



COH Ward 1 Special Election TTX

“Operation Ballot Box”

March 9, 2023

Situation Manual

This situation manual (SitMan) provides exercise participants with all the necessary tools for their roles in the exercise. Some exercise material is intended for the exclusive use of exercise planners, facilitators, and evaluators, but players may view other materials that are necessary to their performance. All exercise participants may view the SitMan.



Exercise Agenda

Time (AM)	Activity
12:00 – 12:15	Welcome: Purpose, Introductions and Guidelines
12:15 – 12:30	Setting
12:30 – 12:50	Scenario 1
12:50 – 01:20	Scenario 2
01:20 – 01:30	Closing Discussion and Evaluation

Exercise Overview

Exercise Name	Operation Ballot Box
Exercise Date, Time, and Location	March 9, 2023 12:00 PM - 2:00 PM City of Henderson, Emergency Operations Center
Scope	This TTX will engage players in the response to two separate and distinct scenarios.

Purpose	The purpose of this TTX is not to exercise and evaluate response capabilities of individual participants. The purpose is for players to respond to facilitation questions designed to develop understanding of the COH Ward 1 Special Election EAP and generate discussion to identify possible capability gaps or areas of improvement and implementable planning solutions.
Mission Area	Response
Core Capabilities	<ul style="list-style-type: none"> • On-Scene Security, Protection, And Law Enforcement • Operational Communications • Operational Coordination • Public Information and Warning • Situational Assessment
Objectives	<ol style="list-style-type: none"> 1. Describe procedures and resources in place to ensure a safe and secure election, including how additional resources may be requested to address needs that may arise. 2. Describe how communication is conducted to ensure security, situational awareness and effective operations. 3. Describe the command structure in place for the COH Ward 1 Special Election and what critical stakeholders would be integrated in an emergency response. 4. Describe how coordinated, prompt, reliable and actionable information would be provided to stakeholders and members of the public in response to an emergency. 5. Describe how all decision makers will be provided with decision-relevant information to maintain a common operating picture.
Threat or Hazard	Civil Disturbance & Power Outage
Scenarios	This TTX features three scenarios requiring evacuation of varying complexity. Following the first scenario will be a presentation of FAST and specific emergency traffic management strategies (ETMS). The discussion should inform the actions taken in the second and third scenario.

Sponsor	Division of Emergency Management, City of Henderson
Player Organizations	City of Henderson <ul style="list-style-type: none"> - City Clerk - Henderson Fire Department - Henderson Police Department - Office of Emergency Preparedness Clark County Elections Department Nevada Secretary of State
Points of Contact	April Parra, COH City Clerk, april.parra@cityofhenderson.com , ██████████ Bradley Iverson, COH OEP, bradley.iverson@cityofhenderson.com , ██████████ Josie Ross, COH OEP, josie.ross@cityofhenderson.com , ██████████ ██████████ Louie Valdez, COH City Clerk, louie.valdez@cityofhenderson.com , ██████████

Exercise Guidelines

- This exercise will be held in an open, low-stress, no-fault environment. Varying viewpoints, even disagreements, are expected.
- Participants should respond to the scenario using knowledge of existing operating procedures, plans and capabilities, and insights derived from your work experience and training. This will provide the most significant benefit to the process.
- Decisions are not precedent setting and may not reflect your organization’s final position on a given issue. This exercise is an opportunity to present and discuss multiple options and possible solutions.
- Issue identification, suggestions and recommended actions should lead to improved prevention, protection, mitigation, response, and recovery efforts. Problem-solving efforts should be the focus.

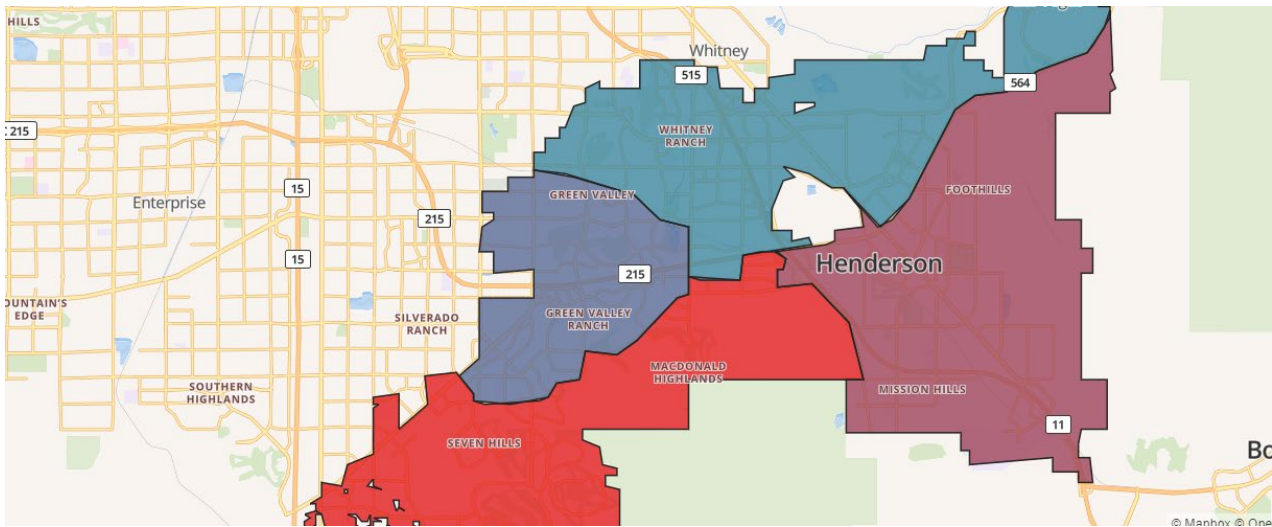
Exercise Assumptions and Artificialities

In any exercise, assumptions and artificialities are necessary to complete play in the time allotted and/or account for logistical limitations. Exercise participants should accept that assumptions and artificialities are inherent in any exercise and should not allow these considerations to negatively impact their participation. During this exercise, the following apply:

- The scenarios are plausible.
- Assume cooperation and support from other responders and agencies.
- There is no hidden agenda, and there are no trick questions.
- The scenario is not derived from current intelligence.

Exercise Evaluation

Facilitators will lead a hotwash with participants at the end of the exercise to address any ideas or issues that emerge from the exercise discussions. Players will also be asked to complete participant feedback forms. There is no evaluation of participant performance. The participant feedback forms, coupled with facilitator observations and notes, will be used to evaluate the exercise and compile the After-Action Report (AAR). By design, the TTX should be the basis for additional planning for the COH Ward 1 Special Election and future elections within the City of Henderson.



SETTING

The Henderson City Council has approved a resolution to declare a special election to fill a vacancy for City Council Ward I. The special election for City Council Ward I is only open for registered voters who reside in Ward I. There are approximately 53,300 registered voters and an estimated 10% will vote, but that is just an estimate. This is a historic election for the City of Henderson and the election schedule is as follows:

Ballot Drop-off:

- Henderson City Hall: Monday, March 20 - Monday, April 3, 7:30am-5:30pm (except Friday - Sunday)

Early Voting Period:

- Henderson City Hall: Tuesday, March 28 - Thursday, March 30, 2023, 7:30am to 5:30pm

Election Day:

- Henderson City Hall: Monday, April 3, 2023, 7am to 7pm

Questions:

For any given election:

- What are your priorities?
- What does staffing look like for an election?
- What special considerations have been made for the facility?
- What additional processes or procedures do you have in place for the COH Ward 1 Special Election?
- What are typical issues that arise during an election?
- What will be the most significant challenges you anticipate?
- What considerations have you made for emergencies?
- How would you describe the best possible outcome for the COH Ward 1 Special Election?



SCENARIO 1

It's Monday, April 3, 2023 at 4:00 PM. By all accounts the election is going well. Staff and volunteers have addressed several issues that are typical to an election. Voters seem pleased with the process and staff and volunteers are upbeat. Even the weather is nice. An individual enters the polling area and joins the other voters in line. Nothing seems out of the ordinary, except that he has a holstered pistol on his belt. Most people don't seem to notice, but it caught the attention of the greeter at the door. When it is his turn to check in, the staff member finds that he is not a resident of Ward 1. When he is told that he is not eligible to vote in this election he becomes argumentative. Angrily he states that he has been a resident longer than anyone in the room and has always been able to vote in Henderson elections. He becomes more agitated and more argumentative as the staff member works to diffuse the situation.

Questions:

- What are the key issues in this situation?
- What are your priorities in addressing this situation?
- What training do staff and volunteers receive for situations of this nature?
- How would this situation be handled?
- How is communication happening between staff members?
- At what point would HPD be involved?
- What type of support would you need from COH Communications? What messaging to the public would you do, if any?
- How would you describe the best possible outcome for this scenario?



SCENARIO 2

It's Monday, April 3, 2023 at 11:15 AM. The weather forecasts leading up to election day haven't been ideal. The local office of the National Weather Service issued a weather alert with a wind advisory. It read: *High Wind Warning in effect from 1PM Sunday to 10AM Tuesday. Gusts up to 70 mph possible county-wide.* Up until now, it has been windy but not quite what people were expecting. The weather doesn't seem to have impacted the voter turnout. Suddenly the lights throughout City Hall shut off. After a momentary delay, the lights turn back on but election equipment has not. The City Clerk is notified that the power outage was caused by a large passenger van than crashed into an electrical transformer that supplies power to City Hall. Although Dispatch has been in contact with COH Public Works and NV Energy, it is still unknown how long it will take to restore power. The electricity to City Hall is being provided by the back-up generators.

Questions:

- What considerations do you make for various weather conditions?
- What are the key issues associated with a loss of power?
- What are your priorities in this situation?
- What training do staff and volunteers receive for situations of this nature?
- How would the decision to relocate be made and communicated?
- What equipment, procedures and other resources are in place to be able to relocate the election site?
- How would a decision to relocate be made?
- What other COH departments would you engage to address the need to relocate?
- How is communication happening between staff members, other COH stakeholders, Clark County and the State of Nevada?
- How would messaging to the public be managed?
- How would you describe the best possible outcome for this scenario?

Appendix A: Core Capabilities

The core capabilities contained in the National Preparedness Goal (September 2015) are the distinct critical elements necessary for our success. They are highly interdependent and require us to use existing preparedness networks and activities, coordinate and unify efforts, improve training and exercise programs, promote innovation, leverage and enhance our science and technology capacity, and ensure that administrative, finance, and logistics systems are in place to support these capabilities. The core capabilities serve as both preparedness tools and a means of structured implementation. All manner of incidents across the whole community have proven the usefulness of the core capabilities and the coordinating structures that sustain and deliver them.

Core capabilities are essential for the execution of each of the five mission areas: Prevention, Protection, Mitigation, Response, and Recovery. The core capabilities are not exclusive to any single government or organization, but rather require the combined efforts of the whole community. These five mission areas serve as an aid in organizing our national preparedness activities and enabling integration and coordination across core capabilities. The mission areas are interrelated and require collaboration in order to be effective. The National Planning Frameworks and Federal Interagency Operational Plans expand on these relationships, to include how the mission areas and core capabilities are used to achieve the goal of a secure and resilient nation. These capabilities provide the foundation for development of the exercise design objectives and scenario. The purpose of this exercise is to measure and validate performance of these Core Capabilities. The following are the Core Capabilities selected for this exercise are:

Mission Area: Response

Response includes those capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.

On-Scene Security, Protection, and Law Enforcement - Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations.

Operational Communications - Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.

Operational Coordination - Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

Public Information and Warning - Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

Situational Assessment - Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

