

Archer County Elections Emergency Operations Plan

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Index

Emergency Phone Numbers	3
Communications	4
Weapons	5
Active Shooter/Shooting	5
Lock Down	6
Bomb Threat	6
Gas Leak	7
Fire/Explosion	7
Poisonous/Hazardous Materials	8
Infectious Diseases	9
Injury/Death	10
Inclement Weather and Closures	11
Flooding	12
Power Failure	12
Tornado	13
Vandalism	14
Loitering or Electioneering	15
Emergency Plan	16

EMERGENCY NUMBERS

County Judge – (940) 574-4811

Elections Office – (940) 574-2645

Archer County Sheriff's Office – (940) 574-2571

Archer City Police Department – (940) 574-2499

Archer City Fire Department – (940) 574-4545

Archer County Emergency Management – (940) 574-2868

COMMUNICATIONS

- The PRESIDING JUDGE oversees the elections workers, equipment and voters located at the polling location. In the event of an emergency, he/she will notify the Elections Administration Office with the most likely source of reliable and accurate information. In the event of an emergency, advise the Elections Office of the crisis. The ELECTIONS ADMINISTRATOR will assume the role of chief communicator to the news media regarding
- the election process and/or any and all emergency situations. Should Elections workers be contacted at the scene of a crisis by the media, direct them to the Elections Office. Do not release name(s) of victim(s) or details of the event until proper
- authorization from the Elections Office has been issued.

PLEASE ALERT ALL STAFF OF THE FOLLOWING DIRECTIVE:

In emergency or disaster situations, DO NOT make any statements to the media UNTIL the County Judge or Elections Administrator as been notified. If pressed for information, simply state that policy requires you to direct all media requests to the County Judge or the Elections Office.

IN THE EVENT OF AN EMERGENCY, THE FOLLOWING ACTIONS SHOULD BE TAKEN:

- Always respond to the emergency. If and when first aid or emergency personnel are warranted, the election judge should take the necessary steps to handle the situation. As another election worker to dial 911 and notify the Elections Office.
- Notify the building owner or designee once initial first aid has been administered.
- Notify the family. If a family member cannot be reached, a message should be left.
- Notify the Elections Office. Questions about the presence of emergency vehicles on site may arise and the Elections Office staff should be updated periodically on what is happening.

WEAPONS

Should any individual be suspected of possessing a weapon:

- Notify law enforcement for assistance as quickly as possible.
- Calmly remove all election workers and voters to an inconspicuous location away from the area where the weapon is suspected of being.

Should any individual actively threaten with a weapon:

- Notify law enforcement as quickly as possible
- Remain calm and talk to the perpetrator in a calming voice. **DO NOT** attempt to remove or confiscate the weapon.
- Notify the Elections Office as quickly as possible.

ACTIVE SHOOTER/SHOOTING

In the event of an active shooter onsite:

- Notify law enforcement and the Elections Office immediately.
- Law Enforcement will determine if Lock Down procedures or Evacuation measures should be taken.
- **DO NOT** attempt to disarm the individual.

If a shooting has taken place:

- Follow the above guidelines, administering basic first aid until health care professionals arrive.
- The Elections Administrator will make all decisions and arrangements to file necessary charges against person(s) involved.

LOCK DOWN

In the event of a violent or threatening situation, initiate and implement lock down procedures in the polling location:

- Voters should stay inside the polling location.
- Notify law enforcements and the Elections Office of the situation
- The local Sheriff's Office or Police Department will determine of Lock Down procedures or Evacuation procedures should be implemented.
- Lock doors and cover windows.
- Move all election workers and voters to an interior wall away from windows and doors.
- Take a count of persons inside the polling location.
- Stay put until notified that lock down is terminated

BOMB THREAT

- Take all threats seriously
- In the event of a bomb threat, the Presiding Judge or designee should call law enforcement or 911.
- Do not open any drawers, doors o cabinets. If anything suspicious is found, **DO NOT TOUCH IT.**
- Do not use cell phones or radios.
- It may be necessary to evacuate election workers and voters at least 300 feet away from the building.
- "The building is all clear" message will inform election workers and voters when the building is safe and voting may resume.
- A written report shall be provided to the Elections Office regarding the incident.

GAS LEAK

Natural gas can occur inside or outside of a building. The potential hazards of a gas leak are fire, explosion, carbon monoxide, poisoning and suffocation. You should suspect a gas leak if you smell a very unpleasant odor, like that of rotten eggs. "Mercaptan" is added to gas to let you know that a leak exists.

Should a gas leak be suspected:

- Contact the building's owner or designee and the Elections Office.
- If maintenance is not available, and the situation is an emergency, call 911.
- If the smell of gas is faint, open windows and doors.
- If the smell of gas is strong, evacuate the building of all occupants.
- Do not return to area until problem has been resolved.

FIRE/EXPLOSION

In the event of fire or explosion:

- Evacuate the polling location of all occupants.
- **DO NOT** take personal belongings or election equipment.
- Once out of the building, proceed to designated area, making sure that all election workers and voters have left the building.
- Call the Fire Department or 911.
- Notify the building's owner or designee and the Elections Office.

POISONOUS/HAZARDOUS MATERIALS

Direct Contact:

- Evacuate the area to avoid fumes.
- Remove contaminated clothing and flush the area with cold water for fifteen (15) minutes. If flushing the eye area, position the flow into the eye while holding the eyes open.
- Notify the building's owner or designee and the Elections Office.

Indirect Contact:

- Evacuate the area to avoid fumes.
- If there is a spill, move upward from the spill.

Notify law enforcement or 911 immediately. In an effort to help emergency personnel identify the contents of the spill, try to capture the following information:

- Product number (if any)
- Manufacturer information
- Product contents/ingredients as given on container
- Volume of spill/exposure
- Reactions on surface/individuals
- Product contamination with other chemicals

INFECTIOUS DISEASES

(Guidelines for Clean-Up)

HAND WASHING

Routine hand washing after contact with an individual is highly recommended. In the event of accidental contact with blood, hands and/or affected skin areas should be washed immediately. Proper hand washing requires the use of soap and warm water and vigorous washing under a stream of running water for approximately twenty (20) seconds. A waterless hand rinse (hand sanitizer) should be used when running water is not available.

CLEANING METHODS

- Soiled environmental surfaces should be promptly cleaned with a prepared household chlorine bleach solution
- Scrub surfaces with alcohol (70%) and allow to remain wet for thirty (30) seconds before wiping dry. Surfaces cleaned with a bleach solution should remain wet for ten (10) minutes before rinsing with fresh water and wiping dry.

DISPOSAL OF MATERIALS

Clothing and other non-disposal materials that are soaked with body fluids should be placed in plastic bags and instructions for handling given to appropriate persons. Disposable towels, tissues, gloves and cleaning supplies should be used whenever possible and should be placed in a plastic bag, securely tied and to be disposed of.

INJURY/DEATH

Injury Only:

- If possible, notify the individual's next of kin.
- The Presiding Judge should remain at the polling location and contact the Elections Office immediately.
- In the event the individual is transported to the hospital, the Elections Administrator should accompany him or her until the situation is secure and the patient is out of danger. This may require someone else be put in charge while the administrator is away.

In the Event of Death:

- Call 911.
- Notify the Elections Office.
- **DO NOT** notify next of kin until Police or Fire Department personnel arrives.
- Refer press inquiries to the Elections Office.
- **DO NOT** issue a statement to the press.

INCLEMENT WEATHER AND CLOSURES

In the event of a major weather-related situation, if it has been determined that any of the polling locations cannot be opened or staffed, the following procedures should be followed:

Prior to an Emergency:

- Develop a working knowledge and an understanding about the characteristics of hazardous weather.
- Become thoroughly familiar with your County's plan for your polling location.
- Discuss emergency plans with the Elections Office.
- Know your chain of command in the event the Elections Administrator is unavailable or unable to take command.

In the Event of a Weather Emergency:

- Be alerted to developing situations.
- Determine if polling locations can be opened.
- Determine if there is available electricity and telephone communications in the polling location.
- Determine if the election workers and voters have safe access into the building where the polling location is located.
- Determine if the voting equipment has been delivered and can be used.
- Determine if the roads to your polling locations are accessible. If they are not, notify the Elections Office immediately.

Directions for Election Workers:

- If a weather emergency is declared, the Elections Office will notify the polling location of any closures.
- The Presiding Judge will announce the closure to all workers and voters present and allow them to leave the polling location.
- Unhook the JBC from the E-Slates and DAUs.
- Lock and seal all electronic voting machines, document the seal numbers and bring all election materials to the Elections Office, if possible. **DO NOT** bring the voting machines. Turn out the lights and close and lock the doors upon leaving your polling location.
- After the emergency, the Elections Administrator will contact the Presiding Judge and follow procedures to reopen the polls. (Determine polling location safety first!)

Election workers will be informed of all weather-related closures by the Elections Administrator. Only the Elections Administrator is authorized to close polling location, delay openings, or accelerate the end of voting.

FLOODING

When a Flash Flood Watch is Issued:

- Listen to news and radio stations for information on the progress of flash flood warnings.
- Be prepared to move from danger quickly, if necessary.
- Watch for flooding in road dips, low areas and around bridges near polling locations.
- Watch for signs such as thunder, lightning, or distant heavy rainfall.

When a Flash Flood Warning is Issued:

- **DO NOT** allow voters to attempt to cross flowing waters of any kind on foot or by car.
- Be especially cautious when it is dark and harder to recognize flood dangers.

After the Flash Flood Warning:

- Recognize that flash flooding may have ended, but general flooding may come later in streams.
- Know the location of high ground near your polling location and how to get there.
- Stay out of flooded areas, streams and intersections. Plan alternate routes to avoid flood-prone areas.

POWER FAILURE

-
- Inform the Elections office of the situation.
- If there is danger of fire, evacuate the building.

If power lines are down in the area of the polling location, call the power company immediately. Notify the buildings, owner or designee and the Elections Office.

TORNADO

Tornado Watch

Conditions for a tornado watch exist when there is a better than normal chance of dangerous weather with damaging winds or one or more tornadoes. Generally speaking, signs which precede a tornado include one or more of the following:

- Severe lightning
- Destructive high winds
- Heavy rains
- Large hail

Report any of the following immediately:

- Funnel shaped, rotating clouds
- Protuberance(s) or rotary motion at the base of a thunder cloud system
- Any rotating cloud of debris or dust near the ground
- If it is too dark to see, listen for any distinctive roar like an aircraft or train
- Listen to news and radio reports

Tornado Warning

Conditions for a tornado warning exist when a tornado has been reported in the area. If a tornado is spotted or reported in your area, you shall do the following:

- Move everyone to a safe place
- Do not leave the building except to go to a pre-designated, safer building or as instructed to do so by civil authorities in charge
- If a tornado is spotted or reported as being imminent, assume disaster drill position (sitting knees up, head down and hands locked, covering your head)
- If outside and unable to reach shelter, locate a ditch or low-lying area and lie down with hands over your head

If your building is struck by a tornado, call 911 immediately. If possible, turn off gas and electricity at the main switch. Administer first-aid, if needed. Evacuate damaged area cautiously to designate staging area(s). All injured and/or missing should be noted and reported. Notification should be given to the Elections Office immediately.

VANDALISM

- The building's owners or designee and the Elections Office should be notified immediately as to the kind, extent, location and approximate time the damage was incurred.
- **DO NOT OPEN THE POLLING PLACE TO VOTERS.**
- Law Enforcement will be notified by the Elections Office.
- Before the police arrive, the building space affected should be sealed off by the appropriate means and all items in the affected area must be left intact for possible police investigation procedures.
- Within the limitations of the above, all possible efforts should be expended by building personnel to make emergency repairs to items deemed dangerous to persons or property within the building.
- The building's owner or designee or the Presiding Judge should make a record of the type and extent of damage to the building and its contents, including elections equipment and supplies.
- Proper maintenance personnel will be called if building damages need immediate repair.
- The building's owner or designee and the Elections Administrator will note all pertinent information on a burglary/vandalism report and forward it to law enforcement, as necessary.
- If it is determined that the building is not safe for voting to continue, then the Emergency Plan will be instituted.

LOITERING OR ELECTIONEERING

A person commits an offense, if during the voting period and within 100 feet of an outside door through which a voter may enter the building in which a polling place is located, the person:

- Loiters; and/or
- Electioneers for or against any candidate, measure or political party

When a person or persons is suspected of loitering or electioneering, the Presiding Judge shall inform him or her of the distance markers and prohibited area. They may be asked to leave or move to an area outside the prohibited area. If he or she refuses to leave, remind him or her that they are in violation of the law and that police may be called. If he or she still refuses to leave, contact the Elections Office. The Elections Administrator will come to the polling location and assess the situation.

DO NOT contact law enforcement unless it is a life-threatening situation or if the person(s) are becoming disruptive and distracting.

The Presiding Judge cannot enforce any electioneering restrictions if the person is outside the prohibited area.

EMERGENCY PLAN

If any significant emergency event occurs in which an Election Day polling location is unavailable and the voting equipment and supplies are compromised, then an Emergency Plan will be implemented.

The County Judge and Elections Administrator will determine the severity of the situation. The Secretary of State will be advised of all emergency situations. Only the Governor can postpone the Election.

The Elections Office will become the Emergency Center and all communications to the media and public will be issued from this office. The following procedures will be followed:

- All emergency personnel will be contacted including the Sheriff, Emergency Management, Police Department, etc.
- The Archer County Courthouse and the Archer County Annex building space will become the Emergency Polling Day Location(s).
- All election workers will be contact to determine if they can travel safely to the Emergency Polling Location(s).
- Emergency voting supplies and equipment will be distributed to the Emergency Polling Location(s).

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- Do not return to area until problem has been resolved.

FIRE/EXPLOSION

In the event of fire or explosion:

- Evacuate the polling location of all occupants.
- **DO NOT** take personal belongings or election equipment.
- Once out of the building, proceed to designated area, making sure that all election workers and voters have left the building.
- Call the Fire Department or 911.
- Notify the building's owner or designee and the Elections Office.

POISONOUS/HAZARDOUS MATERIALS

Direct Contact:

- Evacuate the area to avoid fumes.
- Remove contaminated clothing and flush the area with cold water for fifteen (15) minutes. If flushing the eye area, position the flow into the eye while holding the eyes open.
- Notify the building's owner or designee and the Elections Office.

Indirect Contact:

- Evacuate the area to avoid fumes.
- If there is a spill, move upward from the spill.

Notify law enforcement or 911 immediately. In an effort to help emergency personnel identify the contents of the spill, try to capture the following information:

- Product number (if any)
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INFECTIOUS DISEASES

(Guidelines for Clean-Up)

HAND WASHING

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INJURY/DEATH

Injury Only:

- If possible, notify the individual's next of kin.
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- Notify the Elections Office.
- **DO NOT** notify next of kin until Police or Fire Department personnel arrives.
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- **DO NOT** issue a statement to the press.

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- Know your chain of command in the event the Elections Administrator is unavailable or unable to take command.

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Directions for Election Workers:

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- The Presiding Judge will announce the closure to all workers and voters present and allow them to leave the polling location.
- Unhook the JBC from the E-Slates and DAUs.
- Lock and seal all electronic voting machines, document the seal numbers and bring all election materials to the Elections Office, if possible. **DO NOT** bring the voting machines. Turn out the lights and close and lock the doors upon leaving your polling location.
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POWER FAILURE

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- Inform the Elections office of the situation.
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If power lines are down in the area of the polling location, call the power company immediately. Notify the buildings, owner or designee and the Elections Office.

TORNADO

Tornado Watch

Conditions for a tornado watch exist when there is a better than normal chance of dangerous weather with damaging winds or one or more tornadoes. Generally speaking, signs which precede a tornado include one or more of the following:

- Severe lightning
- Destructive high winds
- Heavy rains
- Large hail

Report any of the following immediately:

- Funnel shaped, rotating clouds
- Protuberance(s) or rotary motion at the base of a thunder cloud system
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- Listen to news and radio reports

Tornado Warning

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- Move everyone to a safe place
- Do not leave the building except to go to a pre-designated, safer building or as instructed to do so by civil authorities in charge
- If a tornado is spotted or reported as being imminent, assume disaster drill position (sitting knees up, head down and hands locked, covering your head)
- If outside and unable to reach shelter, locate a ditch or low-lying area and lie down with hands over your head

If your building is struck by a tornado, call 911 immediately. If possible, turn off gas and electricity at the main switch. Administer first-aid, if needed. Evacuate damaged area cautiously to designate staging area(s). All injured and/or missing should be noted and reported. Notification should be given to the Elections Office immediately.

VANDALISM

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- Law Enforcement will be notified by the Elections Office.
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LOITERING OR ELECTIONEERING

A person commits an offense, if during the voting period and within 100 feet of an outside door through which a voter may enter the building in which a polling place is located, the person:

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- Electioneers for or against any candidate, measure or political party

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- All election workers will be contact to determine if they can travel safely to the Emergency Polling Location(s).
- Emergency voting supplies and equipment will be distributed to the Emergency Polling Location(s).