



TOWN OF DANE

ELECTION DAY EMERGENCY AND CONTINGENCY RESPONSE PLAN

This document is maintained by:

Town of Dane Clerk's Office

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INTRODUCTION and PURPOSE

The Wisconsin Elections Commission has recommended that all municipalities develop an emergency response plan to ensure that voters and election workers are safe and that the voting machines, ballots, poll books and all election materials are secure.

This document will serve as the emergency response/contingency plan for the Town of Dane 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.

In the extreme case that the polling place must be moved, the Town of Dane will relocate its polling place to the Dane Village Hall, 102 W. Main St., Dane WI 53529.

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.

GENERAL RESPONSIBILITIES FOR THE CLERK AND CHIEF INSPECTORS

- Know where the primary and secondary exits are to the polling place. Know the safest evacuation routes from various areas in the building.
- Locate the fire extinguishers within the facility and understand the proper usage procedure.
- Be knowledgeable of how to dial 911 from the Town Hall telephone and how to use your cell phone to reach emergency personnel.
- Review the procedures for each type of potential emergency and know how to proceed. Have a specific point or location for all personnel to assemble.
- Report any unusual activity or persons at the polling location.
- Always document any deviation from normal election routine, evacuation or emergency activities on the Inspector Statement EL-104.
- Poll Watchers are expected to follow all emergency procedures. They are prohibited from interfering with the election process or emergency procedures. They may continue to watch the election processes without interruption. If they do not comply, ask them to leave or have them removed by law enforcement personnel.

Polling Place Staffing, Hours of Operation, and Location

Address of this Polling Location:

DANE TOWN HALL
213 W. MAIN STREET
DANE, WI 53529
608-849-4335

Emergency Alternate Polling Location:

DANE VILLAGE HALL
102 W. MAIN STREET
DANE, WI 53529
849-5422

Staffing:

This polling locations will have the following staff on site depending on the specific election requirements:

- Chief Election Inspector (1-2)
- Election Inspectors (3-6)
- Town Clerk or Deputy Clerk

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. The court order must be sought by the municipality or its representative. The Clerk will be responsible for requesting the court order.

Law Enforcement:

The Dane County Sheriff's Department provides law enforcement in the Town of Dane.

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 Procedures).

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.
- **Dial 9-1-1 WHEN IT IS SAFE TO DO SO!**
- Take note of the two nearest exits in your polling place.
- If you are in a separate room, stay there 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.

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 suspicious 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. Follow the instructions regarding evacuation Section E. Evacuation.

E. EVACUATION PROCEDURES

Fire or immediate threat

The most commonly asked questions in the event of a fire emergency will be: where are the voted ballots and where are the unvoted ballots?

At no time will ballot boxes, unvoted ballots, the DS200 machine, ExpressVote and any other election materials be out of sight of at least 2 Election Inspectors.

If an evacuation becomes necessary, in case of fire or other immediate threat, the following steps can help keep people safe and effectively continue the election processes.

- **CALL 9-1-1 FIRST IF POSSIBLE**
- **Make sure everyone exits the building promptly. Assemble at a safe distance from the building and stay out of the area that emergency personnel will use.**
- Unplug the DS-200. The battery backup will retain the voting data in the machine's memory. Wheel the DS-200 out of the building and into the parking lot. Voting may resume as soon as fire officials have cleared the building for reentry.
- Unplug the ExpressVote and carry to the parking lot.
- All unvoted ballots shall be taken into custody immediately by the Election Inspectors. The ballot bin that is being used to store voted ballots shall remain locked. The purpose of removing all unvoted ballots is to prevent people from voting on unauthorized ballots while inspectors are out of the building.
- All election materials must be removed from the Town Hall to the Town Hall parking lot (Use the empty storage boxes stored for this purpose):
 - All unused ballots
 - Poll lists and other materials, absentee ballot envelopes, etc.
 - Touchscreen ballot marking equipment (Express Vote)
 - Ballot tabulating machine (DS200) and the ballot bin.
 - Any voted ballots that were previously removed to a locked box.
 - The spoiled ballot box.

- Take attendance 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, Deputy Clerk or Chief Election Inspector shall monitor the severe weather advisories and take action as instructed by local authorities. Safety of human life is the first concern.

- If an evacuation is necessary, follow **E. EVACUATION PROCEDURES**
- If a tornado is reported or seen that requires voters, election workers and others present (i.e. Election Observers) to seek immediate cover at the polling place, seek shelter in the designated area of the Town Hall. **The designated areas are the two restrooms in the Dane Town Hall.** All unvoted ballots, poll lists absentee ballots, etc will be secured by the Chief Inspector and election inspectors. The voting equipment/ballot box can be unplugged and locked in a secure storage area, or kept in the designated area with the poll workers. 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 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.
- If the storm causes damage which prevents the resumption of election activities at the regular polling location, the Town Clerk or Deputy Clerk will consult with the County Clerk about moving the polling place to the alternate location. A decision on the course of action may be sought from the Wisconsin Elections Commission

G. POWER 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.

Note the time of the power outage on the Inspectors' Statement and contact the clerk and Town Chair immediately. Turn off the voting equipment and have voters deposit their ballots into the equipment's auxiliary compartment. Depending on circumstances and time of day, it may be possible to continue voting with natural light or by flashlight. If flashlights and/or emergency lighting are not already available at the polling location, the Chief Election Inspector or Clerk should reach out to the **Town Chair or Town Patrolmen** to deliver flashlights or other emergency lighting.

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 (**Dane Village Hall, 102 W> Main St, Dane WI 53529**). 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 (**213 W. Main Street, Village of Dane, 53529**) and 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.

I. CHANGE OF VENUE

The Town of Dane will use the Dane Village Hall, 102 W. Main St., Dane WI 53529 as the alternate polling place.

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

- The County Clerk and State Elections Commission will be notified.
- Request a police escort to the new polling place from the Dane County Sheriff's Department.
- 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.). All voting machines, ballots and other materials must be under the control of 2 election inspectors at all times.
- The Clerk or other official will organize transport vehicles.
- All Election Inspectors will assist the Clerk in moving the election materials and equipment to the transport vehicles.
- The voting equipment/ballot box will remain locked at all times.
- The voting equipment/ballot box will be escorted to a municipal vehicle or police vehicle, if available.
- All unvoted ballots should remain in the presence of the Chief Inspector and at least one other Election Inspector during the change of location.
- At the new location, the polling place will be set up as normal.
- 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 media, social media, etc. to direct voters to the new location.
- Inspectors should document the change of venue and what time voting resumed on the Inspectors' Statement.
- If voting is disrupted for an extended period, a court order may be requested to extend polling place hours. General practice suggests the Municipal Attorney contact a Dane County Judge to seek this order. Dane County Clerk of Courts Office can provide contact information for the correct judge.
- The Inspector Statement should reflect the procedures taken to seek this court order. This includes attaching the court order to the Inspector Statement.
- Each ballot voted from the normal closing time until the time allowed in the court order should be marked according the WI SS 6.96 – Voting Procedure for Electors Voting Pursuant to Federal Court Order.

J. CYBER AND ELECTION SECURITY

To ensure that Wisconsin's Election Systems are protected and secure from cyber threats, the Town of Dane under the direction of the Wisconsin Elections Commission (WEC) has implemented the following steps:

- All Town of Dane Computers used to access WisVote, the state-wide voter registration and election management system, are password protected and maintained with professional IT support.
- The operating system and anti-virus software are updated as required.
- The clerk and deputy clerk have each completed the WEC online cyber security training and the deputy clerk has attended an in-person TTX training session.
- To access WisVote, a two factor log-in is required: a password and a physical "key".
- The Optical scanner (DS-200) and the ExpressVote (ballot marking device) are not connected to the internet at any time.
- All election materials and voting machines are kept in a separate locked closet in the Town Hall at all times. It is only accessible to the Clerk and Deputy Clerk. The Town Hall is locked at all times and only accessible to Town Officials and authorized personnel.
- For each election, the DS-200 and ExpressVote are secured in a separate locked closet in the Town Hall once they are set up and the public test conducted. All ballots are kept in a locked cabinet in the locked closet.

K. PANDEMIC PREPARATION AND PLANNING

In the case of an ongoing pandemic or epidemic where disease spread in the polling place is a concern, procedures will be implemented based on guidance and recommendations from the Wisconsin Elections Commission, the CDC, and State and Dane County health departments.

- For each election (if needed) an action plan will be developed to limit exposure and ensure voter and poll worker health and safety. This plan may include:
 - Steps to limit the number of voters allowed into the polling place at one time.
 - Specific ways to maintain physical distance, including arrangement of the polling place inside and out.
 - Shielding placed to separate poll workers and voters while signing poll book and receiving ballots.
 - Specific steps to ensure a high degree of sanitation.
 - Specific steps to encourage absentee voting to limit the number of voters on Election Day.
 - Other measures as necessary based on guidance and recommendations of relevant agencies.

TOWN OF DANE/DANE COUNTY ELECTION DAY CONTACTS

Town of Dane Clerk	Name: Angie Volkman
	Daytime Phone Number: 608-575-3365
	After Hours Phone Number: 608-575-3365
	Email: clerk@townofdane.gov
Town of Dane Deputy Clerk	Name: Kendra Tutsch
	Daytime Phone Number: 608-592-2497
	After Hours Phone Number: 608-592-2497
	Cell: 608-332-1073
	Email: deputy@townofdane.gov
Fire/Police/EMS	9-1-1
Fire Non-Emergency	608-849-4211
Police Non-Emergency	Dane County Sheriff 608-266-4948
Town of Dane IT Support	Name: Capital Computer LLC/ Frank Liu
	Daytime Phone Number: 608-278-6860
	After Hours Phone Number: 608-278-6860
	Email: fliu@capcomputer.com
Voting Equipment Support	Name: ESS- Kyle Weber
	Daytime Phone Number: 402-415-8102
	After Hours Phone Number: 402-415-8102
	ESS 1-877-377-8683, kdweber@essvote.com
Town of Dane Municipal Attorney	Name: Tim Homer, Geier, Homer & Roy LLP
	Daytime Phone Number: 608-333-0001
	After Hours Phone Number: 608-333-0001
	Email: tim@wislaw.net
Town of Dane Chair	Name: Dave Koenig
	Daytime Phone Number: 608-220-5235
	After Hours Phone Number: 608-220-5235
Dane County Clerk's Office	608-266-4121
Village of Dane Clerk (alternate voting site)	Name: Teresa Hughey Groves
	Phone Number: 608-849-5422
	Email: clerktreasurer@vi.dane.wi.gov
Dane County Clerk of Courts	608-266-4311

OTHER DANE COUNTY CONTACTS

Chief Deputy Clerk	Name: Patti Anderson
	Phone Number: 608-266-4121
	Email: Anderson.Patti@countyofdane.com
Election Management Specialist	Name: Rachel Rodriguez
	Phone Number: 608-266-4111
	Email: Rodriguez.Rachel@countyofdane.com

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 on 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
	Jim Witecha (Staff Counsel)
	Daytime Phone Number: 608-266-0136