

CITY OF NEW BRITAIN – REGISTRARS OF VOTERS EMERGENCY CONTINGENCY ELECTION PLAN

Preparations and Procedures For Prolonged Power Outages Or Other Localized / Town-Wide Emergencies

Prolonged Power Outage:

- Affected polling place location(s) to be assessed and based on need may be moved to the nearest advisable, accessible, and capable site having public access.
- Appropriate personnel will be contacted to set up tables, chairs, computers, network capabilities, voting equipment, and phone lines to be in compliance with the Help America Vote Act.
- Signs or other information directing residents to any determined alternate polling place will be prepared in coordination with the affected polling place Moderator and NBPD administrative office. A press release will be distributed to the media and posted on the City website and reverse 911 reverse messaging system.
- Throughout the election process, the Registrars will be able to access all voting files if necessary.

Severe Weather or Natural disaster:

- Severe weather alert: The Registrars shall determine a plan of action and oversee the implementation
- Follow the town's most recent Emergency Plan of Operations; where needed apply or modify according to need
- Consolidate polling place(s) and/or voting process according to need and nearby accessibility / capabilities

Solutions for Ballot Shortage:

- Moderators will immediately notify the Registrars of Voters Office
- The Registrars or designees will photocopy additional ballots and facilitate delivery to the polling place.

A Shortage or Absence of Poll Workers:

- Moderators will immediately notify the Registrars of Voters office
- Poll workers may be reorganized within the polling place location(s) if necessary
- Additional poll workers may be hired for back up at all elections

Loss of Power (Does not inhibit voting):

- Moderator will alert everyone present to the situation
- Moderator will contact the Registrars of Voters office to alert the Registrars of the situation
- Moderator will try and contact the facilities management at the polling place
- Flashlights are to be provided for each polling place location by Registrars of Voters office
- Moderator will instruct poll workers to find natural light if available or alternate light sources and operations may move toward the light source as best determined by the Moderator
- Back-up battery power supply units for each tabulator will be provided at all polling place locations to allow the voting process to continue. Should failure occur in the back-up battery source the auxiliary bin on the side of the ballot box shall be used until a power source to the tabulator is restored.

Fire Safety:

- Each polling place location is to be in compliance with local fire safety ordinances and equipped with safety equipment in working order
- Moderators will follow evacuation plan if necessary

Emergency Evacuations:

- Moderator will contact the Registrars of Voters office to alert the Registrars of the situation
- Moderators to alert all individuals in polling location of emergency and direct to a pre-determined assembly point
- Head count to ensure all poll workers are present shall take place at assembly point
- Identify any individuals with disabilities and ensure they receive assistance
- Voting materials shall be secured and moved to assembly point or other safe area until polling place location is cleared for return by appropriate authority

Voting Machine Malfunctions:

- Moderators will notify the Registrars of Voters office
- Spare machines are to be available for back-up use
- Auxiliary bin can be utilized during any malfunction

Need to Remove or Replace Poll Worker or Moderator:

- Additional help hired for back-up

Disorder In or Around Polling Place:

- The Moderator, with assistance from the Registrars of Voters and NBPD if necessary, will devise a course of action that should be implemented (i.e. move to another room or outside of the building).