

VILLAGE OF BOAZ – ELECTION EMERGENCY PLANS

Types of emergencies:

1. Power outage
2. Gas leak
3. Fire
4. Bomb threat

Emergency location is the Boaz United Methodist Church (Boaz)

Power outage

There will be no evacuation for a power outage unless there are three battery-operated lights in the cabinet under the voting machine (table, and hallway). An alternate inspector will be called.

Gas Leak, Fire, Bomb Threat

Stay calm and dial 9-1-1.

The evacuation and safety of human life is the first concern. Inform any voters of the safety evacuation route.

Secure election materials, if safe to do so (voting equipment, ballots, inspectors' statements) and move them to the clerk's vehicle or the chief inspector's vehicle (if the clerk has yet to arrive).

If possible, this check-off procedure will be followed.

1 inspector takes the liners out of both garbage cans, and places in them:

- ☐ Everything in the cabinet under the voting machine
- ☐ Everything on the inspectors' table, including:
 - ☐ Poll books
 - ☐ Paper ballots
 - ☐ Elections manuals and binders
- ☐ The voting machine instructions binder (on the cart under the voting machine)
- ☐ Ballot Box(es)

The other 2 inspectors carefully carry the voting machine:

- ☐ Do **NOT** close the polls!
- ☐ In between voters, press and hold the **Power** button in your printer door until you get the shut down message. Press **Shut Down**, pack up and move the ICX. Plug the ICX in and power up. It will come back to where you were before the move.

Inspectors meet outside (as far away from the building as needed). 2 inspectors stay with the voting materials while the third gets a vehicle. Load materials and "voter assistance needed" sign.

If possible, tape change of location announcement over the handicapped parking sign at the end of the concrete pad. (Use the purple tape with the voting supplies.)

Enough copies
for everyone
to have their
own in an
emergency

VILLAGE OF
17010 STATE HIGHWAY 171, RICHLAND CENTER, WI 53581
OFFICIAL PUBLIC
EMERGENCY POLLING

Post, if possible, over handicapped parking sign and on CB door :

PLEASE TAKE NOTICE that the Village of Boaz, Richland County, Wisconsin has had an emergency change of polling place. The new site location is listed below:

Boaz United Methodist Church
16900 State Highway 171
Richland Center, WI 53581 (Village of Boaz)
608-536-3603

Directions: Exit the Boaz Community Building parking lot. Turn right onto State Highway 171. Stay on State Highway 171 for 0.8 miles. The Boaz United Methodist Church will be on the right.

VILLAGE OF BOAZ

17010 STATE HIGHWAY 171, RICHLAND CENTER, WI 53581

OFFICIAL PUBLIC NOTICE EMERGENCY POLLING PLACE CHANGE

PLEASE TAKE NOTICE that the Village of Boaz, Richland County, Wisconsin has had an emergency change of polling place. The new site location is listed below:

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16900 State Highway 171
Richland Center, WI 53581 (Village of Boaz)
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Directions: Exit the Boaz Community Building parking lot. Turn right onto State Highway 171. Stay on State Highway 171 for 0.8 miles. The Boaz United Methodist Church will be on the right.

From: Coakley, Allison - ELECTIONS <Allison.Coakley@wisconsin.gov>
Sent: Friday, September 29, 2017 12:57 PM
To: Dawn Dobbs (villofboaz@mwt.net)
Subject: Emergency Preparedness

Hi Susie:

Our staff attorney is not aware of any state statute that prescribes procedures for moving a location "after" votes have been received, but the procedures prescribed in that statute he believes should still be used. We have received calls on Election Day and have had a couple scenarios in which we have advised what to do if the polling location becomes unusable at some point during the day – he recalls a fire call and a bomb threat which we worked with the municipal clerk to get the location moved with the least possible disruption to voting.

1) if the polling place is moved, they need to make sure individuals are directed to the new polling place by posting signs or having an individual at the old location directing individuals to the new site – similar to what is prescribed in 7.37(1). Posting notices on the municipal and county websites and alerting the media of the change are also recommended to get the word out quickly and effectively. Asking for assistance from law enforcement to help with directing traffic is also a great idea

2) securing materials and equipment in a transparent manner is also important so the public is confident that their votes will count regardless of where they were cast. Bundling voted ballots together and securing them, marking them as such – bundling blank ballots and ensuring ballots are not misplaced in transit, securing equipment including tabulators, ADA equipment and associated memory devices is also paramount. Documenting chain of custody for key documents and equipment can go a long way if someone questions how ballots were transported or how many ballots had gone through the tabulation equipment prior to the location change

3) law enforcement can play a role in transporting sensitive equipment and materials as well if that is worked out ahead of time in any contingency plan. This eliminates the potential uneasy feeling a poll worker could have transporting ballots in their car, etc. 4) Finally, clerks should keep track of how long voting was not available and if possible, how many voters may have been effected by the timeframe for which voting was not available. There is a strong chance that someone may file an emergency request with a court to extend voting hours. Being able to document the impact will go a long way to inform the court of whether extended hours are warranted. For example, if you know that 10 people came to the old location, were not able to vote, but all 10 of them were able to get to the new location to vote – a judge may question whether any extended time is necessary as everyone was able to vote, even though inconvenienced.

Nate advised that the focus is on notice to voters, securing materials and keeping good records of everything that has happened.

Please contact me if you have any questions.

Allison Coakley
Training Coordinator
Wisconsin Elections Commission
Phone: 608-261-2033
Fax: 608-267-0500

Wisconsin law now requires a photo ID to vote. For additional information, click below.