

DEPARTMENT OF REGISTRARS OF VOTERS
THE CITY OF WATERBURY
CONNECTICUT

March 13, 2013

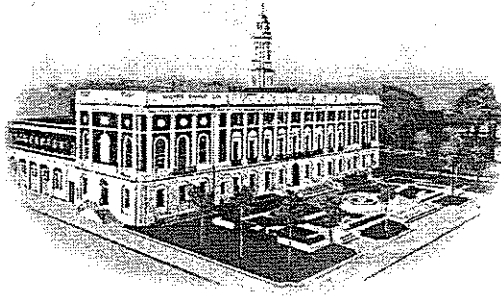
The Honorable Board of Alderman
235 Grand Street
Waterbury, ct. 06802

Dear Board Member:

The Registrar of Voters, in consultation with the Town Clerk, are submitting for your review and approval, the Emergency Contingency Plan for all Elections taking place in the City of Waterbury.

Respectfully submitted,

Patricia M. Mulhall
Timothy T. De Carlo



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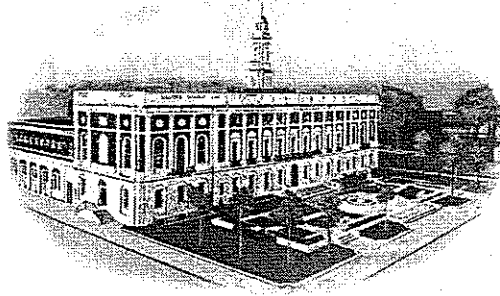
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Emergency Contingency Plan for all Elections

The City of Waterbury shall adopt the following procedures for use in the event of an emergency on any day when a voting event is taking place in Waterbury, CT.

- I. Moderators will immediately contact the Registrar of Voters and communicate the time and type of emergency that has occurred.
 - A. Moderator's Notebook, at every voting event, shall include an up-to-date list of telephone numbers of all poll workers, facility maintenance workers of such building being utilized as polls, and telephone numbers of direct lines to local fire and police stations.
 - B. The Moderator's Notebook shall include a copy of this Emergency Contingency Plan.
- II. The Registrars shall jointly determine the action to be taken, as soon as possible, to ensure the continuance of the orderly process of voting. The Registrars shall use the following guide to decide the action to be implemented.

Waterbury CT Emergency Guide for All Voting Events

If a Moderator, in consultation with the Registrars, deem there to be an emergency in the polling place, the Moderator is to evacuate all parties, including the voting public, from the building via any and all exits posted and available. The Registrar will call 911 and/or appropriate safety personnel to address the emergency issue. The Moderator will coordinate with the Registrars the secure removal of the Tabulator, the ballots, and the official voter check lists from the polling place. The Moderator shall retain personal possession of the Tabulator, ballots and check lists.

If the polling precinct is declared unusable the Moderator will check with the Registrars and proceed to the alternative polling location which the Registrars had assigned to that polling precinct. The Registrars will be responsible of informing the public of the new polling location.

In the event of a power failure, the generator may support ballot voting in the Tabulator. If the generator fails, voting may continue by inserting voted ballots in the side bin slot on the left side of every ballot box. These ballots will be hand counted at the end of the day. In any and all power failures during a voting event, the Moderator is to make every effort to continue the voting process.

Registrars are to retain in their office a small number of ballots for each poll to accommodate the printing of paper ballots when needed. The Moderator must notify the Registrars of a pending shortage of ballots to allow for the printing of paper ballots. The Registrars must immediately work to provide such paper ballots to the polling place.

The Moderator must notify the Registrars of the absence or shortage of poll workers. The need to replace or remove a poll worker or moderator will be addressed by the Registers in a timely manner.

If the HAVA (IVS) voting system fails, manual assistance may be given to any voter requesting such assistance.

A disturbance or emergency in a polling location that cannot be resolved by the Moderator must be reported to the Registrars' who will notify the proper authorities to respond to the situation at that location.

This Emergency Contingency Plan for All Voting Events in Waterbury, CT will supplement any current City of Waterbury Operations Plan.