

Town of Presque Isle

Election

Contingency Plan

adapted from document prepared by
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City of Eagle River

Election Contingency Plan

Introduction

This plan is being developed to serve as an alternate plan of operation for the Town of Presque Isle in the event of an emergency that might occur on Election Day. It in no way protects against such activity, however it will protect our right to vote and carry out our democratic duties. The plan will provide guidance to the operations our Election Inspectors and Town Officials will be responsible to carry out should they be called upon.

Type of Emergency

Terrorism Event

In the event of a Terrorist Activity, the Federal Government may have a preliminary plan in place for moving activities of election days. However, if no plan exists, it will be the policy of the Town of Presque Isle to act accordingly. All elections will continue unless Federal or State officials have ordered otherwise.

A terrorist event, although dramatically affecting each voter on a personal level, may not affect the daily operation of the polling location. If there is no police order to take cover or remain indoors, all operations of the polling location can remain in tact.

Fire or Fire Alarms

A fire locally can be important when it comes to our Town operations on election day. However, in the event a fire disturbs the activities at the Town Hall, the following procedures will be used to effectively continue the election processes.

Evacuation

The most commonly asked questions in the event of a fire or fire alarm will be:

- where are the ballots that have been voted?
- where are the ballots that have yet to be voted?

All un-voted ballots should be taken into custody by the election inspectors and the black voting machine/ballot box that has been storing and counting voted ballots shall remain sealed and unplugged. The box has a battery backup. The purpose for removing all un-voted ballots is to prevent anyone from entering and voting unauthorized ballots while inspectors are out of the building. Elections may continue as soon as Fire Officials have cleared the building for re-entry.

Should an actual fire be detected, the locked voting machine/ballot box may be moved to the parking lot of the building. If the Election Inspectors are able, they may allow voting to continue in the parking lot of the building. There shall be made a designated corner of the parking lot where voting can take place and the voting machine/ballot box is still able to count and record ballots while on battery backup. However, a power supply may be needed if this process would continue longer than 1 hour. At no time will the voting machine/ballot box or ballots be out of sight for the Election Inspectors.

If this process can not be completed in the parking lots, then a change of venue will be required. Changing the voting location will require a police escort. The Town Clerk will determine if the event requires a change of venue. See [Change of Venue](#) below for the procedure for moving the entire polling location.

Electrical Outage

The voting machine/ballot box contains a power supply backup that will continue to operate in the event of a power outage. Should the Town Hall lose power, town officials will be able to assist in providing flashlights and immediate assistance. In the event of a long-term power outage, a change of venue will be required.

Natural Disaster or Inclement Weather

During inclement weather, the Fire Department and Constable will be kept apprised of the severity to alert the Town Clerk of possible situations.

Should an evacuation occur the evacuation procedures listed above should be adhered to. If a natural disaster such as a tornado occurs, which requires inspectors and voters to seek cover, all unvoted ballots and poll lists will be secured with the Chief Inspector. The voting machine/ballot box can remain unplugged and locked. No ballots will be allowed into the voting machine/ballot box, and no unvoted ballots will be released. After threat of natural disaster or severe weather have passed, regular business will resume and the Chief Inspector will note on the Inspector's Statement the time of the incident from beginning to end.

Change of Venue

When it has been determined by the Town Clerk or Chief Inspector that a polling location needs to be moved to effectively respond to a disaster of any kind, the following process will be executed.

The Town Clerk and constable will report to the polling location. All inspectors will assist the clerk in packaging up all voting equipment, unvoted ballots, challenged ballots, re-created ballots, absentee envelopes, poll lists, new registration forms, and any other miscellaneous material.

The voting machine/ballot box will remain locked at all times.

The voting machine/ballot box will be escorted to a Town Vehicle for moving. The constable will remain in view of this voting machine/ballot box at all times. The constable will take the voting machine/ballot box (which holds all voted ballots) to the Town of Presque Isle Fire Department at 8310 School Loop Road in the Town of Presque Isle. At this location, all inspectors and the Town Clerk will continue to set up the polling location as normal. The battery backup will preserve information stored in the voting machine/ballot box. All unvoted ballots shall be kept in the custody of the Chief Inspector and at least one other inspector during the change of venue.

Inspectors will note this change of location on the Inspectors Statement.

A sign will be posted at the original polling location designating the new polling place for voters to see. Likewise, if possible, a notice will be placed on NBC Channel 12 in Rhinelander for voters to report to the correct location.

Effect on Poll Watchers

Poll watchers would be expected to exit any building that is evacuated. They may continue to watch the election processes without interruption. They will still be prohibited from interfering with the election process. If they are asked to leave, they can be removed by the constable.

Location & Hours of Polls

The Town of Presque Isle polling location is at the Town Hall, 8306 School Loop Road. The hours of operation for public voting are 7:00am until 8:00pm.

Conclusion

The purpose of this plan is to prepare the Town Clerk and Election Inspectors for procedures that will be used in the event of any type of emergency that might arise on election day. Having this plan in place will help to alleviate concerns about election administration in emergency situations.

All questions and concerns regarding these policies should be directed to

**Lorine Walters, Town Clerk
715-686-2473.**