

EMERGENCY CONTINGENCY PLAN FOR ELECTIONS

TOWN OF BETHEL, CONNECTICUT

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2013 MAR 11 P 3 26

TOWN OF BETHEL
TOWN CLERK

POLL WORKERS

Poll Workers are trained and assigned duties for each election or referendum. Each worker commits to time and duties.

A list of additional workers is available from the Registrar if necessary.

Moderators are given the discretion of changing poll workers positions /duties.

POLLING LOCATIONS

Moderators and assistant registrars with the support of the registrars prepare the polling place the day before an election. All aspects of safety are inspected, including exits and secure areas.

Polling locations are located in a local school, fire house and municipal center. In the event a polling place became unavailable, town and school administration would work with us to secure space.

A list of phone numbers for all polling locations and officials is given to each Moderator. A contact person from maintenance is readily available.

EMERGENCY MANAGEMENT

Town is equipped with reverse emergency telephoning for the entire town. Emergency personnel are readily available to assist any weather emergency situation. Poll workers can be assisted by local police for transportation to the polls if necessary. The First Selectmen will be immediately contacted .

LOSS OF POWER

Emergency generators are available in each building used as a polling location. Local officials are on call and would be able to secure additional generators if necessary. Flashlights are kept with supplies in each location.

EVACUATION

If an emergency occurs that forces an evacuation, the Moderator will perform the following:

Alert all individuals in the polling location of the situation and direct them to safety.

Get a headcount and use this headcount to make certain everyone present is evacuated safely from the polls.

Secure voting equipment and supplies according to Moderator training procedures.

Keep in close contact with officials to determine if polls can be re-entered. Polling officials would resume duties and voters would be allowed to re-enter.

If alternate location is necessary, provide poll workers and voters with the address.

Post on entry doors address of new location.

BALLOTS

Keep an hourly check on the number of voters crossed off and ballots used and spoiled.

If running short, notify the town Clerk for extra ballots from absentees.

Make copies of ballot and bring to polling location if needed. Hand counting will then take place.

MODERATOR'S HANDBOOK

Moderators in charge at each polling location will have their handbooks with them for reference.