

**Lexington County Voter
Registration & Elections Precinct
“Emergency Response”
Quick Reference Cards**

Introduction

This flip chart is designed to serve as a quick reference to Emergency Management Guidelines for precincts during Elections in Lexington County of South Carolina. It is intended to provide guidance in case of Emergencies or Disasters.

Clerks and Poll Workers should familiarize themselves with the information provided in this flipbook and should keep it in an area where it can be easily accessible in case of an Emergency.

Preplanning is Essential 'Before' These Events Happen

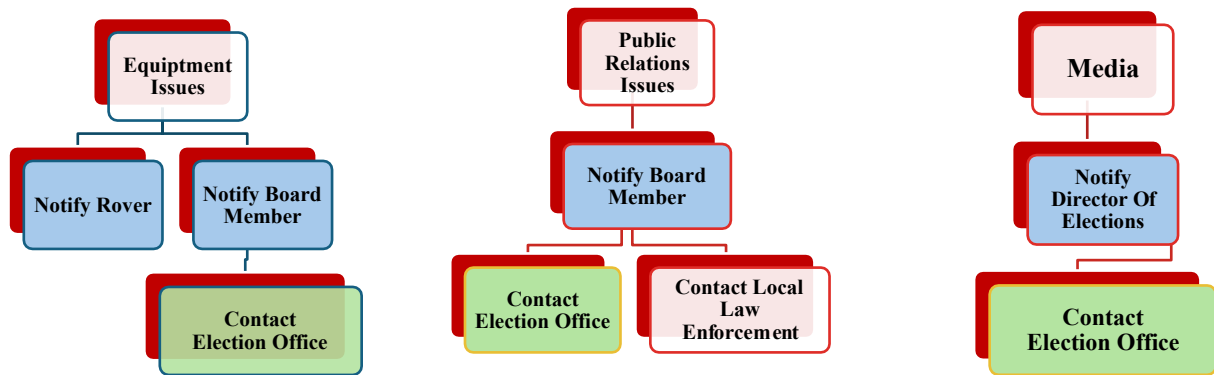
This document is not a replacement for the Lexington County Registration and Elections Official Emergency Management Plan but serves as a supplement to precincts as a guide for management during an Emergency.

Remember

The Safety of Election Staff and the Public are our highest priority and concern. All the information in this flip chart is to be used as a guide.

Lexington County Voter Registration Contact List

Contact	Phone
Election Office	803-785-8361
Logistics Specialist	803-785-4931
Equipment Manager	803-785-8363



Preplanning is Essential 'Before' These Events Happen

It is our primary purpose during Elections to:

- Maintain the Safety and Security of Election Staff and the Public
- Maintain the Secrecy of the Ballot and the Chain-Of-Custody process
- **Continue the Voting Process**

Utility Failure may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc.:

- **Remain Calm** and Assess the situation
- Notify any On-Site Official, Facility Representative and the Election Office.

Power Outage: If device is in BATTERY MODE, then:

- **Continue the Voting Process**

Responsibilities of Clerk:

- Contact Election Office
- Account for all equipment battery life and power down if necessary.
- Notify voters and Poll Managers to move to designated Emergency Assembly Area if needed

If the Precinct Experiences a Power Outage Event:

- Determine the scope of the power outage at your Precinct
- Notify any On-Site Official, Facility Representative and the Election Office
- Move to lighted areas, if necessary
- **Continue the Voting Process**

If Power Outage is estimated to exceed 2 hours or more/ if 'Evacuation' is necessary, then:

- Notify On-Site Official, Facility Representative and the Election Office that power has been restored
- Refer to "Emergency Voting Procedures" and **Continue Voting as soon as possible**
- Remember:
 - Power down equipment to minimum number of machines.
 - Unplug all electrical equipment (including EPBs) and Take all equipment assigned to you if evacuating
- Wait for Registration staff to notify you of your next steps

If Power Outage is estimated to exceed 2 hours or more/ if 'Evacuation' is necessary, then:

- Notify any On-Site Official, Facility Representative and the Election Office
- Refer to "Emergency Voting Procedures" and **Continue Voting as soon as possible**
- Remember:
 - Power down equipment to minimum number of machines.
 - Unplug all electrical equipment (including EPBs) and Take all equipment assigned to you if evacuating
- Wait for Registration staff to notify you of your next steps

When Power is 'Restored':

- Ensure all equipment is plugged in and turned on to Normal Operational Mode.
- Inform Election Office and notify that power has been restored
- **Continue Voting**
- Complete an Incident Report Form

4 Inclement Weather/Flooding/Natural Disasters/Other Disasters 4

Preplanning is Essential 'Before' These Events Happen

INCLEMENT WEATHER:

- Determine the scope of the weather, evaluate and adjust accordingly
- Secure Election equipment, important paperwork and Ballots

With this event, Curbside voting may be impeded, inform Curbside Voters that voting will resume as soon as possible but continue voting inside the precinct.

- Contact the Election Office.
- Complete Incident Report

FLOODS:

If the Precinct Experiences a Flood:

- Determine the scope of the flood.
- Secure Election equipment, important paperwork and Ballots. Unplug all devices, Move to non-flooded areas and switch equipment to Battery mode if necessary
- Notify any On-Site Official, Facility Representative and the Election Office
- **Continue the Voting Process**
- If flood is creating an unsafe situation, evacuate.

If the flooding event is preventing the ability for Voters to vote, or the Precinct is inaccessible:

- Notify any On-Site Official, Facility Representative and the Election Office
- Refer to "Emergency Voting Procedures" and **Continue Voting as soon as possible**
- Remember:
 - Power down equipment to minimum number of machines.
 - Unplug all electrical equipment (including EPBs) and Take all equipment assigned to you if evacuating

When access to the Precinct is 'Restored':

- Notify any On-Site Official, Facility Representative and the Election Office let them know precinct has been
- Ensure all equipment is plugged in and turned on to Normal Operational Mode
- **Continue the Voting Process**
- Complete an Incident Report

NATURAL DISASTERS – EARTHQUAKES, HURRICANES, TORNADOS:

- Determine the scope of the disaster
- Secure Election equipment, important paperwork and Ballots

If presented Unsafe Environment:

- Evaluate and adjust accordingly

Once Safety is Restored:

- Complete Incident Report
- **Continue the Voting Process**

Responsibilities of Clerk:

- Contact the Election Office.
- **Notify voters and Poll Managers to move to designated Emergency Assembly Area or Safe Zone**

If a Natural and Other Disasters prohibits the Precincts from continuing the Voting Process:

- Notify any On-Site Official, Facility Representative and the Election Office
- Refer to "Emergency Voting Procedures" and **Continue Voting as soon as possible**
- Remember:
 - Power down equipment to minimum number of machines.
 - Unplug all electrical equipment (including EPBs) and Take all equipment assigned to you if evacuating
- Wait for Registration staff to notify you of your next steps

When access to the Precinct is restored:

- Ensure all equipment is plugged in and turned on to Normal Operational Mode restored.
- Notify On-Site Official, Facility Representative and the Election Office, let them know operations have been restored
- **Continue the Voting Process**
- Complete an Incident Report

4 Inclement Weather/Flooding/Natural Disasters/Other Disasters 4

***Preplanning is Essential 'Before' These
Events Happen***

In the Event of a Fire

{If you see Smoke or Flames}

Pull the **Fire Alarm** and Call **911**

Remember to R.A.C.E.

R-Rescue

Relocate Election Officials and
Public from the precinct.

A-Alarm

Pull the fire alarms
Contact Emergency Services
(9-1-1)

C-Contain

Close the doors as you exit

E - Evacuate

Evacuate

Use a Fire Extinguisher only if:

- **ONLY IF YOU HAVE BEEN
TRAINED**

**Remember: Election Officials are not
trained firefighters.**

**If you can't control a fire within 30
seconds, abandon your efforts, Close the
door(s) and Evacuate Immediately.**

Medical Emergencies

If someone is Injured or becomes Ill:

- **Stay Calm**
- Dial **911** and explain the type of
Emergency, the location, condition, and
number of victims
 - Do not hang up unless told to do so
by the dispatcher
- **ONLY RENDER AID IF YOU HAVE
BEEN TRAINED**
- **Do not move the victim** unless there is
danger of further injury if they are not
moved
- Comfort the victim until Emergency
Medical Services arrive
- Have someone wait outside for the
arrival of Emergency Responders
- Contact the Election Office
- **Continue the Voting Process when
possible**
- Complete an Incident Report

Preplanning is Essential 'Before'*HOSTILE ENCOUNTER:****If the Precinct Experiences a Hostile Encounter:**

- **'Stay Calm'**
- **De-Escalation techniques:**
 - **Listen**
Make sure you truly understand the problem or concern. Occasionally interject supportive words or short phrases such as *"I understand"* or *"Yes, I see"*
 - **'Relate'**
Apologize in a general or broad sense. You don't want to admit a mistake if you haven't made one, but you can show your understanding by saying, *"I am sorry about the confusion"* or *"I understand how you must feel"*
 - **'Propose an Action Plan'**
Offer a course of action that will solve the problem. Based on what the concerns are, you can suggest a solution. *"I would like to help you; how about if"*
 - **'Continue to Keep Your Cool':**
If the Voter appears agitated or aggressive, keep your calm don't be manipulated by the voter's anger.
 - **'Ask for the Voter's Solution':**
"Can you tell me what you need?" or *"Do you have any suggestions?"*
- **Notify the Board Member/ Election Office if things escalate or have another Poll Manager to do so.**
- **Walk away if you are becoming agitated.**
- **If necessary, remove yourself from danger and**
CALL 9-1-1 WHEN IT IS SAFE TO DO SO

These Events Happen***HOSTILE ENCOUNTER:****Information to provide to 9-1-1:**

1. You're Name.
2. You're Location.
3. A brief description of the situation
4. Any pertinent information (if the Hostile Person is armed or has threatened self-harm or if you've seen anything that could be a threat).
5. Location of the Hostile Person(s).
6. Any pertinent information such as: number of intruders, description of intruders, any type of weapons, or injuries.
7. Number of potential victims at the Precinct.
8. Note: Remember that the 9-1-1 Operator will ask you these questions and may ask for further information. Cooperate with the Operator and give them any information requested.
9. When possible, Contact the Election Office
10. **Continue the Voting Process when possible**
11. Complete an Incident Report

Preplanning is Essential 'Before'*ACTIVE SHOOTER:**

If the Precinct experiences an Active Shooter Event.

Stay Calm.**ASSESS**

- Assess the Situation
- Evaluate if you can leave
- Locate exits

IF RUNNING IS AN OPTION:

- Have an escape route and plan in mind.
- For your Safety- Leave your belongings behind.
- Keep your hands visible.

IF HIDING IS AN OPTION:

- Hide in an area out of the shooter's view.
- Go to a room that can be locked.
- Turn off lights and close all windows and blinds.
- Block entry to your hiding place.
- Maintain silence. Don't speak, turn off cell phone.

IF FIGHTING IS AN OPTION:

As a last resort, and only when your life is in imminent danger:

- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

CALL 9-1-1 WHEN IT IS SAFE TO DO SO**If an Active Shooter is 'Outside' your Precinct:**

1. Seek Shelter and Barricade Doors
 - a. If sheltering in place, try to get everyone down on the floor (so that no one is visible from outside the room)
2. Call 911.
3. Close and lock all doors, windows, and other openings to the outside.
4. Lock the door to any rooms being used and draw the curtains/shades or cover the windows. You should not be visible from the outside or from the corridor.
5. Stay away from windows and doors.
6. Remain calm and await further instructions.
7. **Stay put.**
8. Do not respond to any voice commands until you are sure that they come from a Law Enforcement

These Events Happen*

Shelter in Place is useful when Evacuation is Not an Option.

- Refuge is sought in an interior room with few or no windows. If there are voters in the building, provide for their safety by asking them to stay—not leave.

DO NOT leave the room until directed to do so by a public safety official.

Information to provide to 9-1-1:

1. You're Name.
2. You're Location.
3. A brief description of the situation
4. Any pertinent information (if the Hostile Person is armed or has threatened self-harm or if you've seen anything that could be a threat).
5. Location of the Hostile Person(s).
6. Any pertinent information such as: number of intruders, description of intruders, any type of weapons, or injuries.
7. Number of potential victims at the Precinct.
8. Note: Remember that the 9-1-1 Operator will ask you these questions and may ask for further information.
9. Cooperate with the Operator and give them any information requested.
10. When possible, Contact the Election Office
11. **Continue the Voting Process when possible**
12. Complete an Incident Report
 - When possible, Contact the Election Office
 - Complete an Incident Report

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

- Remain calm & do not hang up, keep the caller on the line for as long as possible
- If possible, signal other staff members to listen & notify Site Decision Maker(s)
- If the phone has a display, copy the number and/or letters on the display
- Write down the exact wording of the threat
- Record the call, if possible
- Fill out the Bomb Threat Checklist immediately

If you receive a written threat:

- Handle the document as little as possible
- Note date, time, and location the document was found
- Secure the document and do not alter the item in any way
- Notify the organization Site Decision Maker(s)

If you receive a social media or email threat:

- Do not turn off or log out of the account
- Leave the message open on the device
- Take a screenshot, or copy the message and subject line
- Note the date and time
- Notify the organization Site Decision Maker(s)

*** Refer to your local bomb threat management plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone in close proximity to a suspicious item
- Touch or move a suspicious item

IF A SUSPICIOUS ITEM IS FOUND, CALL 911

For more information about this form contact the
CISA Office for Bombing Prevention at: OBP@cisa.dhs.gov



V3

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER
HUNG UP:PHONE NUMBER WHERE CALL
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 Caller:

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

Caller's Voice

- ☐ Female
- ☐ Male
- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking Voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

Background Sounds

- ☐ Animal noises
- ☐ House noises
- ☐ Kitchen noises
- ☐ Street noises
- ☐ Booth
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long distance

Threat Language

- ☐ Incoherent
- ☐ Message read
- ☐ Taped message
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

OTHER INFORMATION:

Preplanning is Essential 'Before' These Events Happen

In order to prepare for an Emergency during an Election, Poll Managers need to understand and be aware of each other's roles and responsibilities. Here are the following roles and responsibility of the Poll Managers team in an Emergency during an Election:

1 – CLERK

It is the responsibility of the Clerk to know the facility.

Know the Emergency policy or procedure, established by the Board Members/or the Registration and Election Staff. Identify Onsite/ Off-site meet up location and inform your team.

Maintain active communication with their Board Member, Election Office Staff and their team at all times.

To ensure that during the day of an Election, each Poll Manager is aware of all Emergency and evacuation procedures and meet up locations.

Assess and address the situation with the Three C's:

CHECK

- Identify if issues are beyond your power and if evacuation is necessary.

CALL 9-1-1

- In an Emergency call 9-1-1 then the Election Office. Explain the problem to the Election Office and to Emergency Services.

CARE

- Initiate a response to the situation
- **Continue the Voting Process when possible**
- Complete an Incident Report

- In the case of an Evacuation, it is the responsibility of the Clerk to:
 - ✓ Ensure everyone has exited the building.

2 - ASSISTANT CLERK/EXPERIENCED POLL MANAGER

- **Primary Role:** Maintain the Chain-Of-Custody and Secrecy of the Ballot during an Emergency. In every Emergency, the Assistant Clerk's primary responsibility is to ensure that the ballots remain protected, and that the equipment remains active and untouched by any individuals other than authorized Election Officials.
- Ensure Voting continues as soon as possible.
- In the event of Evacuation, it is the responsibility of the Assistant Clerk to:
 - ✓ Remove/Secure any unopened Ballots including Emergency, Provisional and Failsafe ballots, as well as the paper poll list. These are the items in the blue bag while exiting the facility.

3 - CHECK-IN MANAGER.

- **Primary Role:** Continue the normal voting process of the Precinct
- In the event of *Evacuation*, the Check-In Manager is responsible for:
 - ✓ Ensuring all poll watchers, observers, and guests exit the facility and/or take cover.
 - ✓ Secure the MiFi. Device and, at least (1) of the E-poll Books if possible.
- It is the responsibility of the Check-In Manager to fulfil the role of the Assistant Clerk if they become incapacitated or unavailable.

4- BALLOT-MARKING DEVICE MANAGER

- **Primary Role:** Instruct Voters on how to use the machine to mark their ballot.
- In the event of an *Evacuation*, ensure that all individuals voting **Either;** continue voting or eject to spoil the ballot
 - ✓ Secure and remove at least (1) ballot marking device if possible.

5- EXIT MONITOR

- **Primary Role:** Ensure all voters cast their ballots before leaving the Precinct
- In case of evacuation, it is the responsibility of the Exit Manager to:
 - ✓ Assist the Ballot-Marking Device Manager with the removal of voters
 - ✓ Remove the DS200 marking device, if possible

7 - CURBSIDE MONITOR

- **Primary Role:** Process voters curbside, ensuring the Election process is followed
 - ✓ Take directions from the Clerk and assist in the Emergency response.