

Appendix 4 – Disaster Recovery Plan & Citizen Incident Report

Overview

Disaster Recovery Plan at the Polling Place

Election Judge Staffing Issues.....	Appendix 4.1
Weather Related Issues - Polling Place Staffing.....	Appendix 4.1
Snow Removal.....	Appendix 4.2
Power Outage.....	Appendix 4.2
Polling Place Extended Power Outage.....	Appendix 4.3
Retrieval of Memory Sticks and Ballots.....	Appendix 4.4
Shortage of Election Supplies.....	Appendix 4.4
Bomb Threats or Suspicious Packages.....	Appendix 4.5
How to Respond to an Active Shooter.....	Appendix 4.7
Emergency Polling Place Relocation.....	Appendix 4.8
Carroll County Regional Back-Up Polling Places.....	Appendix 4.9

Citizen Incident Report.....	Appendix 4.11
-------------------------------------	----------------------

Overview

As part of our business continuity plan, Chief Judges and Election Field Support staff will be responsible for managing any emergency situations that may occur in a polling place. If an election judge or person coming to vote are injured on the premise of a polling place, the person should complete a Citizen Incident Report.

Disaster Recovery Plan at the Polling Place

Polling Place Issues – Non-Relocating:

1. Election Judge Staffing Issues

Carroll County Board of Election (CCBOE) Judge Recruiter will strive to recruit more judges than actually required to staff Carroll County polling locations. Should an assigned election judge be unable or fail to report to his or her assigned polling location, a Judge Recruiter will begin contacting alternate judges to locate a replacement. Alternate judges will be contacted by a Judge Recruiter no later than 7:30 AM on a Primary or General Election Day or by 9:30 AM on an Early Voting Day if they are going to be asked to work. The list of alternate judges will be provided to the CCBOE Director by the Election Judge Recruiter the day preceding the election. These alternates are fully trained to handle election judge responsibilities.

2. Weather Related Issues - Polling Place Staffing

If travel conditions are bad on a Primary Election, General Election or Early Voting Day, Election Judges may require assistance in reaching

their assigned polling locations. Should an Election Judge be unable to report to his or her assigned location on Primary Election, General Election or an Early Voting Day due to a weather-related issue, he or she should immediately notify the Carroll County Board of Elections. If possible, CCBOE will assist the judge in getting to his or her assigned location. If CCBOE cannot assist the judge in getting to his or her assigned location, a CCBOE Judge Recruiter will contact alternate judges to locate a replacement.

If bad weather is forecast for an Election Day, CCBOE personnel will talk to Carroll County Department of Public Works to inquire about the use of county owned 4-wheel drive vehicles for transporting judges to polling locations. The Carroll County Sheriff's Office may be able to assist in this process. Both organizations have been contacted and their assistance is forthcoming.

3. Snow Removal – Parking Lots & Sidewalks

Carroll County Board of Elections uses both County owned and non-County owned facilities as polling locations. CCBOE has agreements in place for removal of snow and/or ice from polling place parking lots and sidewalks with Carroll County for all County owned facilities and with all non-County owned facilities.

4. Power Outage

Should a polling place lose power on an Election Day, an Election Judge should immediately contact the Carroll County Board of Elections office and await instructions. CCBOE personnel will assess

the situation and instruct the Election Judges on what procedures to follow. If a single polling place in Carroll County experiences an extended power outage, the election office will contact the Bureau of Facilities in Carroll County and request a generator be provided for use at the polling place, if possible.

5. Polling Place Extended Power Outage Plan

The Election Judges will determine the number of Scanning Units, Ballot Marking Devices, Voting Booths and Electronic Poll Books at the Polling Place. The Election Judges should use one-half of the poll books, turn off the power to the devices and unplug them. If polling place has more than one scanning unit, turn off the remaining scanning units. **NOTE:** Poll Books will return to the point of shutdown when power is restored.

- For precincts with one scanning unit, a UPS battery back-up and replacement unit will be deployed immediately.
- The remaining poll books should remain running on battery power until their batteries are exhausted. Average battery life is approximately 5 hours for Scanning Unit and 2 hours for a poll book. As power to a Scanning Unit or a Poll Book is exhausted, an Election Judge should start up one of the shutdown Scanning Units (if applicable) or Poll Books.
- If power returns during the Election, the Election Judges should plug the disconnected Scanning Units (if applicable) and poll books back into the power outlets, recharge their batteries and resume normal operations.

- If power does not return during the Election, the UPS backup power supply will be deployed by the Election Field Support (EFS) Personnel. Further instructions will be provided at that time.

CCBOE staff will be able to get blankets and water for polling places from local stores on an as needed basis. Generators and heaters will be purchased on an as-needed basis. Since some elections are being held during cold weather, each election judge is also being asked to bring warm clothing to the polling place, as appropriate, in case of a power outage.

6. Retrieval of Memory Sticks and Ballots

Should inclement weather prevent Election Judges at local polling places from delivering Memory Sticks and voted ballots to the Carroll County Board of Elections Office after the polls close on Election Day, CCBOE staff members or election field support staff with 4-wheel drive vehicles will be dispatched to the designated polling places to retrieve the memory sticks and voted ballots, which will then be taken to the CCBOE office.

7. Shortage of Election Supplies

Should a polling location become low on ballots and/or other mission critical supplies, a Chief Judge or EFS should immediately contact the CCBOE office. Supplies will be delivered by runners at CCBOE.

Bomb Threats or Suspicious Packages

1. General Information:

All bomb threats must be taken seriously. Call the police immediately on 911. Officers are on-call and available to respond 24 hours per day, seven days per week. The Officers on duty and assigned to Election Day activities at the time of the threat can be called to help in the initial assessment. Officer assignments and communication protocols are pending from the Carroll County Sheriff's Office. Follow the instructions given to you by Law Enforcement personnel and evacuate the premises immediately if instructed to do so.

When a bomb threat has been received, there is a protocol local law enforcement agencies follow. The protocol involves assessing the specifics of the threat by talking with the person who received the threat and speaking with representatives from the targeted area. While any threat could be valid, the absence/presence of certain factors helps law enforcement officials in determining the appropriate reaction. The practice and directive to officers is to always err on the side of safety when evaluating such threats. **Law Enforcement Officers may ask for your assistance - please provide whatever assistance they request.**

2. Telephone Bomb Threats

Should a bomb threat be received by telephone, follow these procedures:

- Remain calm.

- Listen carefully. Be polite and show interest. Try to keep the caller talking to gather information.
- Question the caller in a polite and non-interrogative manner. Use any means, even humor, to prolong the conversation. This will provide a better chance to identify the voice and to obtain additional information about a device or the validity of the threat.
- Upon completion of the call, ***do not hang up the phone***: The call may be traceable by the authorities. If possible, use another phone (land line or cell phone) to immediately notify law enforcement (911).
- Contact the Election Office (410-386-2958). The Election Office will immediately contact the designated personnel.

3. Written Bomb Threats/Suspicious Packages

Should a written bomb threat or a suspicious package be received, follow these procedures:

- Keep anyone from handling suspicious packages or going near them.
- Shut off all radio equipment within 100 feet of the suspicious item; **do not** activate fire alarms as vibrations from the alarm can trigger an explosion.
- **Immediately** notify law enforcement at **911**
- Promptly write down everything you can remember about receiving the letter or parcel or finding the object. This information will be needed by the police.

- Remain calm. Do not discuss the threat with other judges or the media.
- Be guided by police instructions. Evacuate the premises immediately if instructed to do so. If requested, assist police in identifying packages or items.
- Contact the Election Office (410-386-2958). The Election Office will immediately contact the designated personnel.

4. What Does a Suspicious Package Look Like?

- Anything that is patently out of place, or feels odd should be considered a suspicious package.
- Parcels received in the mail that: have large numbers of stamps rather than metered labels, are from unfamiliar or suspicious addresses, appear to have disguised handwriting, are tied with string, or are completely sealed with tape are frequently considered suspicious.
- Packages with grease stains or strange odors can be considered suspicious, especially if combined with the factors mentioned above.
- IF YOU SEE SOMETHING, SAY SOMETHING

How to Respond to an Active Shooter

1. Run

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. Hide

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone

3. Fight

- Fight back as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the shooters

4. How to respond when law enforcement arrives

- Remain calm and follow instructions
- Put down any items in your hands
- Raise hands and spread fingers
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or directions when evacuating

Emergency Polling Place Relocation

The following section deals with issues which may arise as the result of an emergency at a Carroll County polling place and relocation is required for Election Day.

Should an emergency situation (such as a fire, bomb threat, gas leak or structural degradation of a polling site) or a weather-related issue arise which necessitates an emergency re-location of a polling place either prior to its opening or during the day on a Primary Election, General Election or Early Voting Day, the following procedures should be followed:

Election Judges at the Impacted Polling Location:

Immediately contact both the Carroll County Board of Elections and 911. Every election judge in Carroll County has been provided with contact information for all key CCBOE personnel. Contact should be initiated by one of the Chief Judges, if possible; in the absence of the Chief Judges, contact can be initiated by any judge at the affected polling place.

All Chief Judges have been instructed to ensure that cell phones will be available at their polling locations on Primary Election, General Election and Early Voting Days. It is recommended that Chief Judges ask all Election Judges at their polling sites who have cell phones to bring the cell phones to the polling site.

Carroll County Regional Back-Up Polling Places

In the event that a polling place cannot open or must close on a Primary Election, General Election or an Early Voting Day, a back-up regional polling site will be available. There are 5 Regional sites throughout the county. Any polling place which is closed will have signs at the polling place indicating the location of the back-up site.

The polling location change will also be posted on the Carroll County Board of Elections Hot Line (410-386-2080) and on the CCBOE website (<https://ccgovernment.carr.org/ccg/electionboard>).

Carroll County Board of Elections personnel will notify impacted organizations, such as the Carroll County Public School System and Carroll County Sheriff's Department and Emergency Office of Communications personnel, that a back-up polling location is being activated.

Election Day Back-Up Sites:

Carroll County Board of Elections Office

300 S Center St.

Westminster, MD 21157

Assigned Precincts: 3-1, 4-1, 4-2, 4-3, 7-1, 7-2, 7-3, 7-4, 7-5, 7-6, 7-7, 7-8

North Carroll Senior Activities Center

2328 Hanover Pike

Hampstead, MD 21074

Assigned Precincts: 6-1, 6-2, 8-1, 8-2, 8-3

Taneytown Senior Activities Center

220 Roberts Mill Rd.

Taneytown, MD 21787

Assigned Precincts: 1-1, 1-2, 2-1, 2-2, 10-1, 11-1, 12-1

South Carroll Senior Activities Center

5928 Mineral Hill Rd.

Sykesville, MD 21784

Assigned Precincts: 5-1, 5-2, 5-3, 5-4, 5-5, 5-6, 14-1

Mt. Airy Senior Activities Center

703 Ridge Ave.

Mt. Airy, MD 21771

Assigned Precincts: 9-1, 9-2, 13-1, 14-2, 14-3

Early Voting Back-Up Sites:**Carroll County Board of Elections - Gymnasium**

300 S Center St.

Westminster, MD 21157

South Carroll Senior Activities Center

5928 Mineral Hill Rd.

Sykesville, MD 21784

Citizen Incident Report

Citizen Incident Reports can be found in the Precinct Binder. If a report is completed, Chief Judge should notify the local board of elections office as soon as the incident happens.

Carroll County Board of Elections
CITIZEN INCIDENT REPORT

Instructions: This report is to be completed for any accident or incident involving a citizen (non-employee) which occurs on county property. The County employee who first becomes aware of the situation should complete and sign the form. Forward the form to the Board of Elections Office as soon as possible. Call if there is a serious injury or property damage. (410)386-2958.

1. Citizens Name: _____
Address: _____
Phone: Day: _____ Evening: _____
2. Date of Incident: _____ Time: _____ AM _____ PM
3. Location of Incident (building room, etc.) Be specific.

4. Fully describe how the incident occurred:

5. Describe the injury or property damage:

6. Were any witnesses present? _____ If so, please provide names and contact information here: Name: _____
Phone: _____
7. What action was taken as a result of the incident? (First aid, police or ambulance called, parents called, etc.)

8. Does the citizen wish to be contacted for follow-up? _____
9. Additional Comments:

Signature: _____ Date: _____