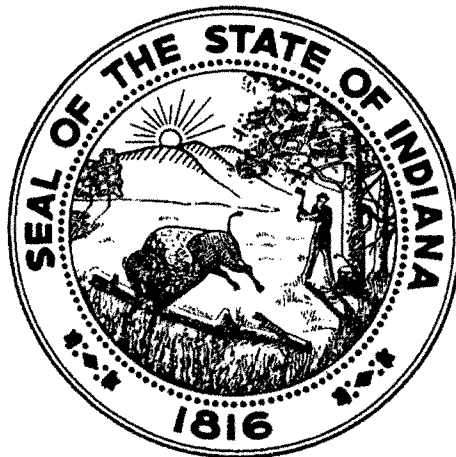# RUSH COUNTY VOTE CENTER PLAN

Version 1.0

Effective January 1, 2026

June 5, 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 Dept., 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 Twnsp. 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 MUNCIPAL/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
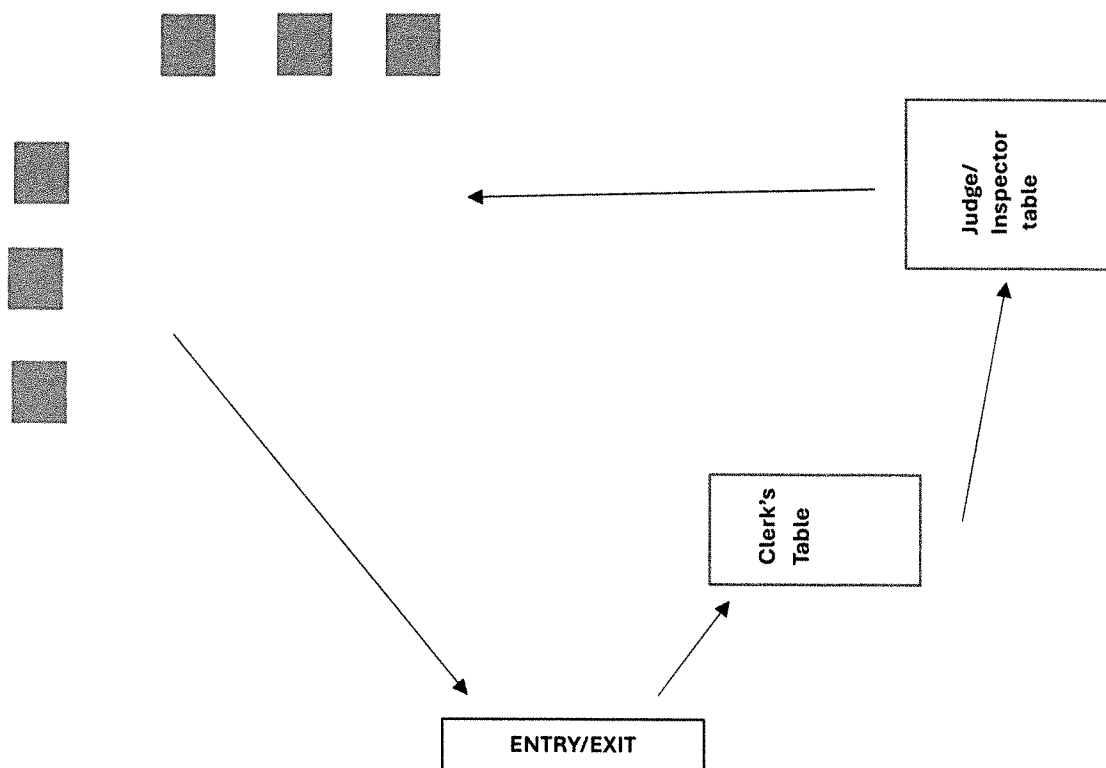
VOTER EDUCATION

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/mailer 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

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.

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.

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.

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.

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 standout.

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.

Sharing general aspects of security enhancements can increase the community's confidence in safety while possibly discouraging potential attacks. Do not 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 in- creases 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

- 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

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.

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.

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

- 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.

- 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.

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.
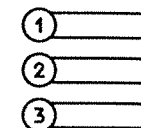
Review - After Election Day

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.
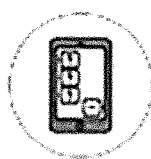
**BREACH/
ATTEMPTED
INTRUSION**

Unauthorized people
trying to enter a
restricted area or
impersonating
authorized personnel
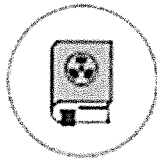
**ACQUISITION OF
EXPERTISE**

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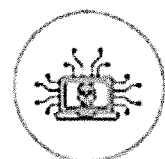as facility security,
military tactics, or
flying an aircraft

**ELICITING
INFORMATION**

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

MISREPRESENTATION

Presenting false
information or
misusing documents
to conceal possible
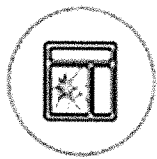illegal activity

CYBERATTACK

Disrupting or
compromising
an organization's
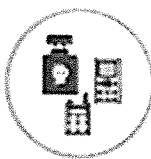information
technology systems

**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
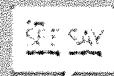
**SECTOR-SPECIFIC
INCIDENT**

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

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:	Say...
"Calm down."	"I can see that you are upset..."
"I can't help you."	"I want to help, what can I do?"
"I know how you feel."	"I understand that you feel..."
"Come with me."	"May I speak with you?"

BODY LANGUAGE

Instead Of:	Try...
Standing rigidly directly in front of the person	Keeping a relaxed and alert stance off to the side of the person
Pointing your finger	Keeping your hands down, open, and visible at all times
Excessive gesturing or pacing	Using slow, deliberate movements
Faking a smile	Maintaining a neutral and attentive facial expression

HELPFUL LINKS

Power of Hello:
cisa.gov/employee-vigilance-power-hello

CISA Insider Threat Mitigation Guide:
cisa.gov/publication/insider-threat-mitigation-resources

🌐 cisa.gov ✉ Central@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.

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
☐ **Female**		☐ Distinct		☐ Animal noises	☐ Incoherent
☐ **Male**		☐ Excited		☐ House noises	☐ Message read
☐ Accent		☐ Laughter		☐ Kitchen noises	☐ Taped message
☐ Angry		☐ Lisp		☐ Street noises	☐ Irrational
☐ Calm		☐ Loud		☐ Local	☐ Profane
☐ Clearing throat		☐ Nasal		☐ PA System	☐ Well-spoken
☐ Coughing		☐ Normal		☐ Conversation	
☐ Cracking voice		☐ Ragged		☐ Music	
☐ Crying		☐ Rapid		☐ Motor	
☐ Deep		☐ Raspy		☐ Clear	
☐ Deep breathing		☐ Slurred		☐ Static	
☐ Disguised		☐ Stutter		☐ Office Machinery	

OTHER INFORMATION: _____

NAME OF PERSON WHO TOOK CALL: _____

APPENDIX F – POLLING PLACE ACCESSIBILITY CHECKLIST

County:	
City:	
Precinct Number:	
Type of Facility:	☐ City / County Government Building ☐ Library ☐ Fire Station ☐ Club / Lodge ☐ Church / Place of Worship ☐ Senior Living Facility ☐ School ☐ Other (identify below): ☐ Business

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 resident, 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?			

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

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.

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.
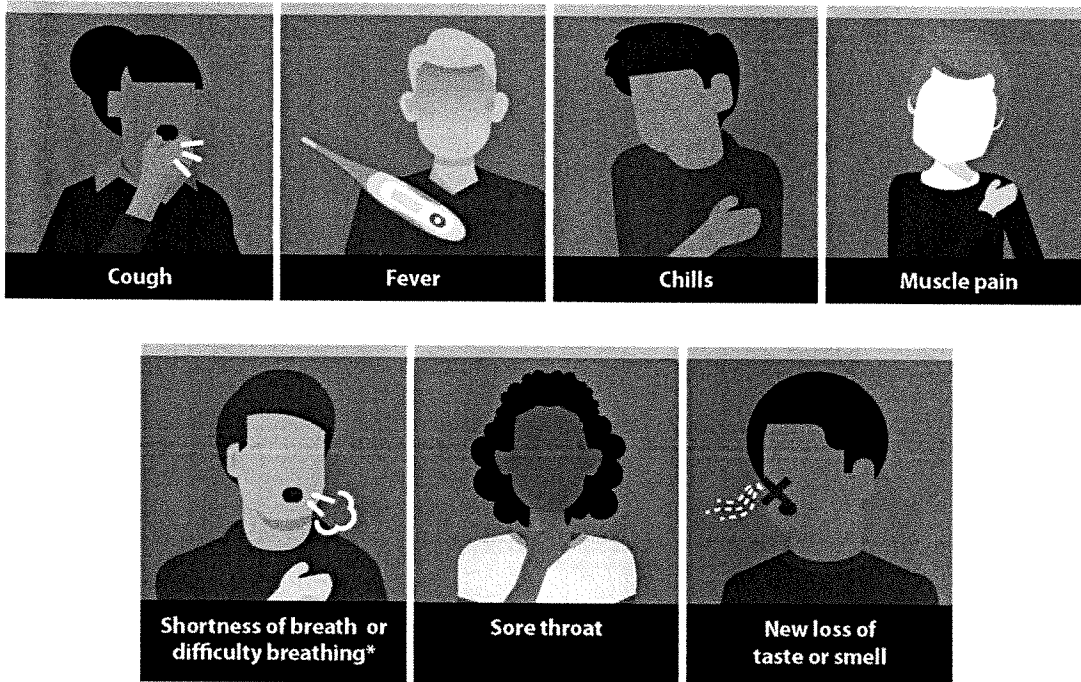
CLEAN AND DISINFECT VOTING EQUIPMENT

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.

Symptoms of Coronavirus (COVID-19)

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

Cough	**Fever**	**Chills**	**Muscle pain**

Shortness of breath or difficulty breathing*	**Sore throat**	**New loss of taste or smell**

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