisa.Kotchikian@crowwing.us</u> | <u>Jason.Rausch@crowwing.us</u> |
| Personal Email | | |

Each municipality within the County has identified a successor for the top election position within the municipality, and additional successors as appropriate. The chief election official for each municipality is responsible for ensuring orders of succession are up-to-date and communicated to Crow Wing County Elections.

See attached Appendix for local election official contact information.

Alternative Worksite for County Offices

If an emergency impacts the Crow Wing County Historic Courthouse on election day or during the absentee voting period, all reasonable efforts will be made to restore the functionality of the facility. The Administrative Services Director will assess the functionality and, if it is determined that the facility cannot be restored to functionality in a reasonable time period, will move County elections operations to Crow Wing County Land Services Building.

If County in-person absentee voting is moved to the alternative facility, the County will:

- Follow the notification procedures for polling place relocation, described below;
- Notify the Secretary of State of the new static IP address for the purposes of connecting to SVRS;
- Work with county IT staff to re-direct phone, email, and fax communications to the alternative facility; and
- Work with USPS, UPS, FedEx, and other package delivery services to ensure delivery of absentee materials to the alternative facility or arrange for collection of absentee materials.

Polling Place Relocation – Prior to Election Day

If an emergency makes a polling place inoperable prior to election day, the governing election official must determine if the polling place can be made operable by election day. All reasonable efforts must be made to restore the originally designated polling place. If the governing election official determines that the originally designated polling location cannot be restored, the governing election official may change or consolidate the polling location.

| | | |
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| | | |
| 1 <input type="checkbox"/> | Determine that the originally designated polling location cannot be made operational by election day | |
| 2 <input type="checkbox"/> | <p>Identify an alternative polling location as near to the designated polling location as possible.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The new polling location must meet the polling place requirement of M.S. 204B.16, including the requirement that the polling place meet all accessibility provisions for voters with disabilities <input type="checkbox"/> Preference must be given to alternative polling locations within the precinct <input type="checkbox"/> If a new polling location cannot be identified within the precinct, a polling location outside of the precinct may be chosen or the governing municipality can choose to combine the polling place with another polling place outside the precinct | |
| 3 <input type="checkbox"/> | <p>Immediately notify the county auditor and secretary of state of the need to relocate a polling place and the new polling place location</p> <ul style="list-style-type: none"> <input type="checkbox"/> The notification must include (1) the reason for the relocation, (2) the new polling place location, and (3) an explanation for why the new location was chosen | <p>Debby Erickson (218) 824-1049 OR Kathy Toensing (218) 824-1000 ext 4041</p> |

| | | |
|----------------------------|---|--|
| 4 <input type="checkbox"/> | <p>Immediately notify the public of the reason for the need to relocate the polling place and the new polling place location. Notification must be given, at minimum:</p> <ul style="list-style-type: none"> <input type="checkbox"/> On the website of the governing municipality (if applicable); <input type="checkbox"/> On the county website; <input type="checkbox"/> Through the pollfinder by updating the information in the Statewide Voter Registration System; <input type="checkbox"/> On the location for all official notices within the governing municipality; <input type="checkbox"/> To election judges within the municipality; and <input type="checkbox"/> To local media outlets with a request that the media publically announce the relocation and the reason for the relocation. | <p>Brainerd Dispatch (218) 829-4705</p> <p>C-I Courier (218) 546-5029</p> <p>Lake Country Echo (218) 568-8521</p> <p>Lakeland Public TV 1-888-292-0922</p> <p>BL Broadcasting Radio: 218-828-1067 218-822-7625 218-822-2933 218-829-1075</p> |
| 4 <input type="checkbox"/> | <p>On Election Day, the governing election official must also post at the originally designated polling place a notice in large print and in conspicuous locations a sign notifying potential voters of the new polling place location.</p> <ul style="list-style-type: none"> <input type="checkbox"/> If it is not possible to post this notice due to hazardous conditions, this requirement may be waived. <input type="checkbox"/> Multiple postings may be required, and must be visible from a vehicle to accommodate those voters that would otherwise vote from a vehicle. | |

Polling Place Relocation – On Election Day

In the case of an emergency impacting a polling place on election day, election judges should follow the Polling Place Emergency Procedures in the Appendix of this plan. The election judges will work with the governing election official to determine if the polling place can be returned to operation. If the governing election official determines that the originally designated polling location cannot be restored, the governing election official may either change or consolidate the polling location.

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| 1 <input type="checkbox"/> | The governing election official must make a determination that the originally designated polling location cannot be made operational. | Polling Place Emergency Procedures |
| 2 <input type="checkbox"/> | <p>The governing election official must identify an alternative polling location as near to the designated polling location as possible.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The new polling location must meet the polling place requirement of M.S. 204B.16, including the requirement that the polling place meet all accessibility provisions for voters with disabilities <input type="checkbox"/> Preference must be given to alternative polling locations within the precinct <input type="checkbox"/> If a new polling location cannot be identified within the precinct, a polling location outside of the precinct may be chosen or the governing municipality can choose to combine the polling place with another polling place outside the precinct | |
| 3 <input type="checkbox"/> | <p>Immediately notify the county auditor and secretary of state of the need to relocate a polling place and the new polling place location</p> <ul style="list-style-type: none"> <input type="checkbox"/> The notification must include (1) the reason for the relocation, (2) the new polling place location, and (3) an explanation for why the new location was chosen | <p>Debby Erickson (218) 824-1049 OR Kathy Toensing (218) 824-1000 ext 4041</p> |

| | | |
|-----------------------------------|---|--|
| <p>4 <input type="checkbox"/></p> | <p>Immediately notify the public of the reason for the need to relocate the polling place and the new polling place location. Notification must be given, at minimum:</p> <ul style="list-style-type: none"> <input type="checkbox"/> On the website of the governing municipality (if applicable); <input type="checkbox"/> On the county website; <input type="checkbox"/> Through the pollfinder by updating the information in the Statewide Voter Registration System; <input type="checkbox"/> On the location for all official notices within the governing municipality; <input type="checkbox"/> To election judges within the municipality; and <input type="checkbox"/> To local media outlets with a request that the media publically announce the relocation and the reason for the relocation. | <p>Brainerd Dispatch (218) 829-4705 C-I Courier (218) 546-5029 Lake Country Echo (218) 568-8521 Lakeland Public TV 1-888-292-0922 BL Broadcasting Radio: 218-828-1067 218-822-7625 218-822-2933 218-829-1075</p> |
| <p>5 <input type="checkbox"/></p> | <p>Post at the originally designated polling place a notice in large print and in conspicuous locations a sign notifying potential voters of the new polling place location.</p> <ul style="list-style-type: none"> <input type="checkbox"/> If it is not possible to post this notice due to hazardous conditions, this requirement may be waived. <input type="checkbox"/> Multiple postings may be required, and must be visible from a vehicle to accommodate those voters that would otherwise vote from a vehicle. | |
| <p>6 <input type="checkbox"/></p> | <p>The chief local election official must determine if extension of polling place hours by one hour is necessary to accommodate voters that would have been in line at the original polling location.</p> <p>If polling place hours are extended by one hour, the chief local election official must notify the following of the extension:</p> <ul style="list-style-type: none"> <input type="checkbox"/> County Auditor; <input type="checkbox"/> Secretary of State; <input type="checkbox"/> Election judges within the municipality; and <input type="checkbox"/> All local media outlets. | <p>Debby Erickson (218) 824-1049 MN SOS 1-877-600-8683 (See media list above)</p> |

APPENDIX

Crow Wing County Elections Staff Contacts

Leadership Team

| | | |
|---|--|--|
| Debby Erickson, Administrative Services Director | Office Phone Land Line Home Mobile Phone Work Email Personal Email | (218) 824-1049 (218) 828-1790 (218) 831-4037 Debby.Erickson@crowwing.us Debbyerickson72@gmail.com |
| Kathy Toensing, Operations Support Supervisor | Office Phone Mobile Phone Work Email | (218) 824-1000 ext 4041 (218) 831-9025 Kathy.Toensing@crowwing.us |
| Lisa Kotchikian, Sr. Elections Specialist | Office Phone Mobile Phone Work Email | (218) 824-1023 (218) 251-0636 Lisa.Kotchikian@crowwing.us |
| Jason Rausch, Finance Director | Office Phone Mobile Phone Work Email | (218) 824-1000 ext 4056 (218) 820-1499 Jason.Rausch@crowwing.us |

Secretary of State

| | | |
|---|--|--|
| General Information, Office of the Secretary of State | Main Elections Admin. Line Toll Free Election Admin Line Election Admin. Email Voter Information Line | (651) 215-1440 1 (877) 600-8683 elections.dept@state.mn.us 1 (877) 600 - VOTE |
| Gary Poser, Director of Elections | Office Phone Email | (651) 556-0612 gary.poser@state.mn.us |

Support and Vendor Contact Information

Support

| | | |
|--|---|--|
| Tim Houle, County Administrator (for) County Board of Commissioners | Office Phone Email | (218) 824-1067 Tim.Houle@crowwing.us |
| John Bowen, County Emergency Manager Director | Office Phone Department Phone Mobile Phone Email | (218) 825-3445 (218) 829-4749 John.Bowen@crowwing.us |
| Don Ryan, County Attorney | Office Phone Email | (218) 824-1040 Don.Ryan@crowwing.us |
| Sheriff's Office | Office Phone Email | (218) 829-4749 |
| Jay Sikkink, County IT Director | Office Phone Department Phone Mobile Phone Email | (218) 824-1003 (320) 290-9141 Jay.Sikkink@crowwing.us |
| Sharon Anderson, Cass County Auditor | Office Phone Email | (218) 547-7260 Sharon.K.Anderson@co.cass.mn.us |

Vendors

| | | |
|----------------------------|-----------------------|--|
| Doug Sunde, SeaChange | Office Phone Email | (763) 586-3751 Doug.Sunde@seachangemn.com |
| Shelly Angen, SeaChange | Office Phone Email | (763) 586-3749 Shelly.Angen@seachangemn.com |
| Mike Hoversten, ES&S | Office Phone Email | (612) 940-5962 mahoversten@essvote.com |
| Laura Schmitz, ES&S | Office Phone Email | (402) 889-5808 lschmitz@essvote.com |
| Blake Luna, KnowInk | Office Phone Email | (417) 840-5467 blake.luna@knowink.com |

Utilities and Public Works

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|---|---|--|
| Reid Thiesse, County Facilities Director | Office Phone Cell Phone Email | (218) 824-1379 (763) 229-1038 Reid.Thiesse@crowwing.us |
| Tim Bray, County Highway Director | Office Phone Department Phone Email | (218) 824-1110 Tim.Bray@crowwing.us |
| Brainerd Public Utilities | Office Phone Email | (218) 829-2193 email@bpu.org |
| CenterPoint Energy | Office Phone | (612)-321-4939 |

Media and Public Communications Contacts

Media Contact List

| | | |
|------------------------|---------------------|--|
| Brainerd Dispatch | Office Phone | (218) 829-4705 |
| | Email | news@brainerddispatch.com |
| Crosby-Ironton Courier | Office Phone | (218) 546-5029 |
| | Email | courier@crosbyironton.net |
| Lake Country Echo | Office Phone | (218) 568-8521 |
| | Email | Nancy.vogt@pineandlakes.com |
| BL Broadcasting | Studio Phone Lines: | |
| - WJJY | | (218) 828-1067 |
| - K103.5 | | (218) 822-7625 |
| - B93.3 | | (218) 822-2933 |
| - PowerLoon | | (218) 829-1075 |
| Lakeland Public TV | Office Phone | 1-888-292-0922 |

County and Municipality Communications Contact

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| Marie Kirsch, County Media Specialist <i>(Web page, Facebook, Twitter)</i> | Office Phone | (218) 824-7025 |
| | Email | Marie.Kirsch@crowwing.us |

CITY ELECTION CONTACTS

| CITY | NAME | CONTACT INFORMATION |
|--------------|-----------------|--|
| Baxter | Kelly Steele | City Hall, PO Box 2626, Baxter, Minnesota 56425 218/454-5100 FAX 218/454-5103 E-MAIL: cityhall@ci.baxter.mn.us |
| Brainerd | Connie Hillman | City Hall, 501 Laurel Street, Brainerd, Minnesota 56401 218/828-2307 FAX 218/828-2316 E-MAIL: chillman@ci.brainerd.mn.us |
| Breezy Point | Joe Rudberg | City Hall, 8319 County Rd 11, Breezy Point, Minnesota 56472 218/562-4441 FAX 218/562-4486 E-MAIL: jrudberg@cityofbreezypointmn.us |
| Crosby | Lisa Sova | City Hall, 2 2 nd St SW, Crosby, Minnesota 56441 218/546-5021 FAX 218/546-5686 E-MAIL: lisa.sova@cityofcrosby.com |
| Crosslake | Char Nelson | City Hall, 37028 County Rd 66, Crosslake, Minnesota 56442 218/692-2688 FAX 218/692-2687 E-MAIL: cityclerk@crosslake.net |
| Cuyuna | Bill Bedard | PO Box 536, Deerwood, Minnesota 56444 218/546-5883 E-MAIL: bbedard52@hotmail.com |
| Deerwood | Jeff Turk | City Hall, PO Box 187, Deerwood, Minnesota 56444 218/534-3152 FAX 218/534-3152 E-MAIL: jeffturk@cityofdeerwood.com |
| Emily | Christa Andrews | City Hall, PO Box 68, Emily, Minnesota 56447 218/763-2480 FAX 218/763-2481 E-MAIL: clerk@emily.net |
| Fifty Lakes | Karen L. Stern | City Hall, PO Box 125, Fifty Lakes, Minnesota 56448 218/763-3113 FAX 218/763-5113 E-MAIL: 50lakes@emily.net |

| | | |
|--------------------|---------------------------|---|
| Fort Ripley | Mary Tschida | PO Box 155, Fort Ripley, Minnesota 56449 218/828-1818 |
| Garrison | Amy Vukelich | PO Box 239, Garrison, Minnesota 56450 320/692-4270 FAX 320/692-4270 E-MAIL: ctygarri@frontiernet.net |
| Ironton | Amy Baratto | City Hall, PO Box 97, Ironton, Minnesota 56455 218/546-5625 FAX 218/546-5044 E-MAIL: amy@cityofironton.org |
| Jenkins | Krista A. Okerman, CMC | 33861 Cottage Ave, Jenkins, Minnesota 56474 218/568-4637 FAX 218/568-5945 E-MAIL: jenkins@uslink.net |
| Manhattan Beach | Barb Hanson | 39148 County Road 66, Manhattan Beach, Minnesota 56442 218/821-3422 E-Mail: city@manhattanbeachmn.org |
| Nisswa | Laurie Hemish | City Hall, PO Box 410, Nisswa, Minnesota 56468 218/963-4444 FAX 218/963-3108 E-MAIL: laurie@ci.nisswa.mn.us |
| Pequot Lakes | Nancy Malecha | City Hall, 4638 County Rd 11, Pequot Lakes, Minnesota 56472 218/568-5222 FAX 218/568-5860 E-MAIL: nmalecha@pequotlakes-mn.gov |
| Riverton | Cari Johnson | City Hall, 16663 Main St, Riverton, Minnesota 56455 218/546-5225 FAX 218/546-5225 E-MAIL: riverton@centurylink.net |
| Trommald | Mona R. Geske | 24124 Cardinal Ave, Trommald, Minnesota 56441 218/546-6543 |

TOWNSHIP ELECTION CONTACTS

| TOWNSHIP | NAME | ADDRESS |
|---------------|-------------------------|---|
| Bay Lake | Carol Pundt, Clerk | 13861 County Road 10 Deerwood, Minnesota 56444 Phone: 218/678-3256 FAX: 218/678-3821 E-mail: baylaketown@gmail.com |
| Center | Coralea Borden, Clerk | 13110 Borden Road Merrifield, Minnesota 56465 Phone: 218/765-3397 FAX: 218/765-8346 E-mail: mcborden@brainerd.net |
| Crow Wing | Duane Ruona, Clerk | 10069 South Oaks Road Brainerd, Minnesota 56401 Phone: 218/822-3985 FAX: 218/822-3985 E-mail: crowwingtownship@gmail.com |
| Daggett Brook | Tony Cossette, Clerk | 11633 Sleepy Hollow Road Brainerd, Minnesota 56401 Phone: 218/838-3861 FAX: 218/829-2615 E-mail: Daggett.clerk1@outlook.com |
| Deerwood | Judy Hamilton, Clerk | PO Box 521 Deerwood, Minnesota 56444 Phone: 218/534-3168 FAX: 218/534-3293 E-mail: dwdtwp@embarqmail.com |
| Fairfield | Marianne Auge, Clerk | 33108 Dangers Road Crosby, Minnesota 56441 Phone: 218/763-2327 E-mail: fairfieldmn@gmail.com |
| Fort Ripley | Tonia Dobosenski, Clerk | 5190 Legend Lane Brainerd, Minnesota 56401 Phone: 218/821-5426 FAX: 218/829-4983 E-mail: fortripleytownship@gmail.com |

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| Gail Lake | Carol Johnson, Clerk/Treasurer | 4804 County Road 1 Pine River, Minnesota 56474 Phone: 218/587-2302 E-mail: gailaketownship@gmail.com |
| Garrison | James Garbarini, Clerk | PO Box 70 Garrison, Minnesota 56450 Phone: 320/692-4369 E-mail: jimgarbarini@gmail.com |
| Ideal | John Plein, Clerk/Treasurer | 35458 Butternut Point Road Pequot Lakes, Minnesota 56472 Phone: 218/543-4392 FAX: 218/543-6572 E-mail: info@idealtownship.com |
| Irondale | Gayle Hanson, Clerk | 19121 County Road 12 Ironton, Minnesota 56455 Phone: 218/546-6499 FAX: 218/546-2608 E-mail: irondaletownship2@gmail.com |
| Jenkins | Bill Savage, Clerk | PO Box 71 Pequot Lakes, Minnesota 56472 Phone: 218/831-1100 E-mail: tonto1@charter.net |
| Lake Edward | Martha L. Look, Clerk | 25522 County Road 4 Nisswa, Minnesota 56468 Phone: 218/963-4406 FAX: 218/963-4406 E-mail: mlook32@q.com |
| Little Pine | Audrey LeBlanc, Clerk | 43955 Little Pine Road Emily, Minnesota 56447 Phone: 218/763-2587 E-mail: leblanc@emily.net |
| Long Lake | Patsy Olson, Clerk | 7156 Hilltop View Road Brainerd, Minnesota 56401 Phone: 218/829-6546 FAX: 218/829-6546 E-mail: olsonpat@q.com |
| Maple Grove | Norene Warta, Clerk | 18451 County Road 24 Brainerd, Minnesota 56401 Phone: 218/764-2343 |

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| Mission | Anna Anderson, Clerk | PO Box 126 Merrifield, Minnesota 56465 Phone: 218/765-4377 E-mail: missionclerk@gmail.com |
| Nokay Lake | Alan Cunningham, Clerk | 13536 Thorson Road Brainerd, Minnesota 56401 Phone: 218/764-3418 E-mail: acunning@brainerd.net |
| Oak Lawn | Kathy Wessel, Clerk | PO Box 333 Brainerd, Minnesota 56401 Phone: 218/829-2109 E-mail: oaklawntwp@gmail.com |
| Pelican | Shirley Wallin, Clerk | 27717 Sunset Valley Road Pequot Lakes, Minnesota 56472 Phone: 218/963-7456 E-mail: cswallin@charter.net |
| Perry Lake | Sandra Blood, Clerk | 609 3 RD Street SW Crosby, Minnesota 56441 Phone: 218/838-1241 E-mail: sandyblood@outlook.com |
| Platte Lake | Robert Dambowy, Clerk | 2198 County Road 23 Brainerd, Minnesota 56401 Phone: 218/829-8190 |
| Rabbit Lake | Linda Danielson, Clerk | 25553 County Road 32 Aitkin, Minnesota 56431 Phone: 218/534-3748 E-mail: rabbittownhall@gmail.com |
| Roosevelt | Bonnie Orton, Clerk | 24561 Williams Rd Hillman, Minnesota 56338 Phone: 320/247-2105 E-mail: rsvlt@brainerd.net |
| Ross Lake | Joyce Neumann, Clerk | 27406 Ross Lake Road Aitkin, Minnesota 56431 Phone: 218/927-6855 E-mail: jeneumann@centurylink.net |

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|-------------|-----------------------------------|--|
| St. Mathias | Mary Sather, Clerk | 7744 County Road 2 Fort Ripley, Minnesota 56449 Phone: 218/828-1989 E-mail: satherm@earthlink.net |
| Timothy | Mary Ann (Bunny) Geiger, Clerk | 10943 Swanburg Drive Pine River, Minnesota 56474 Phone: 218/543-4448 FAX: 218/543-4426 E-mail: timothytownship@yahoo.com |
| Wolford | Rebecca Guida, Clerk | 26726 State Highway 6 Crosby, Minnesota 56441 Phone: 218/546-5794 E-mail: bguida@charter.net |

Election Judge Polling Place Emergency Procedures

Emergency Evacuation of the Polling Location

If a fire, a weather emergency, power outage, or another type of emergency occurs during voting hours, take steps to protect yourself and the other people in the polling place. Familiarize yourself with evacuation plans for the polling place. Do not worry about election supplies until after everyone in the polling place is safe.

If the polling place must be left unattended due to a catastrophic emergency (tornado, fire, bomb threat, other situations when Election Judges may be ordered to leave premises), use the following procedures.

STAY CALM

If time permits, and your safety is not jeopardized, follow these steps before you leave the polling place:

1. Choose a location to meet outside; designate Election Judges to assist voters exiting the poll.
2. Record the public count from the Ballot Counter and the time on the cover of the polling place Roster.
3. Remove the memory card from the Ballot Counter.
 - a. Using the covered key, turn the machine to "OFF"
 - b. Use the skinny key to unlock the memory card compartment
 - c. Using the wire snippers in your supplies, remove the seal
 - d. Lift the left side compartment door, and press the black button to eject the memory card
 - e. Remove the memory card by pulling gently out of the slot
4. Secure blank, non-voted ballots in the ballot transfer case.
5. Keep voted ballots locked in the Ballot Box
6. Use any available return envelope (i.e. Duplicate Ballot Envelope, Election Day Registration Envelope) for any uncounted ballots found in the auxiliary compartment.

7. If possible, take the following items with you:
 - a. Polling place Rosters (Registered Voters Roster and New Registrants Roster or Greeter's List if e-pollbook precinct)
 - b. Completed Voter Registration Applications
 - c. Memory card (if able to complete step 3)
 - d. Exit the polling place and account for all members of your election team.
 - e. As soon as you are in a secure location, call your local election official for further instructions about the voting process.

If The Polling Place Can Be Reopened:

1. Resume voting by using the auxiliary compartment of the Ballot Counter.
2. Call your local election official to advise that the polling place has reopened.
3. Support staff will be sent to re-install the memory stick and assist in reestablishing normal operations.
4. **DO NOT KEEP VOTERS WAITING** while you restore the functionality of the ballot counter.
 - a. Immediately open the auxiliary compartment slot of the ballot box. This slot lets voters drop their ballot into the locked ballot box without being counted by the machine.
 - b. If needed, explain to voters that once the ballot counter is operating election judges will process them through the ballot counter.
 - c. Voters may use the ballot marking device to verify their ballot has no voter errors before placing it in the auxiliary compartment.
 - d. After the machine is operating again, two judges should remove the ballots from the auxiliary compartment and feed them into the ballot counter.
5. Record events on the Incident Log.

If The Polling Place Cannot Be Reopened:

Contact your local election official if your polling place is unusable. Your local election official will help you determine if you need to move to a new polling place, and will assist in identifying a new polling place location. Follow the local election official's instructions regarding moving

polling places and notification that must be posted to inform voters of the change in polling locations.

Emergencies Requiring Police, Fire, or Medical Response (911)

Call 911 for any problem or situation requiring a response from police, fire, or medical personnel. If you are using facility phones, verify ahead of time whether an access code is necessary to connect to an outside phone line.

When calling 911 to report a problem or situation requiring an emergency response:

1. Identify yourself as an Election Judge and give your ward and precinct number.
2. State the name and address of the polling place building and the specific location inside the building where the problem is located.
3. Explain the circumstances to the 911 operator and accurately describe the situation. The more accurately you can describe the situation, the better for the 911 dispatcher to be able to make a determination about what type of response is required.
4. After calling 911, call your local election official.
5. Explain the situation and the appropriate staff will be sent to assist you.
6. Record the situation on the Incident Log noting:
 - a. Time of incident
 - b. Type of problem
 - c. Name of individual(s) involved if known
 - d. Brief physical description of individual(s) involved
 - e. Brief description of the incident
7. Contact your local elections official when the situation is resolved.
8. Record the time and resolution of the situation on the Incident Log.