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**CLERK OF THE POSEY COUNTY
CIRCUIT / SUPERIOR COURTS**
300 MAIN STREET, ROOM 115
MT. VERNON, IN 47620

Superior Court
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February 28, 2020.

Co-Directors
Indiana Election Division
302 W. Washington St., Room E204
Indianapolis, IN 46204

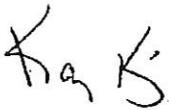
Dear Directors:

Please accept the following vote center plan on behalf of the Posey County Election Board. It's an honor to the board to be associated with this progressive change for our county.

It is the intent of the Posey County Election Board to continuously review and modify this plan to fit current Indiana legislation and also to revise the plan based on our experience with vote centers as well as the needs of the voters.

I believe this plan is in full compliance, however feel free to contact me if you have any questions regarding the content or documents.

Sincerely,



Kay Kilgore
Posey County Clerk

INDIANA ELECTIONS DIVISION
2020 FEB 28 PM 4:42

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MESSAGE FROM THE CLERK

Citizens of Posey County,

Since the vote center concept became a reality in Indiana elections in 2011, leaders in Posey County have been evaluating the benefit to voters, county budgets and on the election process.

The following pages layout our plan to make vote centers a reality in Posey County. The vote center concept gives any voter in Posey County the opportunity to cast their ballot at any vote center location throughout the county. No one is restricted to one polling place on Election Day. In addition to making it easier for voters on Election Day, the vote center concept also provides early voting opportunities at what are called "satellite vote centers" that are open prior to Election Day.

The most frequent questions we hear in an election are "Where is my polling place?" or "Why can't I just vote at the polling place across from where I work or drop off the kids for school?" A common complaint is "I can't make it back to the polls by 6:00 p.m. on Election Day." Vote centers address these common voter concerns.

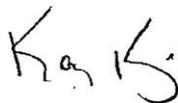
Another important part of the vote center concept is the financial impact it will have on Posey County. Having to staff fewer locations and provide less equipment to support them on Election Day will help the county to realize a cost savings on items such as rental costs, poll worker costs, and equipment costs.

By moving to vote centers, voter's convenience is improved; increased voter turnout is observed; election administration is streamlined and made simpler; and this improves the county's long term fiscal stance when it comes to elections.

Most Americans have been voting under the same process for over 50 years. Vote centers represent a major step forward and bring elections into the 21st century.

I want to thank those who have worked so hard and in a bipartisan manner to move the county towards vote centers. Posey County should be proud of its community leaders who work together for what will be best for all citizens. To all the churches, community centers and businesses that have willingly allowed us to use their facilities as vote centers, we are forever grateful.

Sincerely,



Kay Kilgore
Posey County Clerk

VOTE CENTER AND SATELLITE VOTE LOCATIONS

Effective for the 2020 Primary Election, Posey County plans to utilize 10 vote center locations. Indiana Code 3-11-18.1-6 requires one vote center per 10,000 active voters, but the Posey County Election Board plans to provide one vote center per roughly 1,800 active voters.

Current Voter Count:

- (A) Total number of registered voters within Posey County – 17,619
- (B) Total number of active voters within Posey County – 15,945
- (C) Total number of inactive voters in Posey County – 1,675

The following are suggested vote center locations to be opened on Election Day from 6 a.m. to 6 p.m. (The following locations will be reviewed and amended prior to each election cycle.)

1. Mt. Vernon Community Church, 1800 W. 4th St. Mt. Vernon
2. Mt. Vernon Baptist Church, 1717 N. Main St., Mt. Vernon
3. Wadesville Fire Department, 4200 Princeton St., Wadesville
4. Holy Angels Community Center, 423 South St., New Harmony
5. Posey County Community Center, 111 Harmony Township Rd., New Harmony
6. Immanuel Church of Christ, 5812 Ford Rd., Mt. Vernon
7. St. Peter United Methodist Church, 2800 St. Philips Rd., Mt. Vernon
8. Poseyville Community Center, 60 N. Church St., Poseyville
9. Knights of St. John, 11714 Winery Rd., Wadesville
10. Cynthia Community Center, 10456 Mulkey Rd., Cynthia

The suggested satellite vote center locations to be open on the two Saturdays prior to the election from 9:00 a.m. – 4:00 p.m. are:

1. Marrs Township Fire Department, 5960 N. Ford Rd., Mt. Vernon
2. Poseyville Community Center, 60 N. Church St., Poseyville

The following are the two suggested vote center locations to be opened on Election Day from 6 a.m. to 6 p.m. for the 2019 Municipal Election and every four (4) years thereafter (doesn't include towns having a population of less than 3,500 that file their Resolution to conduct their own elections).

1. Mt. Vernon Community Church, 1800 W. 4th St., Mt. Vernon
2. Mt. Vernon Baptist Church, 1717 N. Main St., Mt. Vernon

The suggested satellite vote center location to be open on the two Saturdays prior to the 2019 Municipal Election and every four (4) years thereafter from 9:00 a.m. – 4:00 p.m. (doesn't include towns having a population of less than 3,500 that file their Resolution to conduct their own elections) is:

1. Mt. Vernon Community Church, 1800 W. 4th St., Mt. Vernon

Absentee voting will be in the Election office 28 days prior to Election including the two Saturdays prior to the Election.

NOTE: Voters from every precinct may vote at any location or satellite vote center location. Every ballot style for each precinct in Posey County will be available at each vote center and each satellite vote center (depending on the election, the number of ballot styles varies greatly; therefore, this plan does not attempt to provide a specific number of ballot styles). Each vote center and early vote center will be connected to all other vote centers or early vote centers in Posey County (as well as to the County Election Board) via electronic poll books connected via secured internet lines. At least two electronic poll book terminals will be available at each location. Each location, depending on the election, will also have at least one precinct election board, meaning an inspector, two clerks and two judges of opposite parties. (See Certification that each location above is accessible to voters with disabilities as required by the Help America Vote Act and the Americans with Disabilities Act.)

VOTING EQUIPMENT

Posey County will be using iVotronic machines. Because the iVotronics are Direct Recording Electronic (DRE) machines, the requirement in Indiana Code 3-11-18.1-14 that requires ballots to be kept separately by precinct is easily met. Just as in traditional elections, at the end of the Election Day, votes will still be tallied and reported by precinct.

ELECTRONIC POLL BOOK

Posey County will be using the EViD EDGE electronic pollbook from VR Systems, Inc. The electronic poll book will be securely connected to every vote center and the County Election Board at the Posey County Courthouse on Election Day. It will securely connect every satellite vote center and meets all standards set out by Indiana Law under IC 13-11-8-10.3. In addition, RBM Consulting, our election managers, have intimate knowledge and experience with VR Systems and their EViD electronic poll books.

ELECTRONIC POLL BOOK DESCRIPTION AND SECURITY DETAILS

For the hardware, software and firmware used for the electronic pollbooks, Posey County will be utilizing the VR Systems EViD EDGE.

The EViD EDGE pollbooks will only be accessible when a member of each party enters their undisclosed password. The number of voters on the machines and the number of voters in the EDGE pollbooks will be checked and balanced each day.

In the event of a power failure at each or one vote center, the voting machines and electronic pollbooks will be switched to battery backup. For obvious reasons, if the safety of voters and or poll workers is ever at risk, the Posey County Security Plan will go into effect with instructions from the Posey County Clerk, Posey County Election Board, Posey County EMA, and the Posey County Sheriff.

METHOD FOR PROVIDING DATA

The EVID EDGE electronic pollbooks from VR Systems will enable election administrators at election central to print a list of voters who have voted by precinct. Reports can also be downloaded and emailed out.

SATELLITE VOTE CENTERS

Satellite vote centers are sites that may be open during the 29 day period prior to each Election Day. Satellite vote centers are places where any voter in the county may vote early absentee-in-person. As required under IC 3-11-18.1-4(17), Posey County will designate at least one satellite vote center that will also be open for voting the two preceding Saturdays before Election Day.

POLL WORKERS

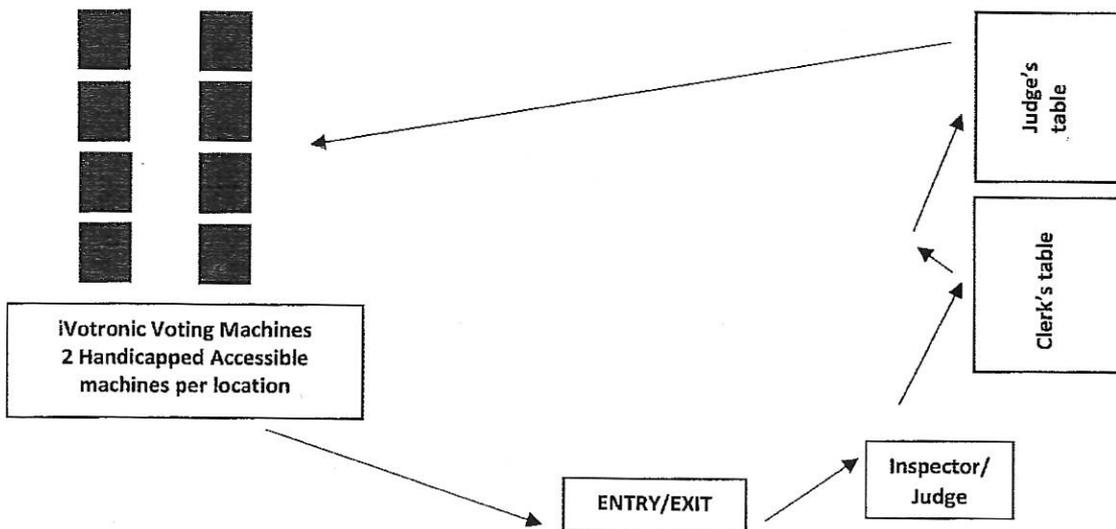
Each satellite vote center and Election Day vote center will have at least one traditional precinct election board made up of an inspector, at least two clerks and two judges of opposite parties, depending on the election size and location of the vote center. Training procedures for poll workers will remain the same.

The number of workers, electronic poll books and voting machines sent to each location will be determined and may be changed by the County Clerk at his/her discretion.

RESERVE POLL WORKERS

The attempt to reserve at least one reserve poll worker per each satellite and Election Day vote center will be retained. These workers will be trained the same as any other worker and paid for training accordingly. The reserve worker may work any vote center in any position according to party.

VOTE CENTER LAYOUT EXAMPLE



VOTER EDUCATION

Posey County has a media and community outreach strategy that will involve press releases to newspapers and radio stations. In addition, we will use our county web site poseycountyin.gov to prepare Posey County Citizens for this change. Also, each voter in the county will receive a postcard in the mail prior to the initial election (2020 Primary Election) informing them of this change and where each vote center is located. We will also plan to attend community events where the Circuit Court Clerk and her staff and Election Board members will speak about the change.

EMERGENCY RESPONSE

The following narrative describes what would happen in case of an emergency during an election. The first responders to any emergency, either man-made or a natural event, are local citizens. Poll workers, volunteers, and police and fire personnel will be the first to identify the problem. The next level of response will come from the Posey County Commissioners and the Posey County Election Board in cooperation with the local emergency management agency. If deemed necessary by the County Commissioners, the Office of the Secretary of State's Election Division will be contacted for emergency assistance. In addition, any action taken either by the Office of the Governor or the Office of the Secretary of State may be taken in consultation with the Office of the Attorney General to ensure that interpretations of the laws are correct.

Five general situations exist in which decision-making may occur regarding the election process and activities in Posey County:

- Situation Normal – the status quo exists and the process moves forward according to normal laws and procedures.
- Isolated Emergencies – individual precincts or parts of the county experience disruption to the election process and local agencies respond accordingly.
- Regional Emergencies – an emergency involving Posey County and neighboring counties exists and a state-level response is required.
- Catastrophic Emergencies inside Indiana – a large disaster exists that diverts the resources and attention of the citizenry and a state level response in cooperation with the federal government is required.
- Catastrophic Emergencies outside Indiana – a large disaster exists in the United States that diverts the resources and attention of the citizenry and a federal-level response is required.

The Posey County Commissioners have worked closely with the local Emergency Management Director, the county Sheriff, and local police and fire stations to ensure Posey County is prepared for emergencies. In addition, the Posey County Commissioners will be in close communication with the County Election Board should any emergency occur on or surrounding the election process.

In this endeavor to be prepared for an emergency that could occur on or surrounding an Election Day, Posey County takes the following steps prior to each Election Day:

- Review IC 3-11-8-3.2 which outlines procedures for changing polling locations.
- Review of State's Quantity Purchasing Agreements (QPA) whereby Posey County may buy or lease emergency generators and other supplies.
- Contact is made with power companies to ensure all vote centers have power on Election Day.
- Voting machine vendor will have support staff in the field or by phone in the event of a disruption.
- In the event of a power failure at a vote center, the voting machines and e-poll books will be switched automatically to battery backup.
- In the event that the internet is inaccessible at a vote center location, the eligibility of a voter will be ascertained from records maintained by the Posey County Voter Registration office via telephone/cell phone.

ADOPTED VOTE CENTER PLAN FOR POSEY COUNTY, INDIANA ACCORDING TO IC 3-11-18.1

According to IC 3-11-18 the Posey County Election Board has complied by:

The Election Board held two public meetings 30 days apart where the vote center plans were passed out to each individual in attendance. The meetings were held on August 19, 2019 and September 18, 2019.

During the public meeting the following concerns were raised:

Judy Whitten welcomed the idea of vote centers but was concerned of there being only 1 location in the highly populated MARRS Township and having 1 located in Point Township for only 257 voters.

After Election Board consideration it was decided to remove Point Township as a vote center location and add St. Peter United Methodist Church in MARRS Township.

James Scarafia were concerned of there being no internet access at the Holy Angels Community Center location. He was informed that mifi's would be used for all internet access.

The only other written comment was brought to us by Randy Owens for a "concerned citizen" who thought none of the vote center locations had safe sidewalks available for those voters walking. He was also concerned that the word would get out to all the voters on the vote center locations.

We explained to Randy, so that he could share with the "concerned citizen", that both the courthouse and Mt. Vernon Baptist Church had safe sidewalks leading to them. And that between postcards, media outlets & social media every effort would be made to communicate to all voters of all the vote center locations.

Posey Co. Building Commission

126 East Third St.
Mt. Vernon, Indiana 47620
Phone (812) 838-1324

February 28, 2020

Indiana Election Division
Indiana Government Center South, Room E204
302 West Washington Street
Indianapolis, IN 46204-2767

As the Posey County Building Commissioner and the Americans with Disabilities Act Coordinator for the County, I have inspected the following proposed Vote Center locations and find each one of them to be in compliance with the requirements set forth by IC 3-11-8-1.2.

1. Mt. Vernon Community Church, 1800 W. 4th St. Mt. Vernon, IN 47620
2. Mt. Vernon Baptist Church, 1717 N. Main St., Mt. Vernon, IN 47620
3. Wadesville Fire Department, 4200 Princeton St., Wadesville, IN 47638
4. Holy Angels Community Center, 423 South St., New Harmony, IN 47631
5. Posey County Community Center, 111 Harmony Township Rd., New Harmony, IN 47631
6. Immanuel Church of Christ, 5812 Ford Rd., Mt. Vernon, IN 47620
7. St. Peter United Methodist Church, 2800 St. Philips Rd., Mt. Vernon, IN 47620
8. Poseyville Community Center, 60 N. Church St., Poseyville, IN 47633
9. Knights of St. John, 11714 Winery Rd., Wadesville, IN 47638
10. Cynthiana Community Center, 10456 Mulkey Rd., Cynthiana, IN 47612
11. Marrs Township Fire Department, 5960 N. Ford Rd., Mt. Vernon, IN 47620
12. Posey County Courthouse/Election Office, 300 Main St., Room 114, Mt. Vernon, IN 47620

Certified by:


Signature

Ed Batteiger
Printed Name

Building Commissioner
Title

Feb. 28 2020
Date



Posey County

Election & Polling Place Emergency Preparedness Guide

2020

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I. EXECUTIVE SUMMARY

Posey County Election & Polling Place Security Plan

Posey County has experienced a variety of hazards that have impacted citizens and communities. These incidents often test our ability to provide life safety and property protection measures. That is why the Posey County Emergency Management Agency along with the Posey County Clerk and the Posey County Election Board have developed this document, the Posey County Election & Polling Place Security Plan. This document will act as a guide to explain how county response agencies will effectively meet the demands following an incident during an election at various polling places. Since many polling places are co-located at Fire Stations, schools, and other public buildings, the building may have safety plans that can be a tremendous resource to rely upon.

The Posey County Election & Polling Place Security Plan is not to be considered a stand-alone document, but merely an extension or support document to the County Comprehensive Emergency Management Plan, which covers a wide variety of hazards that may also significantly impact Posey County. The Posey County Election & Polling Place Security Plan is comprised of an administrative section which discusses the concept of the plan and the threats or risks that county faces with regard to incidents that may occur during the course of an election, or days leading up to an election. The Plan also provides for the close coordination between the Emergency Management Director and local law enforcement resources.

It is vitally important that this document and other emergency planning materials developed for the County be reviewed, exercised and tested on a regular basis to ensure the residents and communities here within Posey County have the best resources for an effective response to any incident that occurs which may impact an election or polling place specifically.

A. Background

Elections are the cornerstone of our democracy. In the State of Indiana 4.4 million residents are eligible to vote in nearly 5,000 polling places. A citizen's right to vote is one of our constitutional rights. Many scenarios, both natural and man-made warrant taking precautions and making preparations to prevent, respond to, and recover from an emergency situation which may disrupt voting.

The State of Indiana recognizes the need to take a proactive approach to election emergency preparedness planning. The Indiana Department of Homeland Security (IDHS) assists in the preparation of this guide and provides recommendations with regard to state, and local election-related contingency planning efforts and preparedness regarding both large-scale and limited-scope natural disasters or technological threats which may occur at or near election time.

B. Purpose

This is a framework for planning considerations to help with the mitigation, preparedness, response to, and recovery from any natural or man-made disasters or emergencies on or near Election Day. If national or local incidents occur, effecting a polling place, then law enforcement and county election boards work together to provide a safe and secure voting environment while maintaining and preserving the integrity of the ballots, both voted and un-voted. Emergency Management staff and

equipment will be available to assist in the process, if requested by the County Circuit Court Clerk or County Election Board.

C. Scope

This guide provides basic preparedness and planning information to enhance the safety of citizens and staff at polling places. Election Day activities are held in a variety of places. The County Circuit Court Clerk, who is an elected official along with representatives appointed by both Republican and Democratic parties, maintaining bi-partisanship, comprises the County Election Board.

If a national or local event occurs, adversely affecting a polling place, the election process still needs to continue, which may include relocating the polling place to a safe location while preserving the integrity of the ballots, both voted and un-voted.

II. Authorities

Federal, state and local statutes and their implementing regulations establish legal authority for development and maintenance of emergency management plans. The following laws and directives are the basis for the legal authority for this Plan:

A. Federal

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 United States Code (USC) 5121 et seq, November 23, 1988.

This federal law establishes and provides direction for federal and state government entities affected by emergencies and disasters and the means and methods necessary to declare and seek reimbursement and monies to support recovery efforts.

2. Homeland Security Act of 2002, November 25, 2002.

This Act establishes the United States Department of Homeland Security and organizes existing agencies and departments at the federal level into an overall structure to support the protection of the American Homeland. Pursuant to the Homeland Security Act of 2002, the Secretary of Homeland Security is responsible for coordinating Federal operations within the United States to prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies. The Secretary shall coordinate the Federal Government's resources utilized in response to or recovery from terrorist attacks, major disasters, or other emergencies if and when any one of the following four conditions applies: (1) a Federal department or agency acting under its own authority has requested the assistance of the Secretary; (2) the resources of State and local authorities are overwhelmed and Federal assistance has been than one Federal department or agency has become substantially involved in responding to the incident; or (4) the Secretary has been directed to assume responsibility for managing the domestic incident by the President.

3. Homeland Security Presidential Directive 5, February 28, 2003.

This Presidential Executive Order establishes and directs the development of the National Incident Management System (NIMS) for the purpose of managing and coordinating major natural or human-caused hazards at the federal, state, and local jurisdictional levels. Additionally, NIMS is now a requirement for all state and local entities receiving federal preparedness assistance through grants, contracts or other activities. The Secretary of Homeland Security is the principal Federal official for domestic incident management and as such has appointed a Senior Federal Official to serve as her representative. This position is that of Federal Coordinator. The Federal Coordinator has no

formal authority to command or control Federal assets supporting the event, however he serves as the lead Federal official in the coordination of supporting entities. Homeland Security Presidential Directive 7, December 17, 2003. This Presidential Executive Order establishes a national policy for federal departments and agencies to identify and prioritize critical infrastructure and key resources in the United States with the purpose of protecting these locations from terrorist attacks.

4. Presidential Policy Directive 8, March 30, 2011.

This Presidential Executive Order establishes policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal, establishing mechanisms for improved delivery of Federal preparedness assistance to State and local governments, and outlining actions to strengthen core capabilities of Federal, State, and local entities.

B. State

1. Indiana Code 3-6-4 Indiana Election Commission. This state law identifies the Indiana Election Commission's roles and duties for adopting emergency rules.
2. Indiana Code 3-6-6 Precinct Election Officers. Identifies roles and responsibilities for Election officers
3. Indiana Code 3-11-8 General Voting Procedures. This state law provides general guidelines for polling places including, facility types, hours of operation, and identifies roles of polling place workers, voter responsibilities and election requirements.
4. Indiana Code 10-14-3 Emergency Management and Disaster Law. This state law is the primary guideline for establishing and coordinating local emergency management programs and provides information on the disaster declaration process, emergency planning and other pertinent requirements for successful public safety programs.
5. Indiana Code 35-47-9. Regulation of Handguns. This state law provides information on carrying handguns.
6. Executive Order 05-09, January 10, 2005. Establishes and clarifies duties of State agencies for all matters relating to emergency management and designates the Executive Director of the Indiana Department of Homeland Security as the State Coordinating Officer for all emergency and disaster preparedness, mitigation, response and recovery operations for the State of Indiana.

C. Local

1. Local Emergency Management Ordinances. Local Emergency Management (EM) Ordinances are an extension of Indiana Code 10-14-

3, at the local jurisdictional level. It outlines the authority to act before, during, and after an emergency or disaster, and defines the necessary requirements for establishing and maintaining an effective emergency management and public safety program.

2. Local Comprehensive Emergency Management Plans. The LCEMP acts as a general reference point for local agencies to develop contingencies to meet the needs of their communities during emergency or disaster events.

III. Situational Overview

1. Indiana is known as a “home rule” state, which means that state statute generally grants cities, municipalities, and counties the ability to pass laws and govern themselves as they see fit, as long as they obey the state and federal constitutions. However, “home rule” does not apply to election law. Indiana Code 36-1-3-8(a) specifies that home rule does not permit a county to order or conduct an election, except as expressly granted by statute.” As a result, a county election board can only conduct elections in the manner authorized by state law. The county election board oversees the election process and abides by the county and local ordinances for any given jurisdiction.

2. County Emergency Management Agencies remain consistent with the National Response Framework and the National Incident Management System, all emergency incidents and events originate at the local level. If an emergency situation exceeds the capabilities of a local jurisdiction, additional support is available at the district, state and federal levels.

3. During the months of September and October, County Election Boards should meet with the County Emergency Manager to discuss responding to potential threats and hazards which may occur on Election

Day. Emergency preparedness should be included as part of the training for precinct election officers as per IC 3-6-6-40.

4. Locally, on Election Day, a “precinct sheriff” or another worker authorized to perform the “sheriff duties” maintains order at polling places. Precinct Poll Inspectors manage the polling place. Each venue may have a unique emergency preparation plan that should be followed.

5. Precinct inspectors receive guidance from county election boards regarding potential threats and hazards regarding the election itself and the venue. Awareness of potential hazards which can affect a facility will assist in prioritization in order to take appropriate actions. A key partnership at the county level regarding election security is law enforcement, particularly county sheriffs, the county election board and the county emergency management director.

A. Critical Hazard Identification

1. Hazard identification, outside of specific threat assessments which are generally managed by the intelligence community, is appropriate for inclusion in this Plan given the critical nature of this event. The hazard considerations include: seasonal considerations and weather, population surge at specific venues and reliance on privately held infrastructure. The “normal” hazards that exist during any given day in May or November, for example, still exist, in addition to several other considerations.

2. Natural hazards exist, regardless of the type of event or incident. Seasonal considerations and weather remain a primary concern for all of the stakeholders involved with this event specifically because of the time of year in which the event will take place in addition to the historical data that indicates an inclement weather trend for this specific time period.

3. IDHS has identified the hazards and threats, through a study of disasters and other emergencies, common to Indiana. Some of these hazards may affect polling places on Election Day, like severe weather, fires, a utility disruption or disgruntled person(s). Best practices and recommended planning considerations on handling diverse types of emergencies are provided for each event listed below. A quick reference table is provided to help determine the emergency actions that may need to be considered. Emergency Actions fall into one of three types of emergency action categories, (shelter in place, evacuation on-site, evacuation off-site). Definitions of the emergency actions to take are listed in the recommended Emergency Actions section of this guide under Planning Assumptions.

A. Fire

1. A fire in or near the polling place on Election Day can hamper operations and procedures for the election process. The local fire department will respond to fire calls as needed without interrupting activities at the polling place unless the location of the fire is at the polling place, or near another structure that would make an evacuation necessary. In the event that a fire or fire alarm has disrupted election activities at the polling place, these following measures should be followed in order to continue the election process and maintain ballot integrity:

- a) If a fire or fire alarm should occur at a polling place, the primary objective is life safety of the polling place staff and the voters on site at the time, followed by protection of the ballots.
- b) Stay calm and dial 9-1-1. Life safety is the first concern. Evacuation may be necessary.

- c) Voters should be informed of the location of the safety evacuation routes.
- d) General assembly areas should be identified and an accountability of all personnel should be conducted, noting any missing people. Anyone unaccounted for should be reported to the first responders.
- e) Voters should be instructed to stay in the designated area until directed otherwise by emergency response personnel.
- f) Voters should not attempt to re-enter the building.
- g) Refer all media to the incident commander or designated public information officer.

2. Bi-partisan election officials shall secure voting systems, voted ballots, poll lists, and other election documents on site to the greatest practical extent under the circumstances. They are to remain in the custody of the election official so as to prevent unauthorized persons from entering and voting on unauthorized ballots while inspectors are out of the building.

B. Severe Weather

1. The National Oceanic and Atmospheric Administration (NOAA) sends out alert tones and messages through a weather alert radio which can help in the preparedness of severe weather. If there is a threat of severe weather on Election Day, the precinct inspector should discuss with the facility manager or building owner about the availability of a NOAA Weather Radio. These radios are particularly important in areas where there may not be siren alerts for approaching storms or tornadoes.

Posey County also uses an alert notification system called CODE RED.

This system notifies persons in Posey County of emergency situations and has the capability to notify people of severe weather conditions.

Polling place workers should be instructed to put as many internal walls between voters and the outside as possible and to stay away from doors and windows. Get to the lowest floor possible.

2. NOAA sends out notices for the following:

Severe Thunderstorm Watch- Conditions are favorable for a severe thunderstorm within the next several hours.

- All staff should be advised of the Severe Thunderstorm Watch and conditions approaching.
- The precinct inspector or other designated poll worker should monitor the radio, television, or NOAA Weather Radio for additional weather updates.

Severe Thunderstorm Warning- Issued when severe weather hazard is imminent or occurring.

- The precinct inspector or other designated poll worker will monitor sky conditions as best and safely as possible. If a dark/funnel cloud is seen, seek shelter immediately. If possible call 9-1-1 to report tornado.

Tornado Watch- Conditions are favorable for a tornado within the next several hours

- The precinct inspector or other designated poll worker will advise other staff members of the weather conditions
- The precinct inspector or other designated poll worker should monitor the radio, television, or NOAA Weather Radio for additional weather updates.

- Outdoor activities should be modified to ensure that quick access to shelter is available.
- Upon the approach of thunderstorms, outdoor activities should be stopped to ensure access to quick sheltering.
- The precinct inspector or other designated poll worker will monitor sky conditions as best and safely as possible. If a dark/funnel cloud is seen, seek shelter immediately. If possible call 9-1-1 to report a tornado.

Tornado Warning- Issued when a tornado is imminent or occurring.

- All items listed above and the following
- If time permits, turn off all utilities if it can be done in a safe manner.
- Staff and voters will move to the designated shelter area that is identified by the building owner.
- Bi-partisan election officials shall secure voting systems, voted ballots, poll lists, and other election documents on site to the greatest practical extent under the circumstances.

C. Flash Flood/Flood

1. According to the National Weather Service, floods and flash flooding kill more people in the United States than any other type of severe weather. Flooding may be caused by heavy or excessive rains, fast snow melts, or dam failures. A flash flood is a rapid rise of water along a stream or low lying area. Flash Floods tend to form quickly in areas adjacent to streams and can be because of a combination of heavy rain, dam or levy failure as well as rapid snowmelt and ice jams. Since flash floods occur mainly along streams, a facility can determine its risk based on its proximity to streams, rivers, creeks and other low-lying areas.

2. Except in cases of flash flooding, most floods are a relatively slow process where the buildup can be several days. Reports from the National Weather Service should be monitored through the NOAA Weather Radio for changing conditions of lakes, rivers, and streams. Precinct inspectors should familiarize themselves to know the proximity to where the rivers, creeks and streams are in relationship to the location of the facility.

3. The precinct inspector should advise staff of the weather conditions that are approaching and if necessary, begin evacuation procedures.

4. Bi-partisan election officials shall secure voting systems, voted ballots, poll lists, and other election documents on site to the greatest practical extent under the circumstances.

D. Earthquake

1. All persons should be instructed to DROP, COVER AND HOLD as soon as the shaking starts. As soon as the shaking stops evacuate and begin a basic damage assessment of the facility. Evacuations should be done in a calm and orderly fashion.

2. Bi-partisan election officials shall secure voting systems, voted ballots, poll lists, and other election documents on site to the greatest practical extent under the circumstances.

3. If you are unable to re-enter the building, evacuate to an alternate location. Injuries should be handled by those trained in First-Aid. If the injuries are severe and the decision is made not to move the victim, assign a staff member to stay with the individual (s) until qualified medical personnel arrive.

4. The precinct inspector should make any assessment as to the next steps that would need to be taken. This decision will be based on present danger, weather, as well as any other factors.

5. Emergency kits should be available and have recommended supplies. The precinct inspector should take a portable/cellular telephone outside to contact either the county or state election board.

E. Utility Disruption

1. Loss of electricity may occur even in non disaster situations. Planning ahead and being prepared will minimize disruption to the polling places. Having adequate flashlights and battery-operated lanterns should meet your needs for a short time. Make sure you check the flashlights on a regular basis.

Extra batteries should be on hand. Also, check with the building owner or facility manager regarding the building's emergency lighting.

2. It is important election administrators remind utility operators in the county of the critical nature of utility service. Utility operators need to be aware of the importance of uninterrupted power supplies to the county seats leading up to and on Election Day and at polling places the evening prior to and on Election Day. If there is scheduled work to be done in these areas, request the utility delay regular maintenance so this work does not impact the election process.

3. County elected officials are able to purchase or lease supplies from the state's Quantity Purchase Agreements (QPA's) vendors, such as generators, to mitigate the loss of electricity for an extended period of time.

4. The loss of electricity may affect the building's water and heat even if the heat source is not electrical. The fans blowing hot air are electrically operated; therefore, the heat system will not operate.

5. If a generator is available to operate electrical heat, the precinct inspector should coordinate with the building owner or facility manager to start the generator.

6. Cellular phones could be inoperable for some time after any type of disaster. Overuse will cause the cellular towers to overload, rendering them useless. Strong earthquakes, high winds, and tornadoes may collapse cell towers rendering networks inoperable for an extended period of time.

7. Landlines telephone service may not be available during a disaster because of overuse. After an emergency, check to see if your telephone is on the cradle and properly "hung up". Only use telephones in the event of an emergency. An emergency phone line should be designated for county election board or county executives for direct communication with polling places.

F. Bomb Threats

1. In recent years, areas throughout the country have received bomb threats at polling places on Election Day. Every threat should be taken seriously and law enforcement notified immediately. When the threat is made over the phone, the poll worker on the phone should try to get the attention of another worker or the inspector so that authorities can be notified while they stay on the phone with the person making the threat.

2. Normally the person giving the threat will provide certain information. This could be helpful to law enforcement and help everyone in the long run, so the worker taking the call should be

reluctant to put down the phone quickly. Listen for background noise, the caller's voice and write down what he/she said. Take down as much information as the person gives you and annotate the time of the call. See Appendix B.

G. Special Instructions for Weapons in the Polling Place

1. Although there is no specific state law in place to either ban or allow firearms or weapons in most polling places, local jurisdictions should be aware of state law which applies to certain facilities, such as schools. Indiana Code 35-47-9-2 states weapons and handguns are not allowed on school property.

H. Physical or Verbal Threats

1. The following information is a general guide to responding to physical threats that may occur in a polling place. This includes threats that come from outside the facility, as well as inside of the facility. In every situation, the precinct inspector and poll workers should evaluate the situation, and only address the situation when their safety is not compromised. If any person in the facility does not feel safe in the situation, 9-1-1 should be contacted, if it can be done in a safe manner.
2. Physical threats made inside or outside the polling places facility should be taken seriously.
3. Physical threats that are directed towards the voters or staff members in the polling places setting should be reported to the authorities and to the precinct inspector should document the threat.
4. When the threat comes from within the facility, the precinct inspector should notify law enforcement of the incident and communicate with staff members who were involved in the incident.

5. When staff members receive a physical or hostile verbal threat, actions should be taken to ensure the safety and well-being of the voters.
6. Voters should be removed from the area in which the threat is taking place, and should return only after the situation has been resolved, if it can be done in a safe manner.
7. When the physical threat comes from outside the facility, the precinct inspector should be notified of the incident and the precinct inspector will notify law enforcement of the incident.
8. Verbal threats should be treated the same way as physical threats.

I. Potentially Violent Situations

1. A potentially violent situation such as a hostage situation or disgruntled person may be cause for a selective evacuation procedure. The premise behind a selective evacuation is that it enables large numbers of voters and staff to stay out of harm's way when an individual is on-site who is potentially violent.
2. If a potentially violent individual gains access to the polling site and leaves:
 - a) Immediately call 9-1-1 law enforcement.
 - b) Indicate to law enforcement and another facility representative that you may have a condition for lockdown (if the potentially violent person does not leave the area).
 - c) If the individual cannot be isolated and chooses to leave the premises, allow them the freedom to exit making sure to note their car make and model, license plate, and the directions of their travel.
 - d) Communicate this immediately to the 911 dispatcher.

e) NOTE: If the individual is leaving and taking a voter or staff member, it is still often better to let the individual leave rather than prompt a confrontation that would increase the risk of injury.

3. If a potentially violent individual gains access to the polling site and remains:

4. Immediately call 9-1-1 law enforcement and seek advice on how to handle the situation.

a) Indicate to another poll worker you may have a condition for lockdown. If you have any reason to believe the individual has a weapon, order a lockdown, as soon as possible.

b) Try to isolate the potential aggressor from as many staff and voters as possible. Seek to move the individual(s) to an office, break room, conference room, or other less populated area.

c) If the individual has entered a polling station, seek to move them into the least utilized portion of the room.

d) Remain calm and be polite.

e) Do not physically restrain or block their movement.

f) While you are talking to the potentially violent individual, others should direct unaffected areas to move to locations that are farthest from the incident point. The evacuation should precede room-by-room and as orderly and quietly as possible, being careful to use routes not visible to the incident point.

g) Once law enforcement arrives, they will take over the situation, negotiate and dictate further movements.

h) If a decision is made to relocate to an alternate site while negotiations go on, follow the appropriate evacuation procedures.

J. Hazardous-Material (Inside facility)

1. If there is a hazardous spill within your facility, the precinct inspector should determine along with the facility manager or building owner if it is safer to shelter-in-place or evacuate the facility.
2. If necessary to evacuate the area, move away from the spill area and call 9-1-1. Begin evacuation on-site procedures and wait until appropriate authorities give the all clear.
3. Bi-partisan election officials shall secure voting systems, voted ballots, poll lists, and other election documents on site to the greatest practical extent under the circumstances

K. Hazardous Material Spill (Outside facility)

1. During an accidental release of toxic chemicals or other emergencies where air quality is threatened, shelter-in-place keeps the occupants inside a building and out of danger. Local authorities issue orders for shelter-in-place during chemical emergencies. Local officials will relay emergency action steps to the media on a continual basis until the crisis is over.
2. Once the order for shelter-in-place has been issued, do not leave your building location until you receive official notification that the danger has passed. Close and lock all the doors and windows to the outside. (Windows often seal better when locked.) Turn off all heating systems. Turn off all air conditioners and switch intakes to the closed position. Seal any gaps around window-type air conditioners with towels, or other cloth materials.
3. Turn off all exhaust fans in kitchens, bathrooms and any other spaces. Close as many non-essential and internal doors as possible. Seal any obvious gaps around external windows and doors. Close the drapes,

curtains or shades for additional protection. Go to an above ground room (not the basement) preferably with the fewest doors and windows.

4. If the vapors begin to bother the staff and voters, hold wet handkerchiefs or cloths over the nose and mouth. Do not call 9-1-1 unless you have an emergency.
5. Based on the reason for the evacuation, a police escort may be provided. A notice should be posted on the entrance of the polling place to notify voters of the evacuation and that they should go to the alternate area to cast their vote.
6. Bi-partisan election officials shall secure voting systems, voted ballots, poll lists, and other election documents on site to the greatest practical extent under the circumstances.

IV. Planning Assumptions

1. Priority of effort shall be given to prevent loss of life or injury to the citizens of Indiana and protection of polling places to ensure the election process continues and the integrity of voting is unaffected. County Election Boards and first responders, and county EMAs will work as a team to respond and mitigate incidents which affect voting operations.
2. During Election Day, select local polling places will see a surge in occupancy depending on election turn-out which may affect the polling place venue's unique emergency preparation plan.
3. Local jurisdictions may request resources and capabilities from the State just prior to exhausting local resources due to the nature of an incident on Election Day.

4. Resource requests from county EMA Directors to the State of Indiana will be received and tracked via mission and task boards housed in WebEOC to the Logistics Section of the State EOC.

5. If utility services to polling places are affected prior to or on Election Day and utility service cannot be restored to a polling place location, local county election boards will need to relocate the polling place.

6. In addition to local resources, State facilities or critical resources may also be taxed should an emergency incident occur. In that case, the State of Indiana will follow existing protocols and request assistance from the Federal government.

V. Emergency Action Categories

1. Priority of effort shall be given to prevent loss of life or injury to the voters of Indiana in the event of an emergency or disaster. Based on the type of incidents that can occur at a polling location, emergency actions fall into one of three categories (shelter in place, evacuation on site, and evacuation off site).

2. All-hazards planning for county election boards and poll inspectors should consider the definitions and actions listed in Appendix 2 to assist in determining the appropriate actions that would need to be taken.

A. Shelter-in-Place

1. Shelter-in-place keeps the occupants inside a building and out of danger. Local authorities may issue orders for shelter-in-place during accidental release of toxic chemicals or other emergencies which threatens air quality. Severe or threatening weather conditions, like severe thunderstorms or tornado warnings may also prompt a facility to shelter-in-place.

2. Once the order to seek shelter immediately is given either from emergency officials or received through other means,
3. Do not leave the building location until official notification that the danger has passed is given or it is obvious the storm has passed through the area.
4. Do not call 9-1-1 unless you have an emergency.

B. Temporary Evacuation

1. Temporary evacuation simply means temporarily leaving the polling place because of an emergency condition warrants it. This could include a small fire, unusual odors or other incident which will force staff and voters to temporarily leave the premises.
2. Bi-partisan election officials shall secure voting systems, voted ballots, poll lists, and other election documents on site to the greatest practical extent due to the circumstances and follow evacuation procedures for the building.
3. No one should go back into the polling area until the all clear is given by appropriate authorities.
4. Evacuation plans should be in accordance with the local and state fire codes for Indiana and should have the following elements:
 - a) Emergency exits or escape routes
 - b) How everyone will be accounted for once out of the building
 - c) Methods used to alert staff and voters for the need to evacuate
 - d) Location of the evacuation point (meeting location).
 - e) List the primary and alternate person that can provide information to the fire department or other emergency response organization.

C. Permanent Evacuation

1. If the hazard is more widespread, it may be necessary to relocate staff and voters to an alternate area. IC 3-11-8-3.2 states that a change may be made by the county executive up to two (2) days prior to the election and notice given of the change. The “county executive” in all counties, except Marion County, is the County Board of Commissioners. In Marion County, the Mayor of Indianapolis serves as “county executive”
2. Indiana Code IC 3-11-8-3.2 also states that “...if a county election board determines by a unanimous vote of the board’s entire membership that the use of a polling place at an election would be dangerous or impossible, the county election board may order the relocation of the polling place during the final two days (2) before an election...” including Election Day.
3. Under no circumstance will an election ever be cancelled. They can only be postponed or rescheduled, and with the exception of a court order or order of the Indiana Election Commission no county official has the power to postpone or reschedule an election. IC 3-6-4.1-16 permits the Indiana Election Division, by unanimous vote of the entire membership, to adopt emergency rules to implement a court order requiring the commission, election division, or county election board or official to administer an election in a manner not authorized in Title 3 of the Indiana Code.
4. In addition to local resources, State facilities or critical resources may also be taxed should an emergency incident occur. In that case, the State of Indiana will follow existing protocols and request assistance from the Federal government.

5. Schools throughout the state serve as polling places. Schools must still maintain a safe learning environment for students. If a polling place is located in schools, there are other planning considerations:

- a) Will voters be required to use a separate entrance/exit during the polling times?
- b) Will poll workers have ID that is visible?
- c) Will restrooms be available to voters and poll workers?
- d) What restrictions will be placed on signage so as not to create additional hazards of students, and staff?
- e) Does the school have a designated area for voters to park? Is it clearly marked or identified?

VI. Concept of Operations

A. State Response

1. Preparations are ongoing for the 2012 General Election, November 6.
2. No formal requirement exists for a County Election Board to advise the State Election Division of an incident at a polling place.
 - a) In the event of an incident, the State Election Division may provide technical advice on the interpretation of Indiana Code to a County Election Board on continuation of the election process.
 - b) Depending on the scope of the incident, the State Election Division may advise the Chairman of the Election Commission, and Secretary of State.
3. IDHS may receive notification of an incident at a polling place through normal reporting procedures from a County EMA. Upon notification of an incident at a polling place, IDHS would advise the Co-

Directors of the State Election Division, Brad King and Trent Deckard, of the incident.

4. IDHS Operations Staff will assess the situation, evaluate options, initiate response as necessary according to the State of Indiana's Comprehensive Emergency Management Plan (CEMP), and assess appropriate level of public outreach and communications.

5. State Emergency Operations Center (SEOC) serves as the central coordination point for emergencies. As with any emergency in Indiana, IDHS maintains situational awareness. Any county requiring assistance or resources beyond the county's capabilities should follow procedures for requesting additional support from the State EOC.

6. IDHS will provide information and situational awareness on response and recovery to active incidents to the State Election Division, and if necessary, Secretary of State.

7. In the event of a potential weather hazard, IDHS Response Division, Emergency Operations Center Watch Desk, will advise the county EMAs in accordance with normal procedures.

8. On Election Day, the State Emergency Operations Center will operate at a Level IV, daily operations; unless situations arise that require an increased level of activation.

B. Local Response

1. The County Circuit Court Clerk will provide emergency contact information to assist county election board members if services or assistance are needed on Election Day. Election Day emergency planning considerations include threats and hazards to voting machine failures to polling place operations.

2. During the months of September and October, County Election Boards should meet with the County Emergency manager to discuss responding to potential threats and hazards which may occur on Election Day. Emergency preparedness should be included in the training of precinct election officers per Indiana Code 3-6-6-40.

3. Locally, on Election Day, the Precinct Sheriff, or another poll worker authorized to perform the “sheriff’s” duties, maintains order at polling places. Precinct Inspectors manages the polling place. Each venue has a unique emergency preparation plan. As part of establishing the polling place, Precinct Inspectors should obtain information from the venue’s owner or manager on emergency procedures to include:

- a) The primary and a secondary exit in the polling place facility as well as the safest routes from various areas of the building.
- b) Location of fire extinguishers within the facility and understand the proper usage.
- c) Understand the location in the polling place to evacuate to in case of severe weather.
- d) Specifics on how to dial 9-1-1 on a facility’s landline. Note: some facilities have an access code to reach an outside line.
- e) A specific point for all personnel to assemble, both inside and outside the facility.
- f) Report any unusual activity or persons at the polling location.
- g) If necessary, document any evacuation or emergency activities.

4. County emergency management agency directors (EMA) prepare to respond to any incident and advise the State EOC, as necessary.

VII. Control & Coordination

1. The evolution of the size and complexity of hazards and threats has demonstrated the need for effective planning and coordinated emergency response.
2. These events show disasters may involve multiple jurisdictions, agencies and organizations. In order to effectively manage and focus efforts of a multi-agency coordination system, county representatives need to be involved in the planning process and outline the resources and capabilities for the varying jurisdictions.
3. Some emergencies will be precipitated by a warning period, providing sufficient time for the Election Board or Polling Site Inspectors to warn the public and implement mitigation measures. Other emergencies occur with little or no advance warning, thus requiring immediate action. Precinct inspectors and staff must be prepared to respond promptly and effectively to any foreseeable emergency, taking all appropriate actions, including requesting and providing assistance.
4. On Election Day, poll inspectors, judges, workers, clerks and assistants, may be the first to identify a problem. Poll workers will notify emergency response personnel via 9-1-1 or inform the county sheriff, or county election board of a potential emergency. If necessary, the next level of response will be the County EMA Director working with county election boards and county commissioners.
5. The local County Sheriff serves as the primary public safety agency and law enforcement entity at polling sites. Local Fire Departments and Emergency Medical Services (EMS) are the primary fire and EMS agencies.

6. The local county emergency management agencies are local/county entities and employees, not IDHS employees or agencies. An EMA serves as a local connection point for IDHS during emergencies.

7. If necessary, the county executive may contact, the Office of the Governor, and/or the Office of the Secretary of State’s Election Division for information. The Indiana Election Division can provide information regarding election laws, processes, and voting systems.

VIII. Appendix

A. Threats & Hazards Emergency Actions

The table listed below indicates the threats and hazards that may occur in a polling place. All-hazards planning for elections fall into one of three types of emergency action categories, (shelter in place, evacuation on- site, evacuation off-site). Definitions for each of the emergency action categories immediately follow the table along with recommendations of the actions that should be considered.

The table below is not all inclusive. It provides examples of hazards and recommended emergency actions. Gray-shaded areas indicate actions that may not be necessary. An “X” indicates the recommended action to take. For some threats and hazards more than one “X” is marked. This depends upon the severity of the situation.

Local Emergency Phone Numbers

Fire: __ (812) 838-3447 _____

Police: __ (812) 838-8705 _____

Sheriff: __ (812) 838-1321 _____

Definitions of Emergency Actions:

Shelter in Place: Keep the occupants inside a building and out of danger due to an emergency condition.

Temporary Evacuation: Leaving the area for a short duration of time due to an emergency condition.

Permanent Evacuation: Leaving the area due to widespread emergency conditions making the area uninhabitable (Normally for days, weeks or longer)

B. Appendix B Bomb Threat Checklist