**Disaster Mitigation Planning**

Goal: To provide prompt and effective responses to events that may disrupt the election and voter registration services provided by the Colorado Department of State.

Tasks to be Completed:

* Contact Elections Division Program Directors regarding identification of potential emergency situations and program needs in case of emergency.
  + Request Program Directors update the previous year’s Master Plan.
  + Identify the most likely problems/occurrences (e.g. computer network failure, power outage, staff shortage, or natural or manmade disaster) and what impact they would have on the program.
  + For each predicted occurrence:
    - Identify the timeframe in which the occurrence could present a problem;
    - Identify the impact the problem could have on the service provided/election;
    - Establish an action plan for mitigating the impact the occurrence has on the service provided/election;
    - Identify personnel and resources necessary for implementation of the action plan; and
    - Outline objectives and procedures for prevention of the occurrence in the future.
* Establish alternate locations for Elections Division operations in case of emergency.
  + Contact Engility re: establishing agreement for alternate location in Denver metro area.
    - Karla Lewis: 720-635-9807 or KLewis@drc.com
    - Reserve conference room for November 2-3.
    - Set up time to test connectivity
    - Store 2-3 laptops at location prior to election day
  + Contact Arapahoe County re: establishing agreement for alternate location outside Denver metro area.
    - Jennifer Morrell [jmorrell@arapahoegov.com](mailto:jmorrell@arapahoegov.com); 303-795-4699
    - Reserve room for Nov. 2-3.
    - Store 1-2 laptops at location prior to election day
* Reserve transportation for essential time period if necessary to deploy to alternate location.
  + Reserve State SUV for Nov. 2-3.
* Contact IT re: technical and communication needs in the event of relocation.
  + Request access to necessary equipment (Oct. 30-Nov. 4)
    - 10 laptops with Citrix for SCORE, Aventail Client configuration, and connection to VirtualDesktop
    - Ethernet cables of varying lengths
    - Additional keyboards
* Identify necessary office supplies for alternate locations and task someone with gathering and delivering those supplies to the alternate location in case of emergency.
  + Box ready and in supply closet – labeled “Disaster Mitigation Supplies”
* Contact building personnel regarding any changes in procedure/access to building in case of emergency/disaster.
  + Sean Collins: (303) 830-9884 (d); (303) 884-3911 (c)
    - Access to building unless unsafe condition (e.g., fire, biohazard, bomb threat)
    - In case of power outage, generator 1 powers building/data center/security system (500 gallons of fuel; 20 gal/hr)-maintain access to exterior of building and office suite.
    - In case of power outage and generator 1 is down – (generator 2 is reserved for emergency power-only fire and life safety)—security system will go down, exterior and suite doors will automatically unlock unless manually locked with a key.
    - Internal contact for our data center/security system: Brenda Lavely x6603
* Compile and disseminate contact information for personnel that have been identified as essential in an emergency situation.
  + County Clerks/Elections Directors (office and cell phone numbers)
  + Information Technology
  + Engility Facility
  + Arapahoe County Facility
  + Essential Elections Division Personnel
  + Building personnel
* Establish a process for deployment of essential personnel, equipment/supplies and contact information in case of emergency.