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APR 24 2025

RUSH COUNTY
ELECTION BOARD

County Election Board Order 2025-1

In accordance with I.C. 3-11-18.1-3, the attached "Rush County Vote Center Plan" is hereby accepted by the Rush County Election Board as the "draft plan" as approved at the Public Meeting held on 4/24/2025.

Further, in accordance with 3-11-18.1-3(d), the County Election Board will accept written comments on said "draft plan" beginning 4/24/2025 through 12noon on June 4, 2025.

Further, in accordance with 3-11-18.1-3(e), on June 5, 2025 at 2:00p.m. in room 209 of the Rush County Courthouse, the County Election board will hold a Public Hearing to consider written comments received and to hear public comments regarding the "draft plan". After said meeting, in accordance with 3-11-18.1-3(f) the County Election Board will vote on whether or not to adopt the "draft plan".

X R. J. Ball
Jeff McDaniel, Chairman/Democrat Board Member

X Verlin Custer
Verlin Custer, Republican Board Member

X Jenny Sammons
Jenny Sammons, Secretary of Board

Adopted this 24 day of April, 2025.

ATTEST:

Jenny Sammons
Jenny Sammons, Rush County Circuit Court Clerk

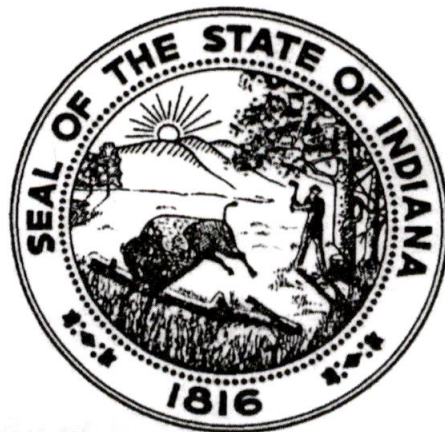
(DRAFT approved 4/24/2025 **)**

RUSH COUNTY VOTE CENTER PLAN

Version 1.0

Effective January 1,2026

(Original Plan Created 2025)



April 24, 2025

VOTE CENTER AND SATELLITE VOTING LOCATIONS

Effective for the 2026 Primary Election, in Compliance with IC 3-11-18.1, the Rush County Election Board proposes to adopt a plan for the establishment of Voting Centers in Rush County, to provide more convenient, efficient, cost-effective voting access, and procedures for all Rush County voters.

Rush County plans to utilize 7 vote center locations. Indiana Code 3-11-18.1-6 only requires one vote center per 10,000 active voters, however the Rush County Election Board plans to provide one vote center per roughly 1,560 active voters.

Current Voter Count:

- (A) Total number of registered voters within Rush County – 11,988
- (B) Total number of active voters within Rush County – 10,923
- (C) Total number of inactive voters in Rush County – 1,065

PRIMARY AND GENERAL ELECTION(S)

The following are suggested vote center locations to be opened on Election Day from 6:00 a.m. to 6:00 p.m. (The following locations will be reviewed and may be amended prior to each election cycle.):

1. Rush Shelby Energy Community Bldg, 1181 N. Sexton Street, Rushville IN
2. Ercel Beaver Community Bldg., 1 N. Main Street, Carthage IN
3. Posey Twp. Volunteer Fire Dépt., 7560 W. US Hwy. 52, Arlington, IN
4. Manilla Volunteer Fire Dept., 9234 W State Road 44, Manilla, IN
5. Milroy United Methodist Church, 114 N Pleasant St., Milroy, IN
6. Center Christian Church, 9112 N. 50 West, Knightstown, IN
7. New Salem Lion's Club, 4324 E. US Hwy. 52, Rushville, IN 46173

The Clerk's Office, in the main corridor of the second floor, at the Rush County Courthouse will serve as the absentee early-in-person voting location as required by I.C. 3-11-10-26 and will be open from 8:00am – 4:00p.m. beginning 28 days prior to election day and continuing through the Monday immediately preceding election day from 8:00am – 12 Noon and the two Saturdays immediately preceding election day for a four-hour period as determined by the County Election Board.

Rush County will offer one satellite voting location, *in addition to* the Clerk's Office, for early-in-person voting to occur on each of the two Saturday's preceding election day, from 8:00a.m. – 12:00 Noon:

1. Posey Twmsp. Volunteer Fire Dept., 7560 W. US Hwy. 52, Arlington, IN
2. New Salem Lion's Club, 4324 E. US Hwy. 52, Rushville, IN 46173

If one of these locations is not available, the County Election Board may vote to use one of the other election day vote locations as a satellite voting location. The County Election Board may amend the 4-hour voting period as necessary if a circumstance requires such.

PRIMARY AND GENERAL (FOR MUNICIPAL/TOWN) ELECTION(S)

The following are the suggested vote center locations to be opened on Election Day from 6:00 a.m. to 6:00 p.m. for the municipal election and every four (4) years thereafter (doesn't include towns having a population of less than 3,500 that file their Resolution to conduct their own elections).

1. Rush Shelby Community Bldg, 1181 N. Sexton Street, Rushville IN (City of Rushville, IN)
2. Ercel Beaver Community Bldg., 1 N. Main Street, Carthage IN (Town of Carthage, IN)

The suggested satellite location to be open on the one Saturday prior to the municipal election and every four (4) years thereafter from 8:00 a.m. – 12:00 Noon. (doesn't include towns having a population of less than 3,500 that file their Resolution to conduct their own elections) is:

1. Rush Shelby Community Bldg, 1181 N. Sexton Street, Rushville IN (City of Rushville, IN)
2. Ercel Beaver Community Bldg., 1 N. Main Street, Carthage IN (Town of Carthage, IN)

The County Election Board may amend the 4-hour voting period as necessary if a circumstance requires such.

The Clerk's Office, in the main corridor of the second floor, at the Rush County Courthouse will serve as the absentee early-in-person voting location for the municipal election as required by I.C. 3-11-10-26 and will be open from 8:00am – 4:00p.m. beginning 8 days prior to election day and continuing through the Monday immediately preceding election day from 8:00am – 12 Noon and on the Saturday immediately preceding election day for a four-hour period as determined by the County Election Board.

NOTE: Voters from every precinct may vote at any polling or satellite location. Every ballot style for each precinct in Rush County will be available at each vote center and satellite location (depending on the election, the number of ballot styles varies greatly; therefore, this plan does not attempt to provide a specific number of ballot styles). Each vote center and early voting location will be connected to all other vote centers or early voting locations in Rush County (as well as to the County Election Board) via electronic poll books connected via secured internet lines. Early voting satellite locations will consist of at least one bi-partisan absentee voter board determined each election by the County Election Board. Each election day vote center location, depending on the election, will have one precinct election board, meaning an inspector, two clerks and two judges of opposite parties. (See Certification that each location above is accessible to voters with disabilities as required by the Help America Vote Act and the Americans with Disabilities Act.)

VOTING EQUIPMENT

Rush County will continue using MicroVote Infinity machines. Because the MicroVote Infinity's are Direct Recording Electronic (DRE) machines, the requirement in I.C. 3-11-18.1-14 that requires ballots to be kept separately by precinct is easily met. Just as in traditional elections, at the end of the election day, votes will still be tallied and reported by precinct.

ELECTION POLL BOOK

Rush County will be using the KNOWiNK electronic pollbook from KNOWiNK Innovative Election Solutions. The electronic pollbook will be securely connected to every vote center and the County Election Board at the Rush County Courthouse on election day. It will securely connect every satellite vote center and meets all standards set out by Indiana Law under I.C. 13-11-8-10.3.

ELECTRONIC POLL BOOK DESCRIPTION AND SECURITY DETAILS

For the hardware, software and firmware used for the electronic pollbooks, Rush County will be utilizing the KNOWiNK Poll Pad system.

The KNOWiNK pollbooks will one be accessible when a member of each party enters their undisclosed password. The number of voters on the machines and the number of voters in the KNOWiNK pollbooks will be check and balanced each day.

In the event of a power failure at each or one vote center, the voting machines and electronic pollbooks will be switched to battery backup &/or a generator. For obvious reasons, if the safety of voters and or poll workers is ever at risk, the Rush County Security Plan will go into effect with instructions from the Rush County Clerk, Rush County Election Board, Rush County EMA and or Rush County Sheriff Department.

METHOD FOR PROVIDING DATA

The KNOWiNK electronic pollbooks will enable election administrators at election central to print a list of voters who have voted by precinct. Reports can also be downloaded and emailed out.

SATELLITE EARLY VOTING LOCATIONS

Satellite locations are sites that may be open during a period prior to each Election Day. Satellite locations are places where any voter in the county may vote early absentee-in-person. As required under IC 3-11-10-26.3, Rush County will designate at least one satellite location that will also be open for voting on the *two* preceding Saturdays before Election Day or, in a Municipal Election, *one* Saturday immediately preceding the municipal election day.

POLL WORKERS

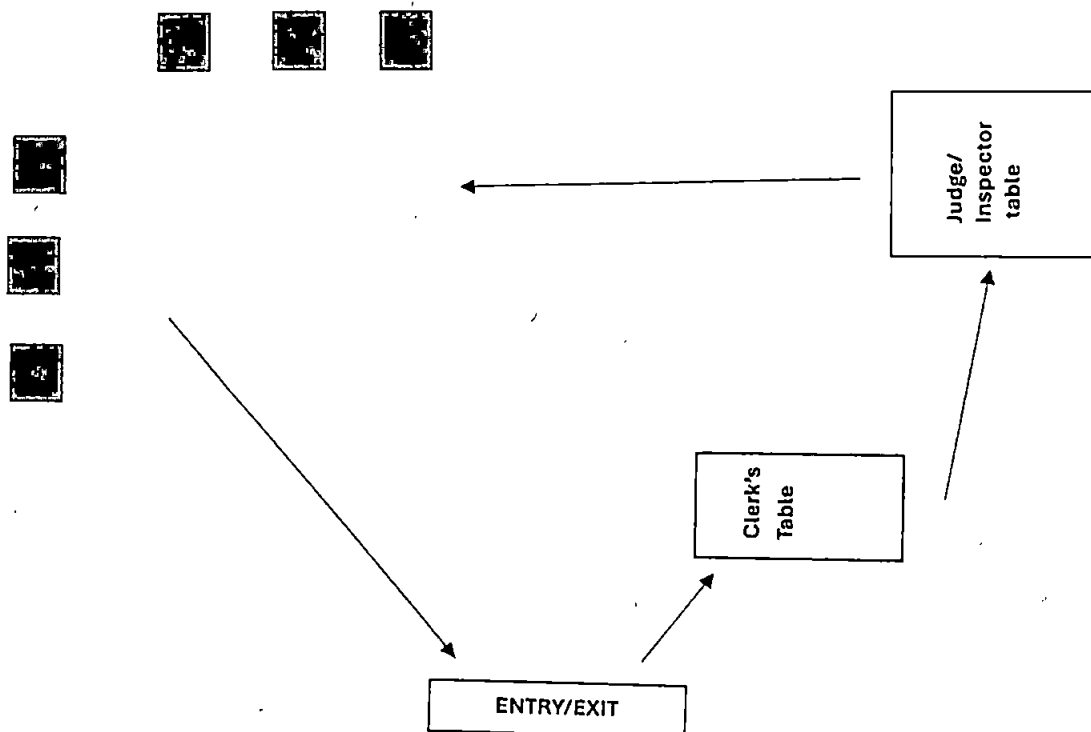
Each early voting satellite location will consist of at least one bi-partisan absentee voter board determined each election by the County Election Board. Each Election Day vote center will have at least one traditional precinct election board made up of an inspector, at least two clerks and two judges of opposite parties, depending on the election size and location of the vote center. Training procedures for poll workers will remain the same.

The number of precinct election board workers (keeping with IC 3-11-18.1-4), electronic poll books and voting machines sent to each location will be determined and may be changed by the County Clerk at his/her discretion.

RESERVE/ALTERNATE POLL WORKERS

The attempt to reserve at least one alternate poll worker per party per each satellite location and Election Day vote center will be retained. These workers will be trained the same as any other worker and paid for training accordingly. The reserve worker may work any polling location in any position according to party.

VOTE CENTER/EARLY VOTING LOCATION LAYOUT EXAMPLE

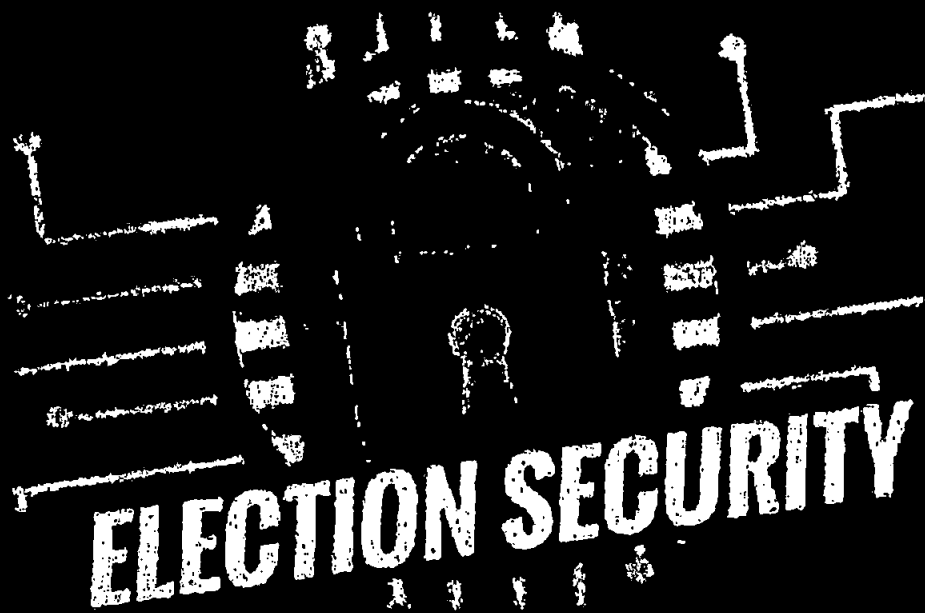


VOTER EDUCATION

Rush County has a media and community outreach strategy that will involve press releases to newspapers and/or radio stations. In addition, we will use our county web site, Rushcounty.in.gov, and available social media platforms to prepare Rush County Citizens for this change. Also, each voter in the county will receive at least one postcard/mailed via U.S. Postal Service prior to the initial election (2026 Primary Election) informing them of this change and where each vote center is located.

EMERGENCY RESPONSE

See the attached "Rush County Election and Polling Place Security Plan".



RUSH COUNTY ELECTION AND POLLING PLACE SECURITY PLAN

State of Indiana County Plan

October 2022



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EXECUTIVE SUMMARY

Elections are the cornerstone of our democracy. In the State of Indiana 4,795,000 million residents are eligible to vote in nearly 5,000 polling places. A citizen's right to vote is one of our constitutional rights. Natural and man-made disasters have the potential to throw elections into chaos, destroying infrastructure, displacing voters, and potentially rendering the impacted system more vulnerable to security threats. Recent catastrophic hurricanes, wildfires, floods, terrorist attacks and other disasters have unfortunately made election stabilization and recovery in the aftermath of such events a timely topic for election officials across the country.

When a disaster strikes close to Election Day, election administrators must ensure that elections are still conducted without any margin for error, and often, without any budgetary or scheduling adjustments. Many scenarios, both natural and man-made warrant taking precautions and preparing to prevent, respond to, and recover from an emergency which may disrupt voting. The State of Indiana recognizes the need to take a proactive approach to election emergency preparedness planning. The Indiana Department of Homeland Security (IDHS) assists the Indiana Secretary of State in the preparation of this planning template guidance and provides recommendations with regard to state, and local election-related contingency planning efforts and preparedness regarding both large-scale and limited- scope natural disasters or technological threats which may occur at or near election time.

Each Indiana county has experienced a variety of hazards that have impacted citizens and communities. These incidents often test our ability to provide life safety and property protection measures. That is why each county Emergency Management Agency (EMA) has developed this document. This document will act as a guide to explain how county response agencies will effectively prepare and meet the demands following an incident during an election at various polling places. Since many polling places are co-located at schools, school safety plans are a tremendous resource to rely upon.

This Plan is not to be considered a stand-alone document, but merely an extension or support document to County Emergency Operations Plan (EOP) or County Comprehensive Emergency Management Plan (CEMP), which covers a wide variety of hazards that may also significantly impact each county. This Plan is comprised of an administrative section which discusses the concept of the plan and the threats or risks that county faces with regard to incidents that may occur during the course of an election, or days leading up to an election. The Plan also provides for the close coordination between the Emergency Management Agency Director and local law enforcement resources.

It is vitally important that this document and other emergency planning materials developed for the county be reviewed, exercised, and tested on a regular basis to ensure the residents and communities in the county have the best resources for an effective response to any incident that occurs which may impact an election or polling place specifically.

RECORD OF CHANGES

CHANGE #	CHANGE DESCRIPTION	DATE	PERSON(S) RESPONSIBLE
1	Updated with COVID-19 safety guidance	10/1/2020	Peri Rogowski, IDHS State Planning Director
2	Reviewed and Updated	10/1/2022	Bryce Ahnafeld, IDHS Critical Infrastructure / BEOC Planning Manager, Peri Rogowski, IDHS State Planning Director

RECORD OF DISTRIBUTION

DATE	AGENCY / DEPARTMENT	AGENCY REPRESENTATIVE	DELIVERY
10/21/2020	Secretary of State	Election Division	Email
10/6/2022	Secretary of State	Election Division	Email
10/6/2022	Indiana Department of Homeland Security	Executive Director	Email
10/19/2022	Indiana Department of Homeland Security	Emergency Management and Preparedness Director	Email
10/6/2022	Indiana Office of Technology	Cybersecurity Program	Email
10/6/2022	Indiana Intelligence Fusion Center	Intelligence & Analysis	Email
10/6/2022	Cybersecurity and Infrastructure Security Agency	Protective Security Advisor	Email
10/18/2022	Indiana County Emergency Management Agencies	County Emergency Management Director	Email

PURPOSE, SCOPE, SITUATION, AND ASSUMPTIONS

PURPOSE

This is a framework for planning considerations to help with the mitigation, preparedness, response to, and recovery from any natural or man-made disasters or emergencies on or near Election Day. If national or local incidents occur, effecting a polling place, then law enforcement and county election boards work together to provide a safe and secure voting environment while maintaining and preserving the integrity of the ballots, both voted and unvoted. Emergency Management staff and equipment will be available to assist in the process, if requested by the County Circuit Court Clerk or County Election Board.

SCOPE

This plan provides basic preparedness and planning information to enhance the safety of citizens and staff at polling places. Election Day activities are held in a variety of places. The County Circuit Court Clerk, who is an elected official along with representatives appointed by both Republican and Democratic parties, maintaining bipartisanship, comprises the County Election Board.

If a national or local event occurs, adversely affecting a polling place, the election process still needs to continue, which may include relocating the polling place to a safe location while preserving the integrity of the ballots, both voted and un-voted.

SITUATION

Indiana is known as a "home rule" state, which means that state statute generally grants cities, municipalities, and counties the ability to pass laws and govern themselves as they see fit, if they obey the state and federal constitutions. However, "home rule" does not apply to election law. Indiana Code 36-1-3-8(a) specifies that home rule does not permit a county to order or conduct an election, except as expressly granted by statute." As a result, a county election board can only conduct elections in the manner authorized by state law. The county election board oversees the election process and abides by the county and local ordinances for any given jurisdiction.

County Emergency Management Agencies remain consistent with the National Response Framework and the National Incident Management System, all emergency incidents and events originate at the local level. If an emergency exceeds the capabilities of a local jurisdiction, additional support is available at the district, state, and federal levels.

During the months of September and October, County Election Boards should meet with the County Emergency Manager to discuss responding to potential threats and hazards which may occur on Election Day. Emergency preparedness should be included as part of the training for precinct election officers as per IC 3-6-6-40.

Locally, on Election Day, a "precinct sheriff" or another worker authorized to perform the "sheriff duties" maintains order at polling places. Precinct Poll Inspectors manage the polling place. Each venue may have a unique emergency preparation plan that should be followed.

Precinct Inspectors receive guidance from county election boards regarding potential threats and hazards regarding the election itself and the venue. Awareness of potential hazards which can affect a facility will assist in prioritization in order to take appropriate actions. A key partnership at the county level regarding election security is law enforcement, particularly county sheriffs, the county election board, and the county emergency management director.

PLANNING ASSUMPTIONS

INDIANA LEGISLATIVE UPDATES

Indiana SB 558 included a variety of updates to election procedures, including requiring multi-factor authentication for the statewide voter registration database and requiring voting system vendors to disclose information about foreign nationals who may control or have an ownership interest in the vendor.

Indiana SB 570 contained a variety of security updates, including a requirement that electronic voting machines must contain a paper trail before December 31, 2029, and that voting system vendors must report information related to system malfunctions. It required the establishment of proficiency standards that individuals must meet in order to access the statewide voter registration file. It also contained a variety of physical security procedures for polling locations, electronic poll books and voting systems. It would keep information that would jeopardize a voting system or voter registration system confidential.

HAZARD IDENTIFICATION

Hazard identification, outside of specific threat assessments which are generally managed by the intelligence community, is appropriate for inclusion in this Plan given the critical nature of this event. The hazard considerations include seasonal considerations and weather, population surge at specific venues and reliance on privately held infrastructure. The "normal" hazards that exist during any given day in May or November, for example, still exist, in addition to several other considerations.

RESPONSE TO NATURAL HAZARDS

Natural hazards exist, regardless of the type of event or incident. Seasonal considerations and weather remain a primary concern for all of the stakeholders involved with this event specifically because of the time of year in which the event will take place in addition to the historical data that indicates an inclement weather trend for this specific time period.

The Indiana Department of Homeland Security (IDHS) has identified the hazards and threats, through a study of disasters and other emergencies, common to Indiana. Some of these hazards may affect polling places on Election Day, like severe weather, fires, a utility disruption, or disgruntled person(s). Best practices and recommended planning considerations on handling diverse types of emergencies are provided for each event listed below.

A quick reference table is provided to help determine the emergency actions that may need to be considered. Emergency Actions fall into one of three types of emergency action categories, (shelter in place, evacuation on-site, evacuation off-site).

Definitions of the emergency actions to take are listed in the recommended Emergency Actions section of this guide under Planning Assumptions.

SEVERE WEATHER

The National Oceanic and Atmospheric Administration (NOAA) sends out alert tones and messages through a weather alert radio which can help in the preparedness of severe weather. If there is a threat of severe weather on Election Day, the Precinct Inspector should discuss with the facility manager or building owner about the availability of a NOAA Weather Radio. These radios are particularly important in areas where there may not be siren alerts for approaching storms or tornadoes. Polling place workers should be instructed to put as many internal walls between voters and the outside as possible and to stay away from doors and windows. Get to the lowest floor possible. NOAA Weather radios send out notices for the following:

SEVERE THUNDERSTORM WATCH

Conditions are favorable for a severe thunderstorm within the next several hours.

- All staff should be advised of the Severe Thunderstorm Watch and conditions approaching.
- The Precinct Inspector or other designated poll worker should monitor the radio, television, or NOAA Weather Radio for additional weather updates.

SEVERE THUNDERSTORM WARNING

Issued when severe weather hazard is imminent or occurring.

- The Precinct Inspector or other designated poll worker will monitor sky conditions as best and safely as possible.
- If a dark/funnel cloud is seen, seek shelter immediately. If possible, call 9-1-1 to report tornado.

TORNADO WATCH

Conditions are favorable for a tornado within the next several hours

- The Precinct Inspector or other designated poll worker will advise other staff members of the weather conditions
- The Precinct Inspector or other designated poll worker should monitor the radio, television, or NOAA Weather Radio for additional weather updates.
- Outdoor activities should be modified to ensure that quick access to shelter is available.
- Upon the approach of thunderstorms, outdoor activities should be stopped to ensure access to quick sheltering.
- The Precinct Inspector or other designated poll worker will monitor sky conditions as best and safely as possible. If a dark/funnel cloud is seen, seek shelter immediately. If possible, call 9-1-1 to report a tornado.

TORNADO WARNING

Issued when a tornado is imminent or occurring.

- All items listed above and the following
- If time permits, turn off all utilities if it can be done in a safe manner.
- Staff and voters will move to the designated shelter area that is identified by the building owner.
- Bi-partisan election officials shall secure voting systems, voted ballots, poll lists, and other election documents on site to the greatest practical extent under the circumstances.

FLASH FLOOD

According to the National Weather Service, floods and flash flooding kill more people in the United States than any other type of severe weather. Flooding may be caused by heavy or excessive rains, fast snow melts, or dam failures.

A flash flood is a rapid rise of water along a stream or low-lying area. Flash Floods tend to form quickly in areas adjacent to streams and can be because of a combination of heavy rain, dam, or levy failure as well as rapid snowmelt and ice jams.

Since flash floods occur mainly along streams, a facility can determine its risk based on its proximity to streams, rivers, creeks, and other low-lying areas.

Except in cases of flash flooding, most floods are a relatively slow process where the buildup can be several days. Reports from the National Weather Service should be monitored through the NOAA Weather Radio for changing conditions of lakes, rivers, and streams.

Precinct Inspectors should familiarize themselves to know the proximity to where the rivers, creeks and streams are in relationship to the location of the facility.

The Precinct Inspector should advise staff of the weather conditions that are approaching and if necessary, begin evacuation procedures.

Bi-partisan election officials shall secure voting systems, voted ballots, poll lists, and other election documents on site to the greatest practical extent under the circumstances.

EARTHQUAKE

Earthquakes can and do happen in Indiana. All persons should be instructed to DROP, COVER AND HOLD as soon as the shaking starts. When the shaking stops evacuate and begin a basic damage assessment of the facility. Evacuate in a calm and orderly fashion.

Bi-partisan election officials shall secure voting systems, voted ballots, poll lists, and other election documents on site to the greatest practical extent under the circumstances.

If you are unable to re-enter the building, evacuate to an alternate location. Injuries should be handled by those trained in First Aid.

If the injuries are severe and the decision is made not to move the victim, assign a staff member to stay with the individual (s) until qualified medical personnel arrive.

The Precinct Inspector should make any assessment as to the next steps that would need to be taken. This decision will be based on present danger, weather, as well as any other factors. Emergency kits should be available and have recommended supplies.

The Precinct Inspector should take a portable/cellular telephone outside to contact either the county or state election board.

RESPONSE TO HUMAN-CAUSED THREATS

Depending on the jurisdiction, election workers may be the first line of response in addressing incidents that disrupt election operations and the public's ability to cast votes in a safe and secure environment. In many scenarios, appropriate incident response actions can help to resolve or mitigate the situation and reduce impact on election operations or public safety. Election administrators and poll workers should be prepared to handle possible challenges that may arise.

Certain techniques can assist in de-escalating situations with voters, poll watchers, or campaign workers. Many situations can be defused. If an incident needs to be de-escalated in the voting environment, the following mitigation measures could apply:

- Election workers should focus on maintaining a non-confrontational demeanor and using de-escalation techniques. Communicate with a calm voice at a normal volume and with a posture and expression to lower the stress level of the voters, poll watchers, or campaign workers, and reach the best possible outcome. Election workers should have a path for reporting and documenting situations to the election authority for them to resolve if needed.
- Remember that serving the voter quickly and resolving poll watcher or campaign worker concerns with minimal conflict will best ensure the safety of individuals in the polling location.
- Lastly, election workers must understand how to recognize when de-escalation practices are not successful. Election workers should be instructed to immediately call local law enforcement first if they believe the safety of any person in the polling place is in jeopardy. Local law enforcement dispatch information (not '9-1-1') should be readily available to election workers for use if needed.

If a situation arises where the de-escalation tactics, techniques, and procedures are not successful:

- Election workers should be provided with clear instructions on who to contact if they or voters feel threatened or intimidated, or if a disturbance of any kind occurs.
- When addressing any conflict situation, election workers should apply the "buddy system." With the buddy system, one worker engages the conflict, while the other assesses whether the situation is beyond immediate control and when to seek assistance by executing response plans.
- Election workers should understand the response plan triggers and know the method to request assistance from emergency personnel if needed. See Appendix A – De-escalation Techniques from the Cybersecurity and Infrastructure Security Agency (CISA).

In the event of terrorist activity, the Federal Government may have a preliminary plan in place for moving activities of election days. All elections will continue unless Federal or State officials have ordered otherwise. If there is no police order to take cover or remain indoors, all operations of the polling places can remain intact. If you are notified to evacuate the polling place, secure ballots and voting equipment.

Voting is perhaps our nation's greatest liberty, which makes terrorist or active shooter-type attack on a polling place a viable concern. During elections thousands of government buildings, faith-based organizations and schools will lower their security posture by opening their facilities to unscreened visitors. Approximately a week prior to elections, media will likely report that polling places are potential soft targets for terrorist attacks.

While waiting to get started election security might create challenges, it's never too late to do something. The following election day strategies will help leaders enhance security:

- **DETER CRIMINAL ACTIONS**
- **DETECT INTRUSIONS**
- **DENY UNWANTED ENTRY**
- **DELAY INTRUDERS**
- **DEFEND PEOPLE AND PROPERTY**

NATURAL SURVEILLANCE

People are less likely to commit crimes if they feel they are being observed. Natural surveillance involves the designing of features to maximize the visibility of areas that should be observed.

ACCESS CONTROL

Limiting and regulating entrances reduces opportunities for crime and allows for more efficient screening of persons entering a facility.

TERRITORIALITY

Clear delineation of space creates a sense of ownership for legitimate users (staff) and creates an environment where intruders are more likely to stand out.

ON-SITE LAW ENFORCEMENT

Coordinate with your local law enforcement agency to have an officer on site or at least request frequent and random visits. Because an objective of an attack on a polling is likely to be to disrupt voting, an attack in the morning, that will take full advantage of the news cycle, is most likely.

SEPARATE POINTS OF ENTRY

Effective access control requires that entry to and from of a facility be regulated. Separate points of entry for employees and voters allows for such monitoring. If the polling place is not compartmentalized from normal business, the point of entry into the facility from the polling place must also be monitored.

To the maximum extent possible, the polling place and employees should not share any facilities.

For a point of entry to be regulated, no unauthorized person should pass through without the drawing the attention of those responsible for the safety of the building. Persons assigned to monitor points of entry should be trained in emergency response and know how to alert others and be aware for suspicious activity.

STAFF AWARENESS

Polling staff must be required to observe and report suspicious activities. Staff should understand reporting options beyond calling 911 and know how to implement heightened security procedures and respond to an attack. This includes election staff. Make certain they can immediately contact the front office for emergencies or possible danger, like an unattended bag or briefcase.

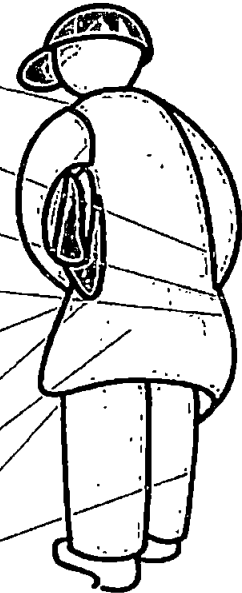
Physical Indicators

Minimizing door-to-door distance from vehicle (parking in fire lanes)
Low familiarity with area
Nervousness
Mental discomfort
Tunnel vision/1,000-yard stare
Repeated comments and/or prayer
Muttering
Difficulty making decisions
Trouble communicating
Repeated entries/exits to area



Behavioral Indicators

Oversized or loose fitting clothes Clothes not appropriate for event/weather
Keeping hands in pockets and otherwise concealing hands
Repositioning weapon (confirmation touch)
Small bulges near waste or hip
Adjusting waistband or clothing
Undue attention to carried objects
Oversized torso or bulky jacket/vest
Favoring one side (strong side)
Blading (turning body to protect weapon)



ESTABLISH AND MONITOR VISITOR PARKING

Set up visitor parking in an area that allows for convenient access to the polling place. Place traffic cones to reinforce no parking in fire lanes. A person ignoring convenient visitor parking and traffic cones in a fire lane, should immediately increase suspicion.

Convenient parking will increase compliance and afford opportunity to observe voters and possible intruders in the parking lot – before they gain access to the polling place. This early recognition of possible danger will improve response times and provide better options.

DETERRENCE MEDIA

Approximately 2 weeks prior to an election, implement a deterrence media campaign to proactively educate community members on measures implemented to improve safety and security during the election.

Deterrence Media is a risk communications strategy that provides factual messages about capabilities and strengths; thus, deterring criminal activity and creating a more positive safety climate. Social media sites and mass notification systems can be effectively used to broadcast these messages in addition to standard press releases.

Sharing general aspects of security enhancements can increase the community's confidence in safety while possibly discouraging potential attacks. Do not be afraid to get the work out before the election!

DO SOMETHING

Protecting good people from bad things can be incredibly difficult and tragically imperfect. When contemplating whether to implement preparedness measures, leaders should consider the following decision-making possibilities:

- **DO NOTHING AND HOPE NOTHING HAPPENS.**
- **DO NOTHING AND IT DOES HAPPEN.**
- **DO SOMETHING AND NOTHING HAPPENS.**
- **DO SOMETHING AND IT HAPPENS**

ACTIVE SHOOTER

The active shooter environment is complex and dynamic. Individuals threatened by an active shooter(s) must function with little to no warning in a manner that promotes safety and security for themselves and possibly others. This can be extraordinarily challenging without prior training and preparation. Active shooter environments have the potential to push individuals to their physical, emotional, and mental limits and can create intense such feelings as fear, panic, disbelief, grief, and anger.

The human response to danger evokes a wide array of reactions commonly understood as "Fright, Flight or Fight". A person may be frightened to such a degree that they are frozen and unable to move, others immediately take flight in order to get away from danger or hide, and others may instinctually fight back by confronting the active shooter. It is possible for any one individual to experience all these reactions over the course of an incident and there is no right or wrong instinct.

Sensory considerations are also relevant as individuals may be dealing with blaring fire or security alarms, flashing lights, water from sprinkler systems, the sounds of gunfire and screaming associated with an active shooter environment.

Understanding the realities of the active shooter environment before an event is important because it enables individuals to prepare themselves in advance to react decisively and thoughtfully. Doing so not only increases their chances for survival; it increases the likelihood that persons who are able to do so will be empowered to assist those around them either through a "buddy system" or less formally as needed.

TAKING ACTION IN AN ACTIVE SHOOTER SITUATION

Active shooter situations are unpredictable and evolve quickly. Because active shooter situations are often over within 10 – 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. U.S. Homeland Security recommends these best practices coping with an active shooter situation:

- Be aware of your environment and any possible dangers

- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room 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
- DIAL 9-1-1 WHEN IT IS SAFE TO DO SO!

RUN (EVACUATE)

The absolute best, most ideal response to an active shooter situation will be to evacuate the premises and get out of harm's way or get to a safe location. While evacuation sounds like a simple or straightforward approach to ensuring personal safety, doing so under the duress and chaos of an active shooter situation can be difficult. It is important to plan to increase the likelihood that people will be able to use their best judgment, assess an accessible escape path and attempt to evacuate the premises.

Everyone should understand when evacuating during an active shooter scenario, individuals need to:

- Evacuate regardless of whether others agree to follow
- Leave all non-lifesaving belongings behind
- Help others escape, (if possible, use "buddy system")
- Prevent individuals from entering an area where the active shooter may be
- Keep their hands visible
- Follow the instructions of any law enforcement or first responders
- Not attempt to move wounded people

HIDE

When evacuating the premises is not possible, individuals in an active shooter situation should hide for safety. Because active shooter situations typically last no longer than 10 – 15 minutes, hiding from the attacker(s) is a highly effective method for promoting individual security. Understanding that, depending on where people may be during an attack, there may or may not be many places to hide. Everyone should consider the following when thinking about potential areas for concealment:

- Hiding places should be out of the active shooter's view
- An ideal hiding place will not trap the individual or restrict individual's options for movement
- The area should provide protection if shots are fired in individual's direction

To minimize the chances of an individual's hiding place being found:

- Silence cell phones (turn off vibrate)

- Turn off any source of noise (i.e., computers, radios, televisions, assistive devices)
- Pull down shades or window coverings
- Hide behind large or hard items (i.e., cabinets, desks)
- Remain quiet

FIGHT (ACTING AGAINST THE ACTIVE SHOOTER)

When evacuating the premises is not possible, hiding is not an option and an individual's life is in imminent danger, the last resort should be to disrupt and/or incapacitate the active shooter(s). Individuals choosing to take action and fight need to commit and act as aggressively as possible against the active shooter(s). This action should be decisive, without hesitation and encompass the following:

- Improvising weapons from nearby items (e.g., fire extinguisher)
- Yelling and throwing items
- Fighting as best they can within their ability
- Having a "Not Today" attitude (deciding that today is not the day they are going to die)

EVACUATION PLANNING

Polling officials needs to ensure that the polling place has emergency preparedness and/or evacuation plans. Plans should define how workers and voters will evacuate quickly, effectively, and safely. Polling place workers should be familiar with evacuation / exit routes from all areas of the building.

Plans should integrate accommodations for individuals with disabilities or persons with access and functional needs. Accommodations include keeping aisles clear of clutter or items that may impede evacuees from leaving the premises.

THE BUDDY SYSTEM

Polling officials should coordinate closely with workers to understand and include the assistance or accommodation that may be needed by individuals with disabilities or access and functional needs during an active shooter situation. Establishing a "buddy system" whereby disabled and non-disabled staff work together to ensure the safe evacuation of all workers is an integral step in the process of planning to survive an active shooter attack.

SITUATIONAL AWARENESS

Polling officials need to ensure that all workers are accounted for inside and outside of the polling place

CYBERSECURITY

In Indiana, we take great care to prepare for each election. The security of our election systems is of the utmost importance, and in addition, to physical and cyber security, information is a powerful defense. In partnership

with counties, other states, and the federal government, we are developing new answers to security concerns and election policy. Some of the tools and precautions being taken in Indiana to ensure secure voting include:

VOTING SYSTEM TECHNICAL OVERSIGHT PROGRAM (VSTOP)

Hosted by Ball State University, this program tests all the election equipment used in Indiana for an added layer of safety and security. After VSTOP reviews the system to ensure its compliance with the law, their recommendation is presented to the bi-partisan Indiana Election Commission, the body responsible for certifying voting systems for use in Indiana.

IU CENTER FOR APPLIED CYBERSECURITY RESEARCH (CACR)

The Indiana Secretary of State's Office has partnered with Indiana University to review and improve the state's election cybersecurity incident response plan and will help prepare election officials in all 92 Indiana counties for cybersecurity incidents related to the 2020 General Election and beyond.

FIREEYE

FireEye provides intrusion detection and prevention systems at the state and county level. They monitor internet traffic accessing websites and databases to prevent bad actors from accessing critical election information. This partnership not only prevents and blocks cyber threat, in the event of an incident, FireEye will provide resources to remove the threat.

ELECTION INFRASTRUCTURE INFORMATION SHARING AND ANALYSIS CENTER

An independent entity that partners with the U.S. Department of Homeland Security, this allows us access to 24/7 security information, threat notifications, and security advisories.

U.S. DEPARTMENT OF HOMELAND SECURITY

The Federal Government has conducted risk and vulnerability testing to secure Indiana's electronic information such as the Statewide Voter Registration System and the state election website.

RESPONSE TO TECHNOLOGICAL HAZARDS

FIRE

A fire in or near the polling place on Election Day can hamper operations and procedures for the election process. The local fire department will respond to fire calls as needed without interrupting activities at the polling place unless the location of the fire is at the polling place, or near another structure that would make an evacuation necessary.

If a fire or fire alarm has disrupted election activities at the polling place, these following measures should be followed in order to continue the election process and maintain ballot integrity:

- If a fire or fire alarm should occur at a polling place, the primary objective is life safety of the polling place staff and the voters on site at the time, followed by protection of the ballots.
- Stay calm and dial 9-1-1. Life safety is the first concern. Evacuation may be necessary.
- Voters should be informed of the location of the safety evacuation routes.
- General assembly areas should be identified, and an accountability of all personnel should be conducted, noting any missing people. Anyone unaccounted for should be reported to the first responders.
- Voters should be instructed to stay in the designated area until directed otherwise by emergency response personnel.
- Voters should not attempt to re-enter the building.
- Refer all media to the incident commander or designated public information officer.

Bi-partisan election officials shall secure voting systems, voted ballots, poll lists, and other election documents on site to the greatest practical extent under the circumstances. They are to remain in the custody of the election official so as to prevent unauthorized persons from entering and voting on unauthorized ballots while inspectors are out of the building.

UTILITY DISTRUPTION

Loss of electricity may occur even in non-disaster situations. Planning and being prepared will minimize disruption to the polling places. Having adequate flashlights and battery-operated lanterns should meet your needs for a short time. Make sure you check the flashlights on a regular basis.

Extra batteries should be on hand. Also, check with the building owner or facility manager regarding the building's emergency lighting.

It is important election administrators remind utility operators in the county of the critical nature of utility service. Utility operators need to be aware of the importance of uninterrupted power supplies to the county seats leading up to and on Election Day and at polling places the evening prior to and on Election Day. If there is scheduled work to be done in these areas, request the utility delay regular maintenance so this work does not impact the election process.

County elected officials can purchase or lease supplies from the state's Quantity Purchase Agreements (QPA's) vendors, such as generators, to mitigate the loss of electricity for an extended period.

The loss of electricity may affect the building's water and heat even if the heat source is not electrical. The fans blowing hot air are electrically operated; therefore, the heat system will not operate.

If a generator is available to operate electrical heat, the Precinct Inspector should coordinate with the building owner or facility manager to start the generator.

Cellular phones could be inoperable for some time after any type of disaster. Overuse will cause the cellular towers to overload, rendering them useless. Strong earthquakes, high winds, and tornadoes may collapse cell towers rendering networks inoperable for an extended period.

Landlines telephone service may not be available during a disaster because of overuse. After an emergency, check to see if your telephone is on the cradle and properly "hung up". Only use telephones in the event of an emergency. An emergency phone line should be designated for county election board or county executives for direct communication with polling places.

HAZARDOUS MATERIAL (INSIDE FACILITY)

If there is a hazardous spill within your facility, the Precinct Inspector should determine along with the facility manager or building owner if it is safer to shelter-in-place or evacuate the facility.

If necessary, to evacuate the area, move away from the spill area and call 9-1-1. Begin evacuation on-site procedures and wait until appropriate authorities give the "All Clear".

Bi-partisan election officials shall secure voting systems, voted ballots, poll lists, and other election documents on site to the greatest practical extent under the circumstances

HAZARDOUS MATERIAL SPILL (OUTSIDE FACILITY)

During an accidental release of toxic chemicals or other emergencies where air quality is threatened, shelter-in-place keeps the occupants inside a building and out of danger. Local authorities issue orders for shelter-in-place during chemical emergencies. Local officials will relay emergency action steps to the media on a continual basis until the crisis is over.

Once the order for shelter-in-place has been issued, do not leave your building location until you receive official notification that the danger has passed. Close and lock all the doors and windows to the outside. (Windows often seal better when locked.) Turn off all heating systems. Turn off all air conditioners and switch intakes to the closed position. Seal any gaps around window-type air conditioners with towels, or other cloth materials.

Turn off all exhaust fans in kitchens, bathrooms, and any other spaces. Close as many non-essential and internal doors as possible. Seal any obvious gaps around external windows and doors. Close the drapes, curtains, or shades for additional protection. Go to an above ground room (not the basement) preferably with the fewest doors and windows.

If the vapors begin to bother the staff and voters, hold wet handkerchiefs or cloths over the nose and mouth. Do not call 9-1-1 unless you have an emergency.

Based on the reason for the evacuation, a police escort may be provided. A notice should be posted on the entrance of the polling place to notify voters of the evacuation and that they should go to the alternate area to cast their vote.

Bi-partisan election officials shall secure voting systems, voted ballots, poll lists, and other election documents on site to the greatest practical extent under the circumstances.

STATE OF INDIANA TOOLS

MULTIFACTOR AUTHENTICATION PROTOCOL FOR COUNTY ELECTION OFFICES

The Statewide Voter Registration System is used by the state and the counties to maintain voter registration list. We are investing in security at all levels by implementing validation requirements to ensure only authorized users can access the system.

MULTIFACTOR AUTHENTICATION PROTOCOL FOR ALL VOTERS

Hoosiers utilize IndianaVoters.com to register to vote, update their voter information, find their polling location and much more. The state is investing in security at all levels by implementing validation requirements to enhance security for public online access of voter registration information on IndianaVoters.IN.gov if the voter chooses to do so.

VOTER VERIFIABLE PAPER AUDIT TRAIL

A voter verifiable paper audit trail (VVPAT) is a security measure that allows voters to independently verify their vote was correctly recorded. Further, Indiana law allows for county election boards to select the voting equipment used in their counties, as long as those systems are certified for use in Indiana. Currently, state law allows for the use of an optical scan ballot card system (OpScan) or direct record electronic system (DRE).

OpScan voting systems employ a voter verifiable paper audit trail (VVPAT) by nature of its design – using ballot card marked by the voter or a ballot marking device that is then tabulated by an optical scan component. All DRE systems must contain a VVPAT component not later than December 31, 2019.

The bi-partisan Indiana Election Commission has certified a VVPAT component for use on one vendor's voting system, and currently awaits applications from other DRE vendors. During the 2019 Municipal General Election, four counties piloted the VVPAT attachments to provide voters with a paper trail. The pilot was a success, and more counties will be adding paper trails in 2020. By 2030, all counties must use a voting system – DRE and OpScan – that has a voter verifiable paper trail.

PENETRATION TESTING

Penetration testing, also called ethical hacking, is a practice of testing a computer system, network, or web application to find security vulnerabilities that could be exploited. The State periodically conducts penetration testing to identify potential security vulnerabilities. Once vulnerabilities have been identified steps will be taken to address identified security vulnerabilities and strengthen the security of the Indiana elections infrastructure.

CLOUDFLARE

Distributed denial of service attacks known as DDOS attacks are used to take down websites. To prevent this, the State has implemented a distributed denial of service content filter called Cloudflare to protect indianavoters.com.

CYBER BEST PRACTICE TRAINING

Each year the Voting System Technical Oversight Program (VSTOP) team provides Indiana counties with best practices for the operation of election equipment and cybersecurity. Best practices are updated each year as cyber threats evolve, and the election landscape changes.

RISK LIMITING AUDITS

A risk limiting audit or RLA is a post-election audit of ballots. A RLA requires manually reviewing a sample of ballot cards of a VVPAT component to a DRE to ensure election results are interpreted and tallied correctly.

SECURITY PROTOCOL

State law establishes physical security standards for election equipment. Many county election boards adopt customized security resolutions above and beyond what is required by law.

It's also important to know that no piece of Indiana's voting equipment is online. The machines and tabulators are not connected to the internet. Public tests of voting systems are conducted in all counties prior to an election and are open to the public. If you would like to attend, contact your county administrators for times and locations.

We take the security of our elections process very seriously and are working diligently to ensure that every available defense is utilized. Indiana has taken many steps to secure our elections, but let's be clear: there will always be new recommendations, new technology, and new best practices where cybersecurity is concerned. The way we administer elections must continue to evolve, because this is a race without a finish line. We are fully committed to ensuring that we continue to move forward, using every tool at our disposal to maintain safe and secure voting for all Hoosiers.

HOW TO REPORT A PROBLEM AT THE POLLS

Call 1-866-IN-1-VOTE (1-866-461-8683) or email havaadministrator@sos.in.gov

CONTINGENCY PLANNING

The U.S. Election Assistance Commission has developed a series of helpful tips for election management in the event of disaster, natural or human caused. This series provides tips and suggests best practices in the event of a disaster to help local election officials run secure and effective elections.

Identify possible disasters and create contingency scenarios. Carefully evaluate the types of "what ifs" that can occur, natural and human caused. Consider both worst-case scenarios and situations that may have a lesser impact:

- Evaluate every type of possible scenario in your jurisdiction and develop an action plan for each.
- Consider disasters that are statewide, jurisdiction-wide, or localized.
- Meet with staff and prepare a list of at least five worst-case scenarios.
- Evaluate less-severe situations that may have an impact on only a portion of your jurisdiction or office.
- Determine the possible types of technology risks.
- Include influenza or other pandemics that may affect poll workers or your staff.
- Develop plans for poll worker shortages and long lines.
- Consider human-caused disasters like fire, bomb threats, biological or chemical hazards, terrorist threats or serious administrative errors.
- Develop a plan addressing locked polling places on Election Day.
- Consider road closures or traffic congestion issues.

Make certain you create a comprehensive contingency plan. Review all statutes and regulations that apply to recovery and begin planning to:

- Document a written chain of command for your office and for certain reporting procedures.
- Designate an alternate meeting place for your staff in case of emergency.
- Create a list of staff members living closest to the office in the event of severe weather.
- Purchase emergency supplies for staff if an overnight stay may be required.
- Develop and routinely practice emergency office evacuation for a variety of possible hazards.
- Develop a communications network that includes staff, poll workers, emergency responders, voters, and media.
- Identify emergency communications methods least likely to be affected by a disaster (cell vs. landlines).
- Institute emergency procedures training for poll workers that include evacuation plans for a variety of hazards.
- Contact state and local emergency management offices for assistance in developing your plan.

- Create a list of emergency contact telephone numbers including state officials, local emergency responders, utility companies and media outlets.
- Bookmark national and local weather alert systems and road condition sites on your computers.
- Develop a plan to protect or relocate your voting equipment and peripherals.
- Work with your voting equipment vendor to create an emergency replacement plan.
- Institute polling place procedures to protect voting equipment when fire sprinklers are deployed.
- Contact your highway department to plan for impassible roads, both before and after the polls have opened/closed.
- Communicate with the state's Emergency Management Office for assistance in planning for human-caused disasters, such as bomb threats, biological or hazardous waste threats, as well as natural disasters.
- Work with your jurisdiction's IT Department to plan for technology failure and institute recovery plans.
- Meet with postal officials to develop a mitigation plan for impact on time-critical mail.
- Create a disaster recovery and mitigation team to address each type of identified emergency.
- Contact your local power company in writing and request that they delay any planned repairs or construction during voting.

Have a plan for communication failures. Addressing communication failures is an important part of any disaster and contingency plan:

- Develop a jurisdiction-wide communications plan.
- Consider providing cell phones or EMS radios to staff and poll workers on Election Day.
- Develop an interagency plan with your IT, Public Works, and Emergency Management Departments to ensure they place a high priority on elections.
- Develop plans for power outages affecting either large or small areas in your jurisdiction.
- Consider back-up generators to support your communications or voting systems.
- Assign an IT Department staff member to manage hardware and software issues.

Develop a contingency plan for relocating polling places. Prior to each election, identify alternate polling places in case relocation becomes necessary:

- Create a list of all alternate polling locations with contact names and numbers.
- Develop a specific plan for emergency relocation or polling place consolidation due to weather conditions.
- Prepare a method for notifying voters and media of the change.
- Pre-print directional signage that lists the original polling location and the relocated polling place.

- Consider parking and traffic control issues for the new location.
- Develop a plan to secure voting systems, ballots, and supplies during relocation.
- Provide local law enforcement with the names and addresses of polling places and alternate relocation sites.
- Consider using in-person absentee voting locations as emergency polling locations.
- Distribute all information on alternate polling locations to election observers.

Be sure to plan for staffing shortages. Staffing shortages can be a disaster, depending on the severity and the locations where they occur. Develop plans to address shortages at the polls, as well as those that affect your main office:

- Recruit standby poll workers who will appear at your office for deployment or can be reached by telephone.
- Recruit standby poll workers from government offices, civic organizations, high schools, colleges, or universities.
- Seek additional funding, if necessary, to pay standby poll workers for their service, even if they are not deployed.
- Require your standby poll workers to attend training and instruct them on emergency procedures.
- Provide standby poll workers with addresses and driving directions to both regular and emergency alternate polling places.
- Encourage all poll workers and staff to get an influenza vaccination prior to Election Day.
- Remember to recruit and train standby interpreters if they are used in your jurisdiction.
- Cross train staff so they are prepared for emergency staff shortages.
- Develop a set of easy-to-use checklists as a back-up in the event key personnel are not available.

Have a plan for ballot shortages, supply shortages or technology failures. While natural disasters can interrupt the smooth flow of voting, human-caused administrative errors can also affect elections.

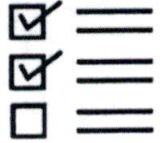
During your planning process, consider the types of supply shortages that can have an impact on your election:

- Train poll workers to carefully inspect ballots and supplies at the beginning of the day.
- Provide a checklist of all items to be inspected.
- Supply poll workers with the cell phone numbers of troubleshooters who can provide missing or extra supplies.
- Train poll workers on who to contact to correct minor voting system problems.
- Create a contact list so poll workers can contact clerk's staff.
- Develop a plan and train your poll workers on how to respond to power supply interruptions.

- Inform local utility companies about the dates and locations of polling places for early voting and Election Day.
- Work with your IT department on a plan for office or vote tabulation center relocation.
- Create a list of emergency contact numbers for voting equipment vendors, the Internet supplier and power and telephone utilities.
- Use historical data on the busiest days for early voting and provide to law enforcement for traffic control.
- Ensure the availability of copying machines at all polling places.
- Create a kit of emergency supplies such as flashlights, first-aid kit, battery operated radios, extra batteries, and hand sanitizers.
- Retain troubleshooter logs for use in planning future elections.

APPENDIX A – INCIDENT REPORTING CHECKLIST

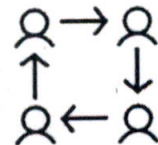
During early voting (if applicable) and on Election Day, election officials must be able to communicate with and respond to every voting location quickly. Communications are central to incident response. Elections office staff and workers at all voting locations should understand the communications plan to ensure they can quickly implement it. Election officials can use this checklist to assess their baseline incident response preparedness, plan implementation, and effectiveness.



Prepare - Before Voting Begins

Before voting begins, election officials should develop a strong foundation for responding to emergent situations. The steps below highlight the importance of developing a communications plan and sharing this plan with poll workers, community leaders, and other election stakeholders.

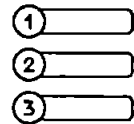
- Have you developed a communications plan?**
 - The communications plan should include points of contact, designate who is authorized to speak with the media and outline how the elections office will disseminate information in normal and emergency situations. Ensure the plan includes accessible forms of communication.
- Do you have a backup method of communicating with voting locations?**
 - Voting locations may be remote from the elections office and may lose power or cellular service. The communications plan must provide an efficient and accessible backup method of contacting each location. Local law enforcement or emergency management services may be able to assist with radio communications.
- Have you designated a point of contact for incident response at each voting location?**
 - Each voting location should have a primary point of contact to communicate with the elections office and law enforcement as necessary.
- Have you cross-trained poll workers and staff for backup if an incident occurs?**
 - An incident or crisis may result in poll workers or staff who need to leave the voting location or elections office. Develop a plan in advance to keep voting operations open in the event of a reduction in staffing.
- Have you provided voting information to law enforcement and local government leaders?**
 - Information should include addresses of all voting locations, a schedule of voting hours, and point of contact information for the elections office and voting locations.
 - Share this information with law enforcement agencies, local elected leaders, local commission or supervisory boards, and other community stakeholders.
- Have poll workers and early voting staff been trained on incident response and the communications plan?**
 - Training should address how to report and document incidents. Poll workers and staff should understand the chain of command for communications.



Implement - During Early Voting and Election Day

Once in-person voting begins, election officials can implement their incident response plans. As situations develop, it is especially important to communicate with law enforcement and front-line staff.

- Have you updated law enforcement on any changes to points of contact or contact information?**
 - As staffing changes occur, election officials must notify law enforcement of any changes to points of contact or voting locations.
- Have you provided information on the delivery and return of election materials to and from voting locations to law enforcement?**
 - Providing information on the routes and vehicles workers will take to deliver and return materials enables law enforcement to notify election officials of any issues, respond to any incidents along the route of travel, and escort workers, if necessary.
- Have early voting staff and poll workers documented incidents that arise?**
 - Contemporaneous documentation provides an accurate record of what occurred and how workers responded. Election officials should remind workers of the importance of documentation throughout voting hours.
- Have early voting staff and poll workers followed the communications plan?**
 - Throughout voting hours, ensure workers take appropriate steps to communicate incidents and take any corrective actions as necessary.



Review - After Election Day

After Election Day, election officials need to document and assess their incident response and continue to monitor risks through post-election activities. The official canvass, audits, and recounts are typically open to public observation and may carry additional security risks. By taking the following steps, election officials can follow up on any outstanding issues and improve their incident response procedures for future elections.

- Have all incidents been documented?**
 - Review documentation from all known incidents and ensure staff or poll workers involved completed documentation. Debrief all parties involved for a comprehensive report of the incident. Conduct follow-up for additional information as needed.
- Have you consulted with the elections office's attorney?**
 - Election officials communicate with their legal representatives throughout the election cycle, including seeking input on responses to in-person voting incidents. Counsel should review press releases regarding any incidents before dissemination.
- Have you communicated how the elections office resolved any incidents with involved stakeholders, including poll workers and staff?**
 - Follow up with involved parties to provide assurance that any incident has been appropriately addressed. Solicit input on the effectiveness of the communications plan and incorporate suggested changes as appropriate.
- Have you assessed your incident response?**
 - Review documentation, the resolution of any incidents, and suggestions from poll workers and staff to evaluate the elections office's response, the communications plan's effectiveness, and improvements to implement before the next election.



APPENDIX B – SEE SOMETHING, SAY SOMETHING

Public safety is everyone's responsibility. Remember to stay vigilant, and if you see suspicious activity, report it to local law enforcement or a person of authority and describe specifically what you observed, including:

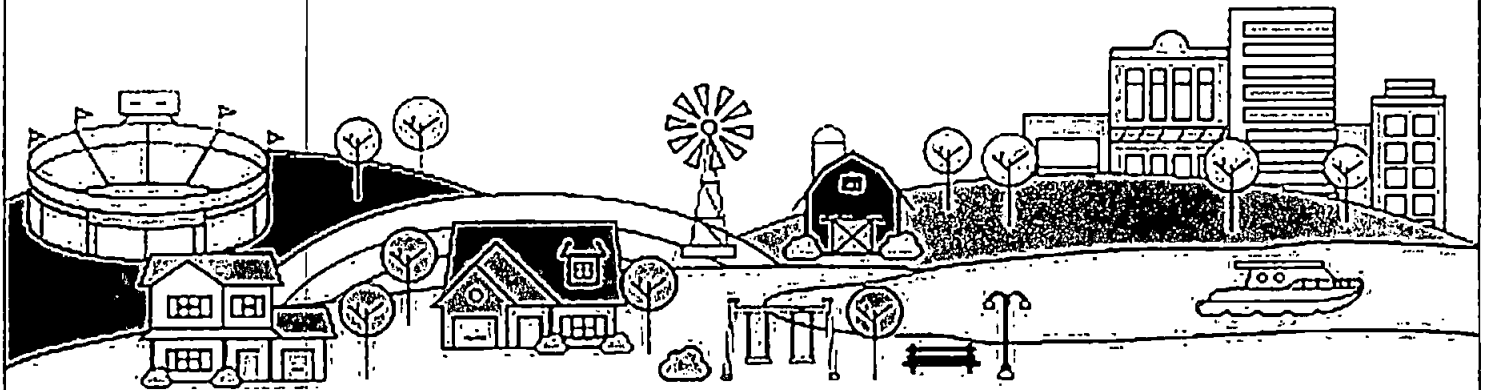
- Who or what you saw
- When you saw it
- Where it occurred
- Why it is suspicious

The Indiana Intelligence Fusion Center is Indiana's coordination center for integrating, analyzing, producing, and disseminating actionable criminal intelligence to combat terrorism and criminal activity using an all-crimes approach.

To report suspicious activity, call 1-877-226-1026

Protect your every day.

RECOGNIZE THE SIGNS OF TERRORISM-RELATED SUSPICIOUS ACTIVITY



EXPRESSED OR IMPLIED THREAT

Threatening to commit a crime that could harm or kill people or damage a facility, infrastructure, or secured site



SURVEILLANCE

A prolonged interest in or taking pictures/videos of personnel, facilities, security features, or infrastructure in an unusual or covert manner



THEFT/LOSS/DIVERSION

Stealing or diverting items—such as equipment, uniforms, or badges—that belong to a facility or secured site



TESTING OR PROBING OF SECURITY

Investigating or testing a facility's security or IT systems to assess the strength or weakness of the target



AVIATION ACTIVITY

Operating or interfering with the operation of an aircraft that poses a threat of harm to people and property



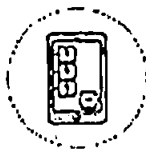
**BREACH/
ATTEMPTED
INTRUSION**

Unauthorized people trying to enter a restricted area or impersonating authorized personnel



**ACQUISITION OF
EXPERTISE**

Gaining skills or knowledge on a specific topic, such as facility security, military tactics, or flying an aircraft



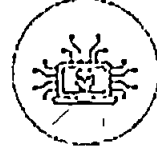
**ELICITING
INFORMATION**

Questioning personnel beyond mere curiosity about an event, facility, or operations



MISREPRESENTATION

Presenting false information or misusing documents to conceal possible illegal activity



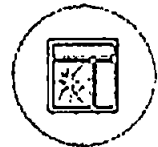
CYBERATTACK

Disrupting or compromising an organization's information technology systems



**RECRUITING/
FINANCING**

Funding suspicious or criminal activity or recruiting people to participate in criminal or terrorist activity



**SABOTAGE/
TAMPERING/
VANDALISM**

Damaging or destroying part of a facility, infrastructure, or secured site



**MATERIALS
ACQUISITION/
STORAGE**

Acquisition and/or storage of unusual materials such as cell phones, radio controllers, or toxic materials



**WEAPONS
COLLECTION/
STORAGE**

Collection or discovery of unusual amounts of weapons including explosives, chemicals, or other destructive materials



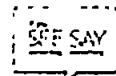
**SECTOR-SPECIFIC
INCIDENT**

Actions which raise concern to specific sectors, (e.g., power plant) with regard to their personnel, facilities, systems, or functions

If you see something, say something®

REPORT SUSPICIOUS ACTIVITY TO LOCAL AUTHORITIES OR CALL 9-1-1 IN CASE OF EMERGENCY

[dhs.gov/see-something-say-something](https://www.dhs.gov/see-something-say-something)



APPENDIX C – DE-ESCALATION TECHNIQUES

DE-ESCALATION SERIES FOR CRITICAL INFRASTRUCTURE OWNERS AND OPERATORS

DE-ESCALATION

How You Can Help Defuse Potentially Violent Situations



De-Escalation

The use of communication or other techniques during an encounter to stabilize, slow, or reduce the intensity of a potentially violent situation without using physical force, or with a reduction in force.

- Department of Homeland Security
Policy Statement 044-05



De-Escalation is a method to prevent potential violence.
Individuals are encouraged to use purposeful actions, verbal communications, and body language to calm a potentially dangerous situation.



Your safety and the safety of others is the highest priority.
Maintain a safe distance and avoid being alone with an individual who is combative or potentially violent. If there is a risk of imminent violence, remove yourself from the situation and seek safety.



Know your limits.
Keep in mind that some individuals may be more adept in applying these techniques. *Know* your own vulnerabilities and tendencies and recognize that sometimes the best intervention is knowing when to seek additional help.



Obtain Help.
If you feel the individual or situation is escalating and violence may occur, call for help from your security staff or local law enforcement and move yourself to a safe location.

TIPS

- Be aware of your non-verbal communications. Ensure your tone, facial expressions, body language, and gestures relay calm and empathy.
- Remain respectful and courteous. Address the individual with civility and use phrases such as "please" and "thank you."

This document describes activities and behaviors that may be concerning or indicative of impending violence. Some of these activities, while concerning, may be constitutionally protected and should be reported only when there are sufficient facts to support a rational conclusion that the behavior represents a potential threat of violence. Do not report based solely on prohibited activities, or on the basis of race, religion, gender, sexual orientation, age, disability, or a combination of any such factors. In addition, be aware that critical infrastructure owners and their operations may also be targeted based on these factors.



PURPOSEFUL ACTIONS

Remain Calm: A purposeful demonstration of calmness and composure can enable de-escalation.

Change the Setting: If possible, remove people from the area. This could involve parties to the conflict and onlookers.

Respect Personal Space: Maintain a safe distance and avoid touching the other person.

Listen: Give your full attention, nod, ask questions, and avoid changing the subject or interrupting.

Empathize: Present genuine concern and a willingness to understand without judging.



VERBAL COMMUNICATION

Tone + Volume + Rate of speech + Inflection of voice = Verbal De-Escalation

Tone: Speak calmly to demonstrate empathy.

Volume: Monitor your volume and avoid raising your voice.

Rate of Speech: Slower can be more soothing.

Inflection: Be aware of emphasizing words or syllables as that can negatively affect the situation.

Instead Of:

"Calm down."

"I can't help you."

"I know how you feel."

"Come with me."

Say...

"I can see that you are upset..."

"I want to help, what can I do?"

"I understand that you feel..."

"May I speak with you?"



BODY LANGUAGE

Instead Of:

Standing rigidly directly in front of the person

Pointing your finger

Excessive gesturing or pacing

Faking a smile

Try...

Keeping a relaxed and alert stance off to the side of the person

Keeping your hands down, open, and visible at all times

Using slow, deliberate movements

Maintaining a neutral and attentive facial expression



HELPFUL LINKS

Power of Hello:

<https://www.fbi.gov/interior-identity-division>

CISA Insider Threat Mitigation Guide:

<https://www.cisa.gov/insider-threat-mitigation-guide>

[fbi.gov](https://www.fbi.gov)

[cisa.gov](https://www.cisa.gov)



**RECOGNIZE
ASSESS
DE-ESCALATE
REPORT**

These de-escalation tactics are options for consideration. This is not intended to mandate policy or direct any action.

APPENDIX D – BOMB THREAT PROCEDURES AND CHECKLIST

BOMB THREAT PROCEDURES

PHONED THREAT

- Remain Calm & DO NOT HANG UP
- If possible, signal other staff members to listen & notify Precinct Inspector
- If the phone has a display, copy the number and/or letters on the window display
- Write down the exact wording of the threat
- Keep the caller on the line for as long as possible and use the Bomb Threat Checklist to gather as much information as you can
- Record, if possible
- Fill out the Bomb Threat Checklist immediately
- Be available for interviews with the building's emergency response team and law enforcement

VERBAL THREAT

- If the perpetrator leaves, note which direction they went
- Notify the Site Decision Maker(s) and authorities
- Write down the threat exactly as it was communicated
- Note the description of the person who made the threat:
 - o Name (if known)
 - o Race
 - o Gender
 - o Type/color of clothing
 - o Body size (height/weight)
 - o Hair & eye color
 - o Distinguishing features
 - o Voice (loud, deep, Accent, etc.)

WRITTEN THREAT

- Handle the document as little as possible
- Notify the Precinct Inspector
- Rewrite the threat exactly as is on another sheet of paper and note the following:
 - o Date/time/location document was found
 - o Any situations or conditions surrounding the discovery/delivery
 - o Full names of any personnel who saw the threat
 - o Secure the original threat; **DO NOT** alter the item in any way
 - o If small/removable, place in a bag or envelope
 - o If large/stationary, secure the location

BOMB THREAT CHECKLIST

DATE: _____ TIME: _____ TIME CALLER HUNG UP: _____

PHONE NUMBER WHERE CALL WAS RECEIVED: _____

ASK CALLER

- Where is the bomb located? (building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

EXACT WORDS OF THREAT

INFORMATION ABOUT THE CALLER

- Where is the caller located? (Background / level of noise)
- Estimated age?
- Is voice familiar? If so, who does it sound like?

CALLER'S VOICE		BACKGROUND SOUNDS		THREAT LANGUAGE
<input type="checkbox"/> Female	<input type="checkbox"/> Distinct	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent	
<input type="checkbox"/> Male	<input type="checkbox"/> Excited	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read	
<input type="checkbox"/> Accent	<input type="checkbox"/> Laughter	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message	
<input type="checkbox"/> Angry	<input type="checkbox"/> Lisp	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational	
<input type="checkbox"/> Calm	<input type="checkbox"/> Loud	<input type="checkbox"/> Local	<input type="checkbox"/> Profane	
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Nasal	<input type="checkbox"/> PA System	<input type="checkbox"/> Well-spoken	
<input type="checkbox"/> Coughing	<input type="checkbox"/> Normal	<input type="checkbox"/> Conversation		
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Ragged	<input type="checkbox"/> Music		
<input type="checkbox"/> Crying	<input type="checkbox"/> Rapid	<input type="checkbox"/> Motor		
<input type="checkbox"/> Deep	<input type="checkbox"/> Raspy	<input type="checkbox"/> Clear		
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Slurred	<input type="checkbox"/> Static		
<input type="checkbox"/> Disguised	<input type="checkbox"/> Stutter	<input type="checkbox"/> Office Machinery		

OTHER INFORMATION: _____

NAME OF PERSON WHO TOOK CALL: _____

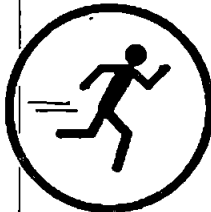
APPENDIX E – ACTIVE SHOOTER POCKET CARD

Side 1

ACTIVE SHOOTER *Pocket Reference Card*

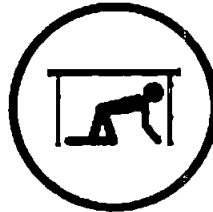


RUN



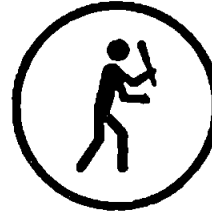
- Identify the location(s) of the threat
- Quickly escape from the threat (via windows, stairs, doors, etc.)
- Leave belongings behind

HIDE



- Block entry to hiding place and lock doors
- Hide in area out of the shooter's view
- Silence mobile communication devices

FIGHT



- Commit to decisive and aggressive action
- Your goal is to incapacitate the shooter
- Fight until the threat is neutralized

Consider all of your options: Run Hide Fight

Side 2

CALL OR TEXT 9-1-1 IF YOU CAN

STAY SAFE!

- Pay attention to emergency alerts
- Report suspicious activity and individuals
- Take note of the two nearest exits in any facility you visit
- Help others if you are able to do so safely
- If you are in a secure location, stay there until law enforcement enters

Contact your local security POC for additional information (name, phone, email, etc.):



cisa.gov/active-shooter-preparedness

WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming, or yelling
- Follow responder's instructions when evacuating



APPENDIX F – POLLING PLACE ACCESSIBILITY CHECKLIST

County:		
City:		
Precinct Number:		
Type of Facility:	<input type="checkbox"/> City / County Government Building <input type="checkbox"/> Fire Station <input type="checkbox"/> Church / Place of Worship <input type="checkbox"/> School <input type="checkbox"/> Business	<input type="checkbox"/> Library <input type="checkbox"/> Club / Lodge <input type="checkbox"/> Senior Living Facility <input type="checkbox"/> Other (identify below):

OUTSIDE	YES	NO	MODIFICATIONS / NOTES
Does location have on-site accessible parking?			
Is there at least 1 van-accessible parking spot (a spot with an adjacent, paved 4-foot buffer zone for wheelchair ramp) within 200 feet of the entrance?			
How many total accessible parking spots are there?			
Is the path from the accessible parking spot to the entrance firm, slip resistant, obstruction-free, stair-free, and at least 36 inches wide at all times?			
Is the path marked with tactile surface indicators to help persons who are blind or visually impaired self-navigate to the entrance?			
Do voters with mobility challenges have to use a separate entrance? If so, is it clearly marked?			
Is there a place to set up a call button for voters with disabilities who require curbside voting?			
INSIDE	YES	NO	MODIFICATIONS / NOTES
Are all entrance ways and doors at least 36 inches wide?			
Is there enough space for a path throughout the voting process that is firm, slip resistant, obstruction-free, stair-free, and 36 inches wide at all times?			
If applicable, is the elevator or wheelchair lift operational?			
Is there a working, accessible bathroom (a stall with a 36-inch door that opens out) that will be available for use on election day?			
Is there a working electrical outlet sufficiently close to the placement of the VAT?			

APPENDIX G – ELECTION DISASTER AND CONTINGENCY PLANNING GUIDANCE

In the event of a disaster or emergency, the election administrator should have a contingency plan on file. This document should serve as an outline for that plan.

1. Possible types of disasters and/or emergencies that may occur:
 - a. Natural disaster (snow/ice, flooding, tornado, fire, etc.)
 - b. Health related disaster (flu outbreak)
 - c. Election worker shortage
 - d. Shortage of ballots or supplies
 - e. Phone system outage
 - f. Bomb threat
 - g. Power failure
 - h. Other
2. Line of succession for election administration.
3. Staff responsible for each task in the event of a disaster or emergency.
4. Agency contact information for assistance in the event of a disaster or emergency.
5. Emergency contact information and after hours contact information for the following:
 - a. Disaster and Emergency Services
 - b. Law enforcement
 - c. Fire department
 - d. Internet provider
 - e. Health department
 - f. Secretary of State's office
 - g. Office of Public Instruction
6. Alternative polling locations in the event of a disaster or emergency.
7. Sample polling place relocation procedures checklist and sample plan (see below).

SAMPLE POLLING PLACE RELOCATION PROCEDURES CHECKLIST

Chief election judge or polling place manager will use this checklist in the event of an emergency that requires relocation of the polling place. This checklist is a sample only. Please modify as necessary for county-specific procedures.

FOR USE BY POLLING PLACE MANAGER AT POLLING PLACE IN CASE OF EMERGENCY

1. Is there an immediate threat to the safety of voters and election judges?

If so, evacuate voters and judges, then call 911 immediately.

2. If there is not an immediate safety threat:

3. Contact the Election Administrator at (insert phone number): _____

- Evacuate voters in a calm manner.
- Let voters who have a ballot finish voting, unless threat is imminent
- Seal and secure ballots for transport
- Secure voting equipment and prepare for transport
- Transport equipment and supplies to your designated relocation area
- Post Polling Place Relocation Signs where they are easily visible at evacuated polling place
- Set up polling booths, ballots, and other supplies at the new polling place
- Verify that seals on ballot boxes are intact
- Resume voting as quickly as possible
- Contact the Election Administrator when relocation is complete

SAMPLE PLAN – ADAPT TO INDIVIDUAL DISTRICT NEEDS

DISASTER/ CONTINGENCY SCENARIOS	TASK LIST	STAFF RESPONSIBLE FOR TASK	ASSISTING AGENCY(S)	EMERGENCY CONTACT	PROCEDURE
Natural Disaster	<input type="checkbox"/> Provide transportation to critical staff <input type="checkbox"/> Provide backup power <input type="checkbox"/> Provide cell service/forwarding <input type="checkbox"/> Communication to public				
Health-Related Disaster	<input type="checkbox"/> Establish protocol for polling places <input type="checkbox"/> Contact public health department <input type="checkbox"/> Post warning notices to public <input type="checkbox"/> Communication to public				
Poll Worker Shortage	<input type="checkbox"/> Call back-up poll workers <input type="checkbox"/> Instructions to poll workers who may be short-staffed				
Ballot/Supply Shortage	<input type="checkbox"/> Contact election administrator <input type="checkbox"/> Secure more ballots from printer <input type="checkbox"/> Amend ballot reports to indicate additional ballots				
Cell Phone Crash	<input type="checkbox"/> Notify phone service provider <input type="checkbox"/> 800 MHz radios or runners				
Bomb Threat	<input type="checkbox"/> Clear election office/polling place, if imminent <input type="checkbox"/> Contact law enforcement <input type="checkbox"/> Communication to public, if necessary				
Power Failure	<input type="checkbox"/> Contact election administrator <input type="checkbox"/> Contact power service provider <input type="checkbox"/> Plan for registering voters and issuing ballots <input type="checkbox"/> Plan for tabulation of ballots				

APPENDIX H – COVID-19 GUIDE

GENERAL SAFETY AND HYGIENE GUIDELINES FOR VOTING LOCATIONS

COVID-19

COVID-19 is a respiratory illness caused by a novel coronavirus. It is easily spread from person to person and thought to be spread in various ways:

- From person to person
- Through close contact with one-another (within 6 feet)
- During prolonged face to face interactions (longer than a few minutes)
- Via respiratory droplets from infected persons
- It is thought to be most contagious when most symptomatic, though may be spread without symptoms.
- The World Health Organization officially declared a global Pandemic as of March 11, 2020
- Vulnerable populations include older people and people with pre-existing medical conditions.

Below are a set of election best practices for safety and hygiene. These are based primarily on recommendations from the Centers for Disease Control and Prevention (CDC). This list will be updated periodically:

- All workers should stay at home if they exhibit any of the following conditions: fever, respiratory symptoms, or sickness.
- Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Research shows that masks can greatly reduce the chance of spreading COVID-19, especially given that approximately 40% of those who have COVID-19 may be asymptomatic.
- Practice routine cleaning of frequently touched surfaces: including tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, etc.
- Practice routine cleaning of frequently touched surfaces: including tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, etc.
- Disinfect surfaces that may be contaminated with germs after cleaning. Follow the election manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, use of personal protective equipment).
- Follow manufacture guidance on cleaning voting equipment. If no manufacturer guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol to clean voting machine buttons.

- Ensure bathrooms at the polling station are supplied adequately with soap/water. It is advised to close restrooms to public use and for election worker use only, unless of emergency.
- Provide an alcohol-based hand sanitizer with at least 60% alcohol for use before or after using the voting machine or the final step in the voting process.
- Provide hygiene and safety equipment to workers.
- Observe social distancing – keep a distance of 6 feet or more whenever possible.

PROPER USE OF PPE AND PROTECTIVE SUPPLIES

These guidelines have been established according to the latest Recommendations for Election Polling Locations established by the U.S. Center for Disease Control (CDC) issued June 22, 2020, as well as information provided by the CDC to the National Association of Election Directors (NAED) on May 12, 2020.

Personal protective equipment (PPE) is most effective when the wearer knows how to properly put on and remove the equipment. Clerks are encouraged to provide resources to election inspectors on how to properly utilize this equipment. Consult the links provided below for CDC guidelines, or state and county health department resources where available.

- Proper wearing of cloth facemasks: [Use Masks to Slow the Spread of COVID-19 \(cdc.gov\)](https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html)
- Proper wearing of gloves: [2022-05-11 12:30 | Archive of CDC Covid Pages \(pagefreezer.com\)](https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html)
- Proper donning and removal of PPE (video, includes removal of medical PPE but also useful for removal of gloves and cloth face coverings) <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

ELECTION WORKERS

All workers may be required to wear masks and gloves while performing their duties. They should wash their hands after removing their gloves. It is recommended that each precinct should have on hand at least one (1) can of disinfectant spray or canister of cleaning wipes and hand sanitizer and, if available, at least fifty (50) masks, one (1) box of gloves, and five (5) face shields.

VOTERS

The Indiana Governor issued Executive Order 20-02 declaring a public health emergency on March 6, 2020. Since that date, subsequent Executive Orders have extended. This includes the allowance for more stringent requirements if passed by a political or county subdivision, including the requirement to wear face masks. Voting stations will follow the current state and/or county requirements during the time of early voting and on voting day.

THERMOMETERS

Thermometers, if available, may be used to check the temperature of election workers, but not voters. Do not screen voters for temperature or any other symptoms, unless mandatorily directed by state and/or county officials.

GLOVES

Election workers have the option to utilize gloves throughout the day, unless mandatorily directed by state and/or county officials.

FACE MASKS AND SHIELDS

Election workers have the option to utilize masks and/or face shields throughout the day, unless mandatorily directed by state and/or county officials. The use of face mask and/or shields may help further mitigate the exposure to any airborne particulate.

TABLETOP PROTECTIVE SHIELDS / SNEEZE GUARDS

Primarily used to provide separation between election workers and voters being processed.

DISINFECTANT/SANITIZER

Ensure you have disinfectant and hand sanitizer to properly clean and disinfect surfaces and provide hand sanitation throughout the day. Consult CDC and vendor guidelines on properly cleaning and disinfecting surfaces.

CLEANING STAFF OR VOLUNTEERS

Staff or volunteers do NOT need to be election inspectors to be in the polling place and assist in cleaning the polling place and voting equipment. Consult with local government counterparts, civic organizations, and others to obtain assistance in cleaning and sanitizing the polling place.

PRECINCT SET-UP / OPERATION

Proper precinct set-up will be vital in helping to improve the ability for voters and election workers to maintain safe distances and observe proper health and safety measures.

Please consider the following recommendations when operating your precinct:

DISINFECT SURFACES

Keep all surfaces cleared of unnecessary clutter and clean/disinfect them regularly. Utilize anti-viral disinfectant to clean surfaces after use by each voter, including voting booths and all voter processing tables.

CLEAN AND DISINFECT VOTING EQUIPMENT

Consult your equipment vendor or county clerk's offices for proper guidance on how to clean and disinfect all voting equipment. It is recommended that all equipment is cleaned and disinfected after use by each voter. If no vendor recommendations are available, utilize lightly wetted wipes of a disinfectant solution or solution of at least 70% alcohol. It is not advised to make equipment wet to the touch when disinfecting.

SOCIAL DISTANCING You will have to plan your precinct layouts to accommodate for recommended social distancing.

Where possible, ensure that all voter processing stations are spaced 6 feet apart, all voting booths allow for 6 feet of space between them, voters are organized 6 feet apart in line, and all workers are spaced a minimum of 6 feet apart.

We realize some voting areas may not allow for this in all instances, but always use best judgement in trying to come as close as possible to keeping these distances. (See diagrams below for visuals and more details)

LIMIT/DISINFECT SHARED OBJECTS

Limit shared items as much as possible (i.e., pens, ballot markings devices) and attempt to disinfect all items that are required to be shared.

VENTILATION AND SPACE

Allow for as much space between voting booths and processing tables. Ensure that rooms have proper ventilation, and that all ventilation systems are operational and functioning if available.

PROVIDE REGULAR BREAKS TO WORKERS

It is important to limit worker's exposure as much as possible and allow time to wash and disinfect hands. Provide regular breaks and stagger shifts, when possible, to ensure workers have time away from crowds.

PHYSICAL BARRIERS

Utilize physical barriers, such as plexiglass dividers and plastic shields, to keep distances and separation between voters and election workers.

Where available, provide for these barriers between voters at voting booths, or around tabulation equipment.

CONSIDER YOUR LOCATION

You may share a polling location between multiple precincts, or your precinct may be located within a school or nursing home facility.

Be mindful of your space when planning your precinct operations. Ensure that lines of voters do not disrupt or expose those within the location and ensure that voters do not exit the facility in ways that endanger possible at-risk populations.

VENDOR GUIDELINES FOR CLEANING VOTING EQUIPMENT

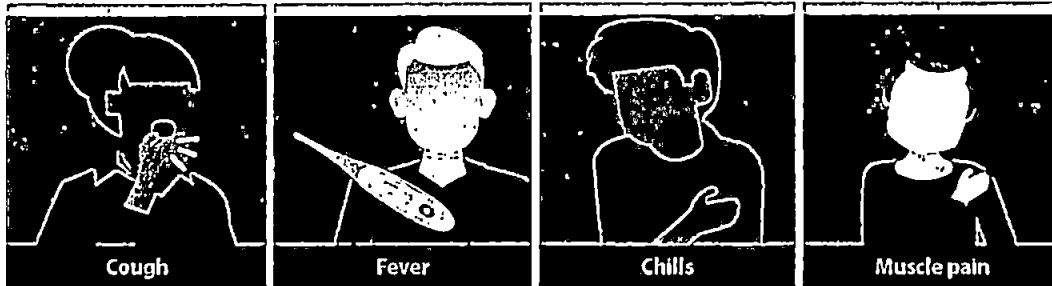
EAC: [Health and Safety at the Polling Place \(eac.gov\)](https://www.eac.gov)

Hart: [Resources COVID-19 - Hart InterCivic](#)

ES&S: <https://www.essvote.com/faqs/covid-19-and-a-clean-voting-environment/>

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Facemask Do's and Don'ts

For Healthcare Personnel

When putting on a facemask

Clean your hands and put on your facemask so it fully covers your mouth and nose.



DO secure the elastic bands around your ears.



DO secure the ties at the middle of your head and the base of your head.

When wearing a facemask, don't do the following:



DON'T wear your facemask under your nose or mouth.



DON'T allow a strap to hang down. DON'T cross the straps.



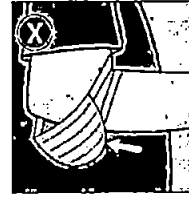
DON'T touch or adjust your facemask without cleaning your hands before and after.



DON'T wear your facemask on your head.



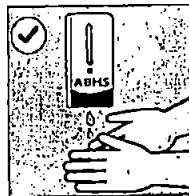
DON'T wear your facemask around your neck.



DON'T wear your facemask around your arm.

When removing a facemask

Clean your hands and remove your facemask touching only the straps or ties.



DO leave the patient care area, then clean your hands with alcohol-based hand sanitizer or soap and water.



DO remove your facemask touching ONLY the straps or ties, throw it away*, and clean your hands again.

*If implementing limited-reuse: Facemasks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. Folded facemasks can be stored between uses in a clean, sealable paper bag or breathable container.

Additional information is available about how to safely put on and remove personal protective equipment, including facemasks:
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



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NOTICE OF RUSH COUNTY VOTING LOCATIONS

Pursuant to I.C. 3-11-8-3.2 the following locations are designated polling places for the Primary Election, to be held on May 3, 2022 in Rush County, Indiana.

Early Absentee Voting will take place at the Rush County Courthouse, 101 East 2nd Street, Rushville, IN 46173, Monday thru Friday, April 5, 2022 through May 2, 2022 at noon. And 8 to noon on April 23 and 30th, 2022.

RUSH COUNTY VOTING LOCATIONS		
Rushville 1	RSE Community Building	1181 N Sexton St., Rushville, IN 46173
Rushville 2	RSE Community Building	1181 N Sexton St., Rushville, IN 46173
Rushville 3	RSE Community Building	1181 N Sexton St., Rushville, IN 46173
Rushville 7	First Baptist Church	1431 W. US Hwy. 52, Rushville, IN 46173
Rushville 8	First Baptist Church	1431 W. US Hwy. 52, Rushville, IN 46173
Ripley 9	Ercel Bever Jr Community Building	1 N Main St, Carthage, IN 46115
Ripley 10	Ercel Bever Jr Community Building	1 N Main St, Carthage, IN 46115
Posey 11	Posey Twp. Volunteer Fire Dept.	7560 W. US Hwy. 52, Arlington, IN 46104
Walker 12	Manilla Volunteer Fire Dept.	9234 W State Road 44, Manilla, IN 46150
Orange 13	Milroy United Methodist Church	114 N Pleasant St., Milroy, IN 46150
Anderson 14	Milroy United Methodist Church	114 N Pleasant St., Milroy, IN 46150
Jackson 15	First Baptist Church	1431 W. US Hwy. 52, Rushville, IN
Center 16	Center Christian Church	9112 N. 50 West, Mays, IN 46155
Washington 17	Center Christian Church	9112 N. 50 West, Mays, IN 46155
Union 18	Glenwood Community Center	207 Durbin St, Glenwood, IN 46133
Noble 19	New Salem Lion's Club	4324 E. US Hwy. 52, Rushville, IN 46173
Richland 20	New Salem Lion's Club	4324 E. US Hwy 52, Rushville, IN 46173

EMERGENCY CONTACT NUMBERS

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Rush County Clerk	765-932-2086
Clerk's Cell (Angie)	765-745-0328
Sheriff's Office	765-932-2931
Rushville Police Dept.	765-932-2205
Emergency Mgmt. Service	765-932-8391
Carthage Town Marshall	765-565-6062