

# **DISASTER PREPAREDNESS & RECOVERY WORKING GROUP PRESENTATION**

**FOR U.S. ELECTION ASSISTANCE COMMISSION  
MEMPHIS, TENNESSEE**

**MARGARET JURGENSEN  
MONTGOMERY COUNTY, MD**

# PREPARING FOR THE CURRENT ENVIRONMENT REGARDING SECURITY

- FACILITY OR FACILITIES OF THE ELECTION ADMINISTRATORS
- PERSONNEL OF THE COUNTY ELECTION OFFICE
- TRAINING FACILITY OF POLLING PLACE WORKERS
- POLLING PLACES OR VOTING SITES

# INTERESTED STAKEHOLDERS

- LOCAL GOVERNMENT THAT FUNDS THE DEPARTMENT
- ELECTED OFFICIALS (FEDERAL, STATE & LOCAL) & LAWYERS
- CANDIDATES (FEDERAL, STATE & LOCAL) & LAWYERS
- POLITICAL PARTIES & LAWYERS
- U.S. ELECTION ASSISTANCE COMMISSION

# STAKEHOLDERS

- ACADEMICS
- DEPT. OF HOMELAND SECURITY - FEDERAL
- NEWS MEDIA
- ELECTION WORKERS
- PUBLIC INTEREST GROUPS
- VOTERS
  - WHO IS IT THAT CREATES THE GREATEST THREAT TO SECURITY?

# CONSTANT TUG OF WAR – TRANSPARENCY VS SECURITY



WHERE TO BEGIN?

WHAT ARE THE PRIORITIES?

WHO CAN HELP YOUR AGENCY?

WHEN CAN IT BE ACCOMPLISHED?

# **SECURITY AT ELECTION'S OFFICE**

WHAT IS KNOWN AND WHAT CAN YOU GET AT  
LITTLE OR NO COST FOR THE DEPARTMENT?

# SECURITY AT ELECTION'S OFFICE

## QUESTIONS

- IS THIS FACILITY SECURE? WHAT IS THE PLAN IF THERE WERE A FIRE, FLOOD, EARTHQUAKE, TORNADO OR BOMB SCARE?
- WHERE COULD YOUR OFFICE GO TO PROCESS REGISTRATIONS, PREPARE VOTING EQUIPMENT OR TABULATE RESULTS AND CONDUCT THE CANVASS ?
- SECURITY SYSTEMS WITH PASSWORDS AND KEY MANAGEMENT
- DO YOU NEED A FORMAL AGREEMENT, WHAT CAN YOUR COUNTY DO TO HELP YOU PLAN? GRANT MONIES ARE AVAILABLE IN CERTAIN INSTANCES.
- SECURITY BACKGROUND CHECKS ON TEMPORARY STAFF & FINGERPRINT ALL STAFF \$\$

# BELTWAY SNIPER- 2002

- BELTWAY SNIPER
- OCTOBER 2, 2002 THE SNIPER SHOT & KILLED A PERSON 3 MILES FROM THE BOARD OFFICE
- OCTOBER 3, 2002 THE SNIPER SHOT & KILLED A PERSON 3.6 MILES AND THE SHOOTINGS HAD A SERIOUS IMPACT ON THE BUSINESS OF PREPARING FOR ELECTIONS. SEVERAL SHOOTINGS ON THAT DAY ALL WITHIN THREE MILES, SCHOOLS LOCKDOWN AND POLICE FLYING UP AND DOWN OUR STREET. FRIGHTENING. LATER, ONE MORE INDIVIDUAL DIES NEAR OUR OFFICE.
- STAFF – COVERING WINDOWS WITH BROWN PAPER
- ELECTION JUDGES RELUCTANT TO ATTEND TRAINING AT OUR SITE

# BELTWAY SNIPER - 2002

- DEBATE BY OUR BOARD TO ALLOW THE VOTERS TO STAND IN LINE BEFORE THE POLLS OPEN IN THE VOTING ROOM
- NEW VOTING SYSTEM DEPLOYMENT
- EVERYDAY, SOMETHING NEW

# BELTWAY SNIPER - 2002

- FINALLY, A CALL FROM COMMANDER OF MARYLAND STATE PATROL, REQUESTING PHOTOGRAPHS OF ALL POLLING PLACE THAT HAVE TREES SURROUNDING THE FACILITY AND SO IT BEGINS... A CRASH COURSE IN PHYSICAL SECURITY
- MAKING ME FAST FRIENDS WITH COUNTY POLICE DEPARTMENT AND THEIR LIAISONS

# OPERATIONAL IMPACT

- STAFF MORALE ISSUES – HIGHER POLICE DRIVE IN NEIGHBORHOOD BUT TWO SCHOOLS AT END OF THE PARKWAY HELPED
- ELECTION JUDGE TRAINING – WORKED THE PHONES AND MOVED SOME CLASSES INTO COUNTY OFFICE BUILDING AUDITORIUM
- SAFETY DISCUSSION OF ALLOWING VOTERS IN ROOM INSTEAD OF WAITING IN LINE OUTSIDE –(LEGAL/POLITICAL PUSH-BACK)
- NEW VOTING SYSTEM DEPLOYMENT WITH ROUGH START IN THE PRIMARY – STARTED OVER WITH SUPPORT SYSTEM – MORE TRAINING TO PREPARE THE NIGHT BEFORE & SET UP (ALL NEW)
- SNIPER CAUGHT AND ISSUES RESOLVED ..... FOR THAT MOMENT IN TIME.

# PHYSICAL SECURITY - OFFICE

- SIGN IN SHEET FOR BOTH LEVELS FOR ALL VISITORS
- PHOTOGRAPHED ALL POLLING PLACES – INSIDE & OUTSIDE
- BUILT ON POLLING PLACE INFORMATION FROM THAT TIME FORWARD
- CAMERAS IN AND OUT OF THE OFFICE AND WAREHOUSE
- PANIC BUTTON KEYED TO POLICE OR LOCAL SECURITY

# PHYSICAL SECURITY - OFFICE

- INCREASED SPENDING ON SECURITY IS PART OF THE FUTURE
- CAMERAS IN AND OUT OF THE OFFICE AND WAREHOUSE
- KEEP LOOKING, BALANCE OF LIGHT AND DARKNESS, WHERE DO WE NEED CAMERAS
- VIDEO/DIGITAL MUST HAVE MEMORY FOR REFERRAL
- PANIC BUTTON KEYED TO POLICE OR LOCAL SECURITY
- POLICE AT OFFICE ON ELECTION DAY ONLY AS LIAISON

# HURRICANE SANDY

## OPERATIONAL IMPACT

- IF THERE IS A GOOD THING, IT'S THAT THE DEPARTMENT HAS EXTRA DAYS FOR MORE TIME FOR PLANNING
- COUNTY COORDINATION CRITICAL- SAND BAGS WERE NEEDED
- STAFF NEEDED MORE DEVELOPED PLANNING – ON SITE PERSON HAD BEEN HERE 3 MONTHS
- MULTI- AGENCY PLANNING NEED IDENTIFIED (ISSUE – NATIONAL GUARD ATTEMPTING TO SEND ELECTRICAL GENERATORS TO EARLY VOTING SITES THAT COULD NOT BE USED)

# PERSONNEL SECURITY

- PROTECTION OF THE DATA AND DATABASE STORED AT THE FACILITY- STAFF NEEDS TO RESPECT THE PERSONAL INFORMATION HOUSED AT YOUR FACILITY IN YOUR REGISTRATION SYSTEM – LEADERSHIP SETS THE STANDARD
- EMERGENCY CONTACTS FOR STAFF AND MAINTAIN UP-TO-DATE IDENTIFICATION BADGES
- SIGN-IN SHEETS FOR EVERYONE COMING INTO THE BUILDING AND WAREHOUSE

# HUMAN ERROR

1. OWN IT AND DEPLOY THE “FIX”
2. COMMUNICATE THE “FIX” – CONTROL THE MESSAGING
3. DON'T LET MEDIA TRY TO MAKE YOU THE “PULITZER PRIZE” STORY

# INTERNAL SECURITY - PRACTICE THE PLAN

- ELECTRONIC SECURITY SYSTEM NETWORKED WITH COUNTY SECURITY



- KEYS AND LOCKS - EXPECT TO CHANGE OUT LOCKS FREQUENTLY, KEYS WALK AWAY



# ELECTIONS - PHYSICAL LOCATION

- REVIEW THE PHYSICAL SECURITY OF STATE SERVERS  
– IS IT A GOOD LOCATION?
- BACKUP SYSTEMS OR BACKUP SERVER
- COUNTY DEPT OF TECHNOLOGY SUPPORT
- CALL LIST – WHAT PHONE NUMBERS SHOULD BE INCLUDED?

# FACILITY SECURITY

- EMERGENCY PLANS FOR THE SITE INCLUDES FIRE, BOMB, EARTHQUAKE, TORNADO AND ACTIVE SHOOTER – PROVIDE TO EMPLOYEES
- DOORS LEADING TO SECURE AREAS ARE PROTECTED BY OUR SECURITY SYSTEM. AREAS TARGETED

# FACILITY SECURITY

1. PAPER VOTER OR ELECTION JUDGE FILES.
2. DATA OR SERVERS USED FOR TRANSMISSION WITH THE STATE OR RELATED TO CUSTOMER SERVICE NEED ATTENTION.
3. LIMITED DOORS TO ENTER OR LEAVE FACILITY YET MEET FIRE CODE REQUIREMENTS.

# MONTGOMERY COUNTY

- WE WROTE OUR PLAN OR CREATE A TEAM TO WRITE A PLAN FOR YOU, ITS PROTECTION(LOCAL/STATE HOMELAND SECURITY DEPT)
- CONTACT OTHER COUNTIES AND CREATE A FORMAL OR INFORMAL PLAN TO SHARE SPACE IF NEEDED IF YOUR SITE GOES DOWN FOR WHATEVER REASON

# EMERGENCY PLANS

- KNOW WHERE THE PLANS ARE AND EASY TO LOCATE
- WORK WITH LOCAL LAW ENFORCEMENT TO USE THEIR RESOURCES (ALLOW K-9 POLICE IN FACILITY IN ADVANCE OF THE ELECTION TO CONFIRM FACILITY SAFE THEN LOCKDOWN FACILITY TILL ELECTION IS OVER & PRACTICE FOR K-9)

# RESOURCES

- LOOK ON THE INTERNET: FREE RESOURCES, I WILL USE FOR OUR EMPLOYEES IS FROM THE FBI; STAFF & WORKER TRAINING –
- RUN, HIDE, FIGHT, SURVIVING AN ACTIVE SHOOTER EVENT  
[HTTPS://WWW.YOUTUBE.COM/WATCH?V=5VCSWEJU2D0#ACTION=SHARE](https://www.youtube.com/watch?v=5VCSWEJU2D0#action=share)
- STATE RESOURCES – HOMELAND SECURITY OR OFFICE OF EMERGENCY MANAGEMENT GRANTS MONIES MIGHT BE AVAILABLE FOR PLANS

# RESOURCES

- FLIPPING A CHALLENGE TO A SUCCESS, 2002 WHEN MY COUNTY HAD THE SNIPER EVENT, IT STARTED WITH THE STATE PATROL ASKING FOR PICTURES OF TEN DAYS PRIOR TO ELECTION DAY OUR SITE AND ALL POLLING PLACES THAT HAD TREES SURROUNDING THE POLLING PLACE.
- TODAY, EXTENSIVE DATA REGARDING THE INSIDE & OUTSIDE OF POLLING PLACES
- MORE VALUABLE TO ELECTIONS DEPARTMENT THAN PUBLIC SAFETY

# COST EFFECTIVE PLANS

- **CHAIN-OF-COMMAND PLAN** – DEVELOP CHECK LISTS, ESTABLISH EMERGENCY ACTION PLAN
- **POWER MANAGEMENT PLAN** - FOR OFFICE AND POLLING PLACES EMERGENCY GENERATOR ASSIGN TO OUR DEPARTMENT
- **SNOW PLAN** - FOR SCHOOLS, PRIVATE AND COUNTY
- **LEGAL PLAN** - ARRANGE IN ADVANCE FOR SPECIFIC ADMINISTRATIVE COUNTY OR STATE JUDGES FOR LEGAL EMERGENCIES

# COST EFFECTIVE PLANS

- **MEDIA PLAN** - TO COORDINATE INFORMATION DISPERSAL
- **POLICE AND FIRE PLAN** - NOTIFIED IN ADVANCE WITH MAPPING OF ALL VOTING SITES & BACK-UP SITES WITH PHOTOS

YOU NEED TO COORDINATE EARLY ABOUT THE NEEDS OF PUBLIC SAFETY BECAUSE OF CHANGING PROTOCOLS

# MITIGATE YOUR RISK

1. ESTABLISH A LIST OF ALTERNATE POLLING PLACES PRE-DESIGNATED FOR EACH PRECINCT
2. PHOTOGRAPH SITES & VOTING LOCATIONS FOR POLICE, FIRE, 911 AND EMERGENCY COMMAND CENTER
3. STAGE STANDBY EQUIPMENT AROUND THE COUNTY FOR EMERGENCY UTILIZATION – WORK WITH OTHER DEPARTMENTS TO DESIGNATE WHO WILL BE ASSIGNED TO YOUR DEPARTMENT THE DAY BEFORE, ELECTION DAY AND DAY AFTER ELECTION DAY.

# MITIGATE YOUR RISK

4. DESIGNATE ONE PERSON TO ASSEMBLE EMERGENCY PHONE LISTS & HAVE COPIES AVAILABLE FOR ALL CRITICAL STAFF
5. BEG, BORROW OR CRY FOR COMMUNICATION DEVICES TO USE FOR EMERGENCY

# EMPLOYEES RESPONSIBILITIES

ESTABLISH A LIST OF EMPLOYEE  
RESPONSIBILITIES THAT STAFF  
READS AND KNOWS

## EMPLOYEE RESPONSIBILITIES

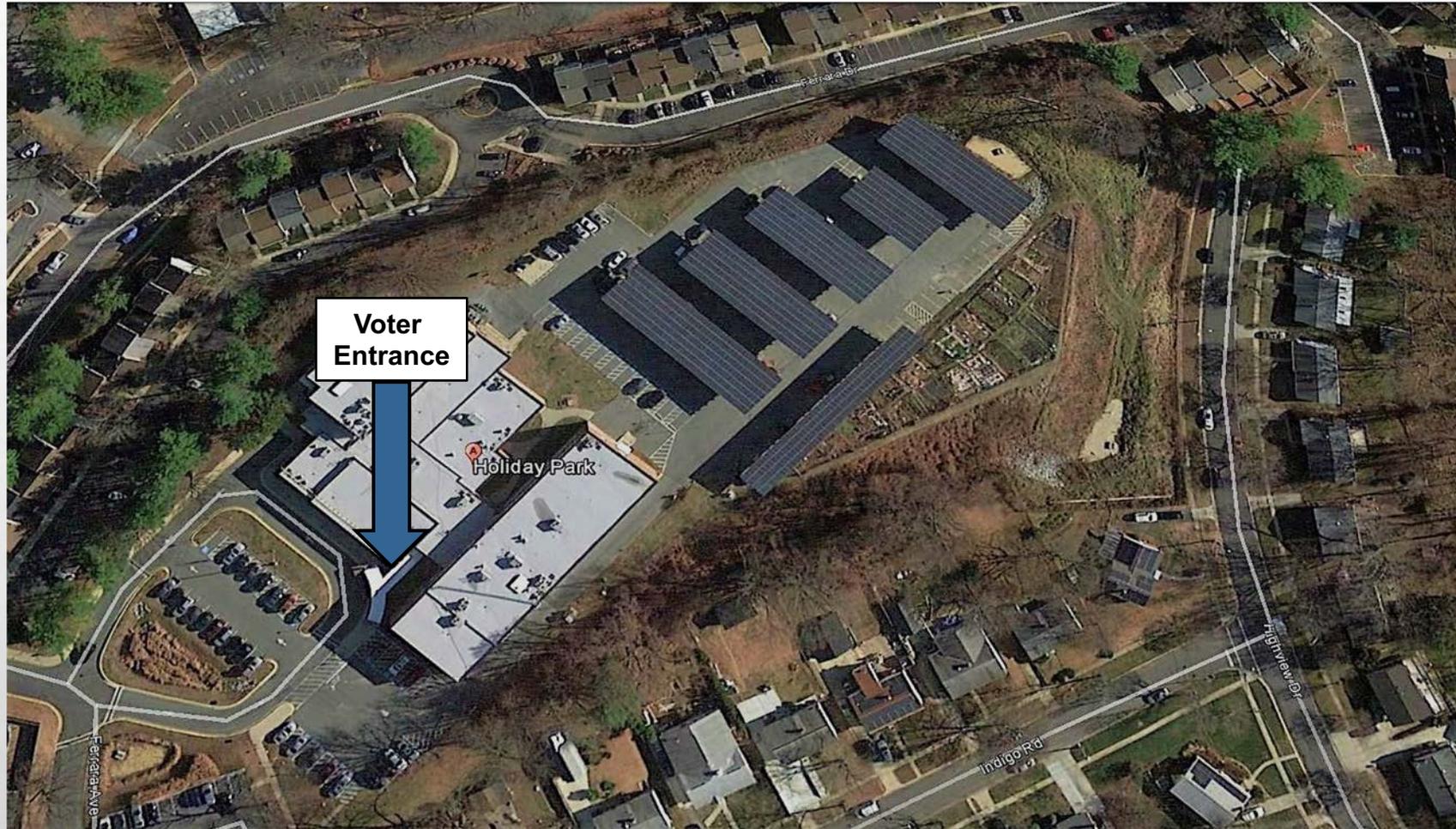
Employee cooperation is critical in assuring overall safety in an emergency situation. To ensure employees have a better understanding of their responsibilities during an emergency situation, every employee should complete the County's Worker Safety Training Program. Employees should use the following guidelines in the event of an evacuation:

1. If an emergency strikes while you are at your work site, you are to take whatever actions necessary to protect yourself. Check in with your supervisor or other designated person at your worksite. If you are injured or otherwise unable to contact your family, every effort will be made to contact your family using the Emergency Contact Information you have provided the Department.
2. In case of a fire or smoke emergency, get out of harms way, activate the building alarm by pulling the handle at an alarm pull station and enter the exit stairway. **DO NOT USE THE ELEVATORS.**
3. Once you are in a SAFE location, Call 911 and give the location of the emergency. (i.e. building, floor, room number, any other pertinent details).
4. Do not endanger yourself by taking an unnecessary risk.
5. Get familiar with the location of the nearest emergency exit from all areas you will be working in.
6. **Know where the Evacuation Assembly Area is for your work group.**
7. When gathered at the Evacuation Assembly Area, employees should avoid: **Wandering into, standing in or blocking driving lanes.**
8. You are not to re-enter the building prior to the verbal "All Clear" being given by Security, Police, or Fire Official.
9. **Only trained Emergency Rescue Personnel should attempt to make a rescue.**

# **VOTING SITES/POLLING PLACES TRAINING SITES – COUNTY LOCATIONS**

- SITE INSPECTION FOR ALL VOTING LOCATIONS & ALTERNATES
- ELECTION JUDGES ASSIGNED, CELL NUMBERS & EMERGENCY CONTACTS
- PHOTOGRAPHS OF ALL VOTING LOCATIONS
- EXAMPLE OF A PRECINCT

# HOLIDAY PARK SENIOR CENTER – Google Earth Map



## HOLIDAY PARK SENIOR CENTER – ENTRANCE



# HOLIDAY PARK SENIOR CENTER – ACCESSIBLE PARKING



## HOLIDAY PARK SENIOR CENTER – NO ELECTIONEERING ZONE

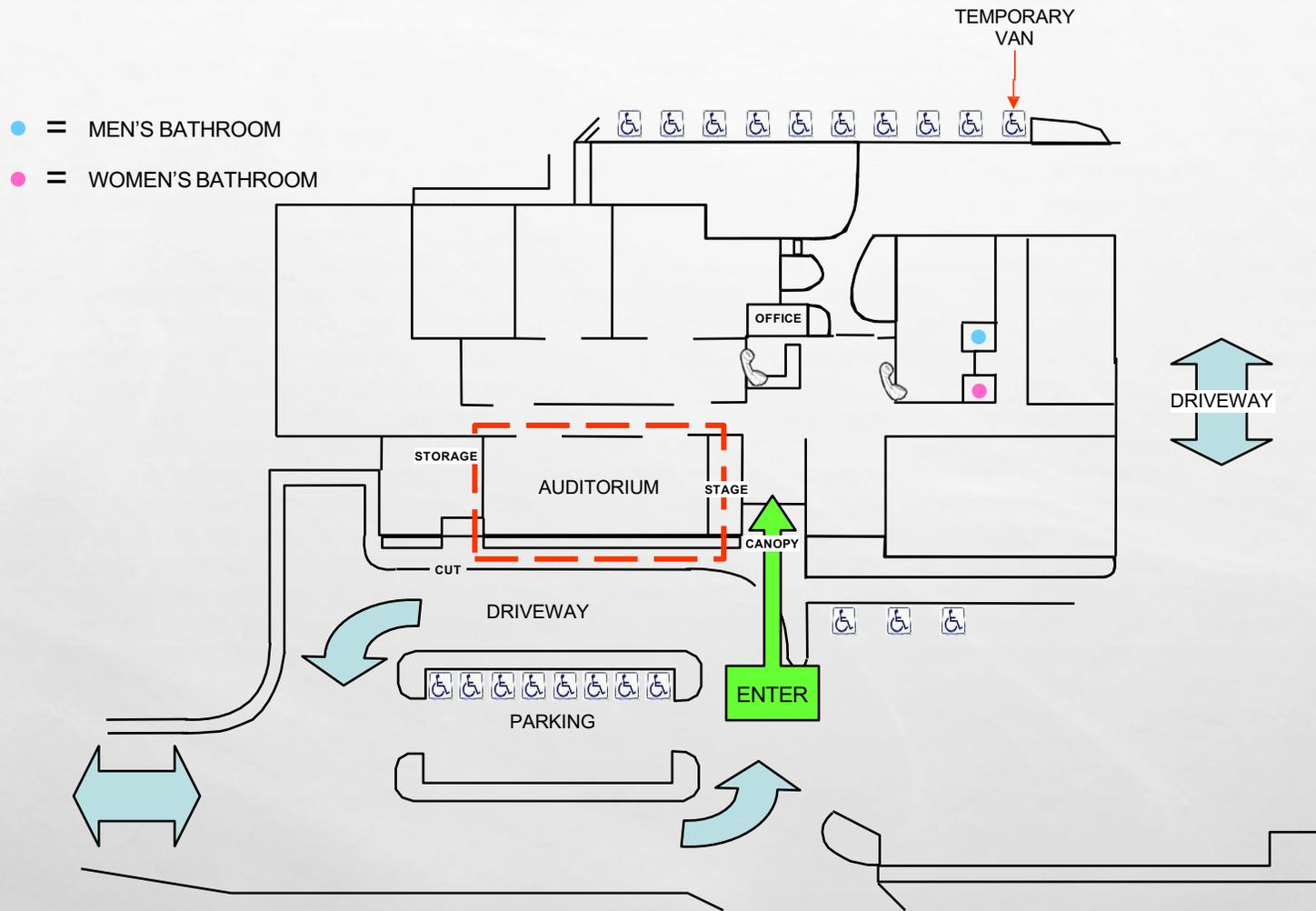


# HOLIDAY PARK SENIOR CENTER - NO ELECTIONEERING ZONE



# HOLIDAY PARK SENIOR CENTER

PARKING

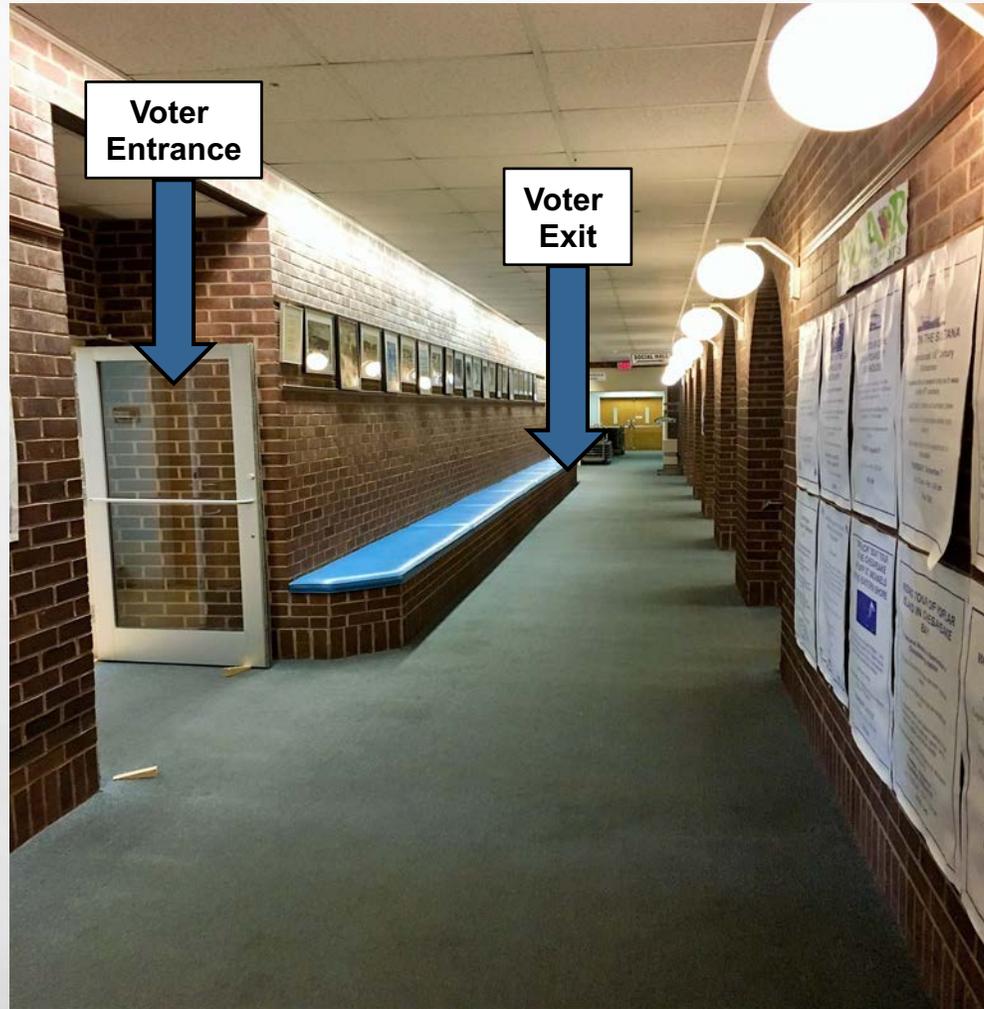


Board of Elections  
Montgomery County, Maryland

# HOLIDAY PARK SENIOR CENTER – POLLING ROOM



# HOLIDAY PARK SENIOR CENTER – POLLING ROOM



# EMERGENCY MAP KEY

The map shows suggested gathering spots in the event of an Emergency Evacuation

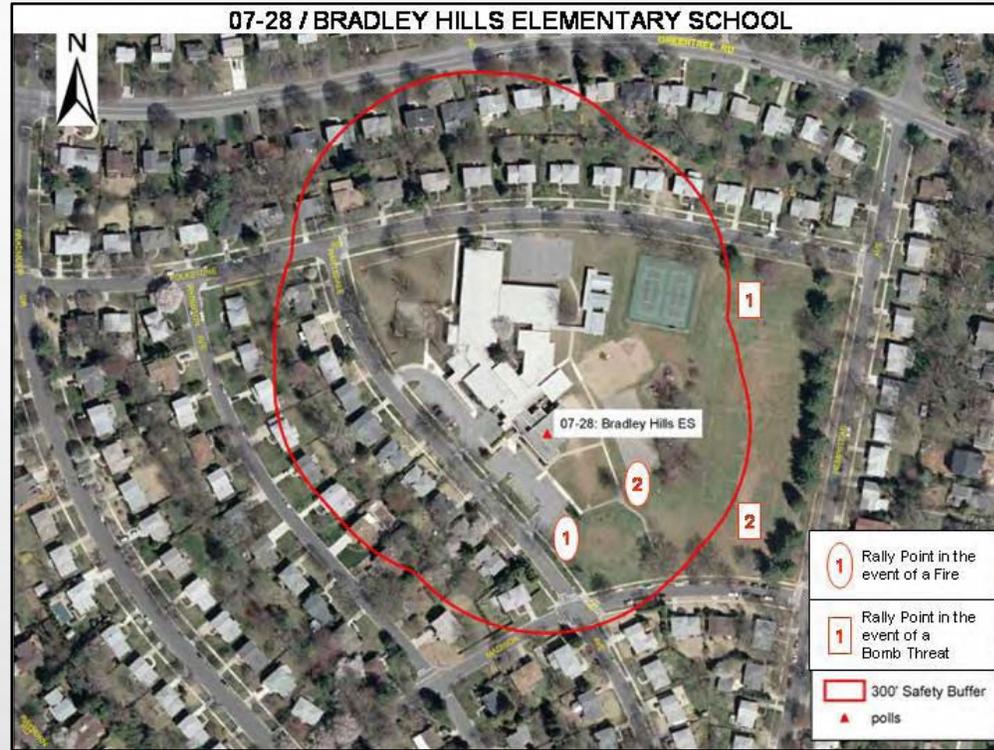
The **1** or **(1)** are the first choice gathering spots

The **2** or **(2)** are alternate gathering spots, if the first choice is not available for any reason

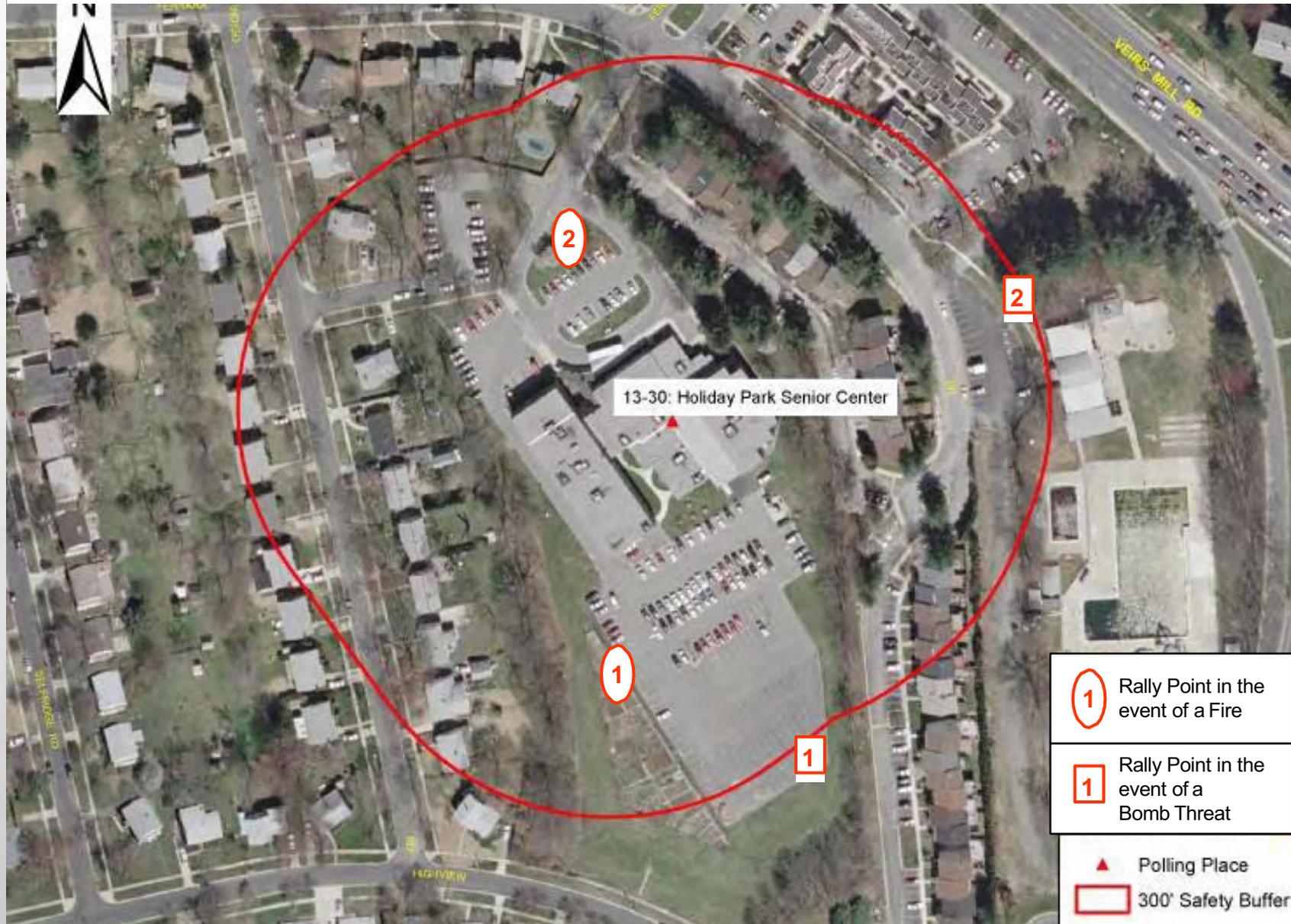
As the key on the map shows, the numbers in square frames (**1** or **2**) are for a Bomb Threat and are intended to place people at least 300' from the building

The numbers in oval frames (**(1)** or **(2)**) are for a Fire or any event less threatening than a Bomb

## THIS IS A SAMPLE, IN CASE OF EMERGENCY MAP



# HOLIDAY PARK SENIOR CENTER – RALLY POINTS



# POLLING PLACES/EARLY VOTING

- SIMILAR SURVEY TECHNIQUES
- UTILIZE AND PREFER COUNTY GOVERNMENT LOCATIONS
- ASSIGN CELL PHONES TO MANAGERS
- ASK THE CHIEF JUDGE TO SHARE CELL PHONE NUMBERS WITH THE BOARD
- POLICE/FIRE/EM RECEIVE CD OF ALL ELECTION SITES. PLAIN CLOTHES OFFICER WILL SURVEY INTERIOR OF SITE AND CRUISERS ARE DRIVING IN THE VICINITY OF SITES

# POLLING PLACES/EARLY VOTING

- ALL ELECTION JUDGES TRAINED
- EMERGENCY PROCEDURES SHARED WITH ALL
- PHONE NUMBERS NEED TO BE PROVIDED
- EMERGENCY CONTACT NUMBERS FOR ALL WORKERS
- PRECINCT SUPPORT FOR ELECTION DAY, COPY DRIVER LICENSE NUMBER TO INSURE LEGAL

# VOTING EQUIPMENT

- ELECTION UNITS ARE NEVER CONNECTED TO THE INTERNET
- EQUIPMENT STORED IN SECURED LOCATION
- ELECTRONIC POLLBOOK IS UPDATED THE SATURDAY PRIOR TO THE ELECTION WITH UPDATED REGISTRATION & VOTER HISTORY.
- SEALED WITH NUMBERED SEALS & CROSS CHECKED WITH JUDGE INTEGRITY LOG
- VOTING UNITS (DS 200 & BALLOT MARKING UNIT)
- VOTING TEAMS OF TWO PERSONS IDEALLY DIFFERENT POLITICAL PARTY AFFILIATION

# VOTING EQUIPMENT

- LOGIC & ACCURACY TESTED/HASH MARK
- FLASH DRIVE SEQUENCED TO PRECINCT/UNIT
- USE OF TAMPER/WIRE SEALS AND COLOR CODED
- INTEGRITY LOG WITH CRITICAL INFORMATION TO BE MATCHED WITH SEALS.
- 100% VERIFICATION OF THE PREVIOUS NIGHTS ELECTION RESULTS UPLOAD
- UNITS NEVER CONNECTED TO THE INTERNET

# VOTING UNITS

- VOTING UNITS (DS 200 & BALLOT MARKING UNIT)
- VOTING TEAMS OF TWO PERSONS IDEALLY DIFFERENT POLITICAL PARTY AFFILIATION – DOCUMENT !
- LOGIC & ACCURACY TESTED/HASH MARK
- FLASH DRIVE SEQUENCED TO PRECINCT/UNIT

# VOTING UNITS

- USE OF TAMPER TAPE SEALS & WIRE/PLASTIC SEALS AND COLOR CODED
- INTEGRITY LOG WITH CRITICAL INFORMATION TO BE MATCHED WITH SEALS.
- 100% VERIFICATION OF THE PREVIOUS NIGHTS ELECTION RESULTS UPLOAD
- UNITS NEVER CONNECTED TO THE INTERNET

# DATA SYSTEMS – VR & VS

## VOTER SYSTEMS

- DATA IS ENCRYPTED
- SYSTEMS ARE TESTED
  1. POLLBOOKS TESTED & DOCUMENTED
  2. VOTING UNITS TESTED & DOCUMENTED
  3. MD VOTERS TESTED
- PAPER BALLOTS BACK UP OPTICAL IMAGE
- ZERO REPORTS AT POLLS OPENING-PUBLIC
- TAMPER TAPE SEALS
- NUMBER SEALS ON UNITS – TRACKING
- OPENING & CLOSING PROCEDURES

# SECURITY OF ELECTION PROCESS

- CRIMINAL BACKGROUND CHECKS & FINGERPRINTING ALL STAFF
- AUDITABLE SECURITY SYSTEM
- BALLOT ACCOUNTING - THE EARLY VOTING SYSTEM AND POLLING PLACES
- STANDARD OPENING & CLOSING PROCEDURES

# SECURITY OF ELECTION PROCESS

- AUDITS
- LOGIC & ACCURACY REPORTS REVIEWED BY SBE
- ELECTION JUDGE TRAINING STANDARDIZATION
- UNITS, FLASH DRIVE & BALLOT MARRIED
- 100% OF BALLOTS IMAGED AND TABULATED SEPARATELY TO VERIFY RESULTS
- VOTING UNIT TABULATION RECONCILED TO VOTER AUTHORITY CARD

# PRECINCT PERFORMANCE MEASURES

MONTGOMERY COUNTY RECEIVED NATIONAL AWARDS FOR PRECINCT PERFORMANCE MEASURES

ANALYSIS OF ELECTION WORKER COMPLIANCE INCLUDING:

1. OPENING ON TIME
2. POSTING ZERO REPORT
3. POSTING TURNOUT NUMBERS
4. COMPLETION OF CRITICAL DOCUMENTS
5. CLOSING TIMELY
6. POSITIVE FEEDBACK BY VOTERS





**OFFICIAL ELECTIONS SEAL**  
Report this seal immediately if  
VOID OPEN appears.  
Find out online at [www.irsb.net](http://www.irsb.net).

60904098

Form DS-1378

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Form DS-1378











**QUESTIONS?**

**MISS ANNISTYN  
WENT TO VOTE IN  
TENNESSEE WITH  
HER MOM IN  
2018.**

**I WANT HER TO  
FEEL SAFE  
EXERCISING HER  
RIGHT TO VOTE!**



