

State of WisconsinTown of ScottLincoln County

WHEREAS, there are many scenarios, both natural and human-caused, that warrant taking precautions and having a plan to prevent, minimize, and recover from possible situations that may interrupt election day activities; and,

WHEREAS, the Town Clerk is responsible for overseeing the elections for the Town of Scott, and is therefore responsible for ensuring that the town has an Election Day Contingency Plan;

THEREFORE, BE IT RESOLVED that the attached *ELECTION CONTINGENCY PLAN* is hereby adopted as a guideline for the Town Clerk and all election workers to follow in various emergency situations on election day; and

BE IT FURTHER RESOLVED that the Town Clerk review the *ELECTION CONTINGENCY PLAN* with all current town election workers prior to the next election conducted in the Town of Scott, Lincoln County, Wisconsin, and with any individuals appointed as elections workers in the future.

Approved by the Town of Scott on this 10th day of July, 2018.

BY:

Mike Woller
Mike Woller, Chair

Charles Reinhardt
Charles Reinhardt, Supervisor

Gerald Schmidt
Gerald Schmidt, Supervisor

Subscribed and sworn to before me:

Becky Byer

Becky Byer, Clerk of the Town of Scott

This 10th day of July, 2018.

ELECTION CONTINGENCY PLAN

TOWN OF SCOTT, LINCOLN COUNTY, WI

The foregoing is a contingency plan developed by the Town Board of the Town of Scott, Lincoln County, Wisconsin, to protect the right of the residents of the Town of Scott to continue to vote in the event of an emergency situation caused by natural disaster, fire, or other potential interruptions to the democratic process.

This plan is not all inclusive, but it does provide a guideline for election workers to follow in various emergency situations.

Power Outage

In the event of a power outage at the polling location, the town hall is equipped with a backup generator which should automatically turn on. In the event it does not, poll workers should be aware of where emergency lighting such as flashlights are located.

Voting machines are equipped with a battery backup and will continue working for a limited period of time. If the outage surpasses the time of the life of the battery backup on the voting machine, voted ballots will be hand counted by the election workers upon the closing of the polls at 8:00 p.m.

In the event of a long-term outage, a change of venue may be required.

Tornado Warning/Severe Weather

In the event of a severe weather warning which requires Election Inspectors and voters to take cover, all unvoted ballots and poll lists shall be secured by the Chief Inspector. The ballot box should remain locked, and the time from beginning to end of the incident should be recorded on the *Inspector Statement*.

If it is necessary to take shelter, all Election Inspectors, voters, and others in the building should do so in the *File Room* which is the room between the main hall and the garage.

Fire or Fire Alarm

In the event of a fire alarm, the following action should be taken so as to cause the least amount of disruption to election activities:

- Remain calm and call 9-1-1.
- Advise all persons present in the building to evacuate to the parking lot.
- Secure all ballots and voting machines.

- The Poll Books and all unused ballots should be taken into custody by the Election Inspectors.
 - The ballot box holding voted ballots should remain locked.
 - Voting machines should be unplugged (they are equipped with battery backup).
- Voting may resume as soon as fire department personnel have cleared the building for re-entry.

If an actual fire is detected, all unused ballots, poll lists, the locked ballot box, voting machines, and all other voting materials should be moved to the parking lot if possible.

At no time should the ballot box or ballots be out of sight of the Election Inspectors.

If re-entry to the building is not permitted, a change of venue will be required.

Threatening Phone Call/Bomb Threat/Suspicious Package or Object

If a threatening phone call is received at the polling place, the person taking the call should immediately write down everything they can remember about the call, including the time of the call, how long the call lasted, whether the caller had an accent, the tone of the caller's voice, etc. Once these details are preserved, you should call 9-1-1 and report the call to law enforcement who will instruct you how to proceed.

In the event a suspicious package or object is found on the premises of the polling place, do not go near it or handle it. Call 9-1-1 and report the incident.

Violence or Threats of Violence

All threats of violence should be taken seriously. Any threat received by an Election Inspector should be immediately reported to the Chief Inspector. The Chief Inspector will report the threat to law enforcement who will advise what, if any, action should be taken next.

If there is an immediate threat or act of violence, any Election Inspector or the Chief Inspector should call 9-1-1 if it safe to do so.

In the event of a confrontation, try to remain calm and not panic. Do exactly what is asked of you and do not do anything that would surprise or startle the individual.

Change of Venue

A change of venue will require a police escort from the original polling place to the alternate polling place.

The alternate polling place for the Town of Scott shall be:

Rock Island Express Snowmobile Clubhouse
W6196 Joe Snow Road
Merrill, WI 54452

If it is determined that a change of venue is required, the Town Clerk shall notify the County Clerk of the situation. The Town Clerk should then notify the Lincoln County Sheriff's Department to request a police escort to the alternate location.

The police escort will report to the polling location requiring the move.

All poll workers will assist the Clerk in packing up all ballots, poll lists, the locked ballot box, voting machines, and all other voting materials.

All unvoted ballots must be in the presence of the Chief Election Inspector and at least one other inspector during the change of venue.

The ballot box shall remain locked at all times during the move.

A police officer will remain in view of the ballot box containing the voted ballots at all times during the move. The police escort will transport the ballot box from the original polling location to the alternate polling location.

Once at the alternate polling location, the Clerk and poll workers will set up the polling location in the normal fashion.

Entry of this change of location shall be clearly documented on the *Inspector Statement* by the Chief Election Inspector.

The Clerk shall designate an individual to remain at the original polling location, or as close to the original polling location as permissible, to notify all electors of the place to which the election was moved.

The Clerk shall contact local radio stations to announce the re-location of the polling place and shall also post the announcement on the town website.