



Adopted February 11, 2013

I, Mary Stanton, Town Clerk for the Town of Mansfield and Secretary to the Town Council, hereby certify that the following resolution was adopted by said Council at their regular meeting held on February 11, 2013:

Mr. Paulhus moved and Ms. Moran seconded, effective February 11, 2013, to adopt the Town of Mansfield Emergency Contingency Plan for Elections, Primaries, and Referenda, as presented by the Registrars of Voters, in consultation with the Town Clerk.

NOW THEREFORE: I, Mary Stanton have certified and placed the town seal on this resolution on February 12, 2013.

Mary Stanton  
Town Clerk

Town Seal

## TOWN OF MANSFIELD

### EMERGENCY CONTINGENCY PLAN FOR ELECTIONS, PRIMARIES AND REFERENDA

The Town of Mansfield Emergency Contingency Plan for Elections, Primaries and Referenda is written in accordance with the provisions of CGS§ 9-174a and is based on the model plan prepared by the Office of the Secretary of the State adopted effective September 28, 2012. The plan has been adapted to meet the needs of the Town of Mansfield.

#### **Sec. 9-174a-2. Preparation of voting tabulator machines**

The Registrars of Voters shall ensure that the voting tabulator machines are prepared for each election, primary, or referenda day pursuant to sections 9-242a-1 to 9-242a-28, inclusive, of the Regulations of Connecticut State Agencies.

#### **Sec. 9-174a-3. Replacement pool of poll workers**

The Registrars of Voters shall appoint a person(s) in each polling location who is fully trained and able to fulfill the duties of any poll worker who is unable to work at an election, primary or referenda. If needed, poll workers may be transferred among polling locations.

#### **9-174a-4. Communication with Registrars of Voters**

Moderators or other poll workers shall contact the Registrars of Voters in the event any such moderator or poll worker is unable to work on the day of an election, primary or referenda. Moderators shall contact the Registrars of Voters in the event that additional poll workers are needed at a location.

#### **Sec. 9-174a-5. Alternate polling locations**

The Registrars of Voters shall identify alternate polling locations that can be utilized in the event a polling location becomes unavailable during an election, primary, or referenda.

#### **Sec. 9-174a-6. Fire safety compliance**

The Registrars of Voters shall ensure that each polling location is in compliance with local fire safety ordinances, and all fire safety equipment, including, but not limited to, fire extinguishers, sprinklers and fire alarms, within each polling location has been inspected and is in working order as per local fire safety ordinances.

#### **Sec. 9-174a-7. Contact information**

The Registrars of Voters shall create a list of contact information for each moderator. Such list shall be part of the emergency plan and shall include each of the following:

(1) Contact information for the moderator and all other poll workers, including replacement poll workers

(2) A list of emergency contact numbers for the local police and fire departments or other officials responsible for public safety in the municipality, emergency management, the phone company, the power supplier and other applicable utilities that service the polling location

(3) A list of facility managers or their designees and their phone numbers shall be provided in the event there is an emergency at any polling location

**Sec. 9-174a-8. Information provided to public officials**

The Registrars of Voters shall provide a complete list of polling locations, including potential alternate polling locations, to the local police and fire departments or other officials responsible for public safety in the municipality. The Registrars of Voters shall include in the list each of the following: the name, address and phone number of each location, the name of the facility manager or designee for each polling location, and the contact number for each facility manager or designee.

**Sec. 9-174a-9. Final review of plan with moderator**

The Registrars of Voters shall provide a final copy of the plan created by sections 9-174a-2 to 9-174a-34 of the Regulations of Connecticut State Agencies to the moderator for each polling location and review the final plan with the moderator. The moderator shall bring this copy to the polling location on the day of the election, primary, or referenda. The Registrars of Voters also shall maintain a copy of the plan.

**Sec. 9-174a-10. Spare ballots**

The Registrars of Voters shall withhold and keep in the Registrars of Voters' office a number of spare paper ballots for each unique voting district. The Registrars of Voters shall use these reserved ballots to make additional copies or shall provide these reserved ballots to any polling location that requires additional paper ballots. The Registrars of Voters or such registrar's designee shall, not later than one day prior to each election, primary, or referenda, determine if there is a copy machine available at any polling location. If so, the Registrars of Voters or such registrar's designee shall ensure that such machine can be accessed, that it is working, and that there is an adequate supply of the appropriate size paper available. The Registrars of Voters or such registrar's designee shall ensure that a few test copies are made to check that the ballots are printing properly.

**Sec. 9-174a-11. Emergency provisions**

The Registrars of Voters shall supply emergency provisions for each polling location. Prior to the opening of polls, each moderator shall retrieve these provisions and any other materials or supplies needed pursuant to the plan established in accordance with sections 9-174a-2 to 9-174a-34 of the Regulations of Connecticut State Agencies.

**Sec. 9-174a-12. Review of polling locations**

Prior to each election, primary, or referenda held in the municipality, the Registrars of Voters shall contact the facility management staff responsible for each polling location, visit each polling location to

ensure the location can be accessed, review the status of the polling location to ensure that all materials are in proper working order, and ensure that the appropriate person is available to open the polling location or the moderator has obtained the key.

**Sec. 9-174a-13. Severe weather alert**

Not later than one day prior to each election, primary, or referenda held in the municipality, the Registrars of Voters and moderators shall review the national weather service reports. If severe weather is likely to be present in the municipality on election, primary, or referenda day, the Registrars of Voters shall determine a plan of action to ensure poll workers are able to arrive at and access their assigned polling locations. The Registrars of Voters shall be responsible for overseeing the implementation of the plan.

**Sec. 9-174a-14. Moderator duties prior to opening**

Not later than one hour before the polls open for an election, primary, or referenda, the moderator shall perform each of the following:

- (1) Review the plan established pursuant to sections 9-174a-2 to 9-174a-34 of the Regulations of Connecticut State Agencies with the poll workers
- (2) Designate another poll worker to oversee the execution of any emergency procedure, in the event the moderator is unavailable or otherwise incapacitated
- (3) Assign accountability for securing voting materials during an emergency. The moderator shall instruct the poll worker assigned accountability for securing the voting materials that such poll worker shall secure such materials in the event of an emergency, only if time and conditions permit
- (4) Assign accountability to a poll worker who shall, upon notification of an emergency situation, note which voters have been checked through but have not yet voted. The moderator shall instruct the poll worker that this task shall be completed in the event of an emergency, only if time and conditions permit
- (5) Point out the location of fire extinguishers, fire alarms, emergency exits, the place of shelter and the predetermined assembly point outside of the polling location
- (6) Ensure all emergency exits are free of obstructions
- (7) Reserve ten ballots to be used in the event additional copies must be made for a hand count
- (8) If available, identify two fully charged cell phones that shall be used in case of an emergency
- (9) Check the facility for any potential hazards and if necessary, alert the facility management staff responsible for addressing any such hazards
- (10) Ensure that any backup equipment such as a generator or temporary lighting is accessible

**Sec. 9-174a-15. Report of any execution of the Emergency Contingency Plan**

Following the execution of any portion of the Emergency Contingency Plan at a polling location, the moderator shall forthwith submit a written report to the Registrars of Voters which includes, but is not limited to, the nature of the emergency, the actual process invoked to address the emergency, and an assessment of the efficacy of the process.

**Sec. 9-174a-16. Unavailable polling location**

In the event a polling location becomes unavailable, the Registrars of Voters shall perform each of the following:

- (1) Establish an alternative polling location pursuant to section 9-174a-5 of the Regulations of Connecticut State Agencies and notify the moderator and other poll workers
- (2) Contact the facility management staff for the alternate polling location in order to open the building
- (3) In consultation with the moderator, ensure that the alternate polling location is properly set up to conduct an election, primary or referenda. Ensure that voting equipment is tested and functions properly and that sufficient paper ballots are available
- (4) Notify voters of the new polling location.

**Sec. 9-174a-17. Accounting of remaining ballots**

Throughout an election, primary, or referenda the moderator shall assess the number of remaining ballots. If a shortage seems likely, the moderator shall immediately follow the ballot shortage procedure pursuant to section 9-174a-18 of the Regulations of Connecticut State Agencies.

**Sec. 9-174a-18. Ballot shortage**

In the event of a ballot shortage, the moderator shall perform each of the following:

- (1) Alert the poll workers to the situation
- (2) Notify the Registrars of Voters and request additional ballots
- (3) If available, use the onsite copier to print additional ballots to be used for a hand count, or have additional ballots printed at an offsite facility

**Sec. 9-174a-19. Voting tabulator machine malfunction**

The Registrars of Voters shall incorporate the provisions of section 9-242a-12 and section 9-242a-16 of the Regulations of Connecticut State Agencies into a written procedure, to be followed in the event a voting tabulator machine malfunctions. The moderator shall follow the written procedure established under this section in the event a voting tabulator machine malfunctions.

**Sec. 9-174a-20. Help America Vote Act compliant voting machine malfunction**

In the event of a malfunction of the Help America Vote Act compliant voting machine, the moderator shall perform each of the following:

- (1) Consult any literature provided by the manufacturer of the Help America Vote Act compliant voting machine or the Office of the Secretary of the State on which malfunctions can be repaired by poll workers and which require service. If appropriate, attempt to resolve the problem based on the instructions provided
- (2) If unable to resume vote by the Help America Vote Act complaint voting machine, consult with the Registrars of Voters to determine the availability of any spare machines or the steps for voting using paper ballots
- (3) Alert the poll workers to the situation

**Sec. 9-174a-21. Shortage or absence of poll workers**

In the event of a shortage of poll workers, the moderator shall perform each of the following:

- (1) Immediately notify the Registrars of Voters using the procedure pursuant to section 9-174a-4 of the Regulations of Connecticut State Agencies.
- (2) Upon the arrival of any replacement poll worker, familiarize the replacement poll worker to the polling location
- (3) Notify the Registrars of Voters when the replacement poll worker has arrived or in the event the replacement poll worker has not arrived in a reasonable amount of time

**Sec. 9-174a-22. Absence of moderator**

In the event a moderator fails to report to a polling location, the present poll workers shall perform each of the following:

- (1) Notify the Registrars of Voters using the procedure pursuant to section 9-174a-4 of the Regulations of Connecticut State Agencies.
- (2) Upon the arrival of the replacement moderator, familiarize the replacement moderator to the polling location and the Emergency Contingency Plan.

**Sec. 9-174a-23. Replacement of moderator**

In the event that a moderator may need to be relieved of duty, the Registrars of Voters shall perform each of the following:

- (1) Evaluate the moderator's ability to perform the designated responsibilities

(2) In the event the moderator is unable to perform the designated duties, relieve the moderator of all duties

(3) Once the moderator has left the premises, immediately designate a replacement moderator

**Sec. 9-174a-24. Poll worker replacement**

In the event that a poll worker may need to be removed on the day of an election, primary or referenda, the moderator shall perform each of the following:

(1) Evaluate the poll worker's ability to perform the poll worker's designated responsibilities

(2) In the event a poll worker is unable to perform the designated duties, relieve the poll worker of all duties

(3) Once the poll worker has left the premises, immediately designate a replacement

**Sec. 9-174a-25. Long lines at polling location**

In the event of long lines at a polling location, the moderator shall perform each of the following:

(1) Determine if additional lines should be created to alleviate the waiting time

(2) If it has been determined that additional lines are appropriate, consult with the Registrars of Voters to determine if additional poll workers from the replacement pool should be deployed to the polling location.

**Sec. 9-174a-26. Evacuation procedure**

In the event that a polling location needs to be evacuated, the moderator shall perform each of the following:

(1) Alert all individuals present of the emergency situation and direct them to the predetermined assembly point

(2) Make certain everyone present is evacuated from the polling location

(3) Identify any individuals with disabilities and ensure that they receive assistance, if needed, to evacuate the polling location

(4) Secure voting equipment and materials pursuant to section 9-174a-14 of the Regulations of Connecticut State Agencies

(5) If the emergency situation has been resolved, consult with the emergency personnel and the Registrars of Voters to determine if the polling location can be re-entered

(6) If the polling location can be re-entered, first notify the poll workers to return. Then, notify the voters that they can enter the polling location

(7) If it is determined that an alternate location should be utilized, provide poll workers and any voters who have not yet voted with the address of the alternate location. Follow the alternate polling location procedures found in section 9-174a-16 of the Regulations of Connecticut State Agencies

**Sec. 9-174a-27. Loss of power at the polling location**

In the event that the polling location loses power, the moderator shall perform each of the following:

- (1) Alert everyone present to the situation
- (2) Contact facility management staff to determine whether they can assist with addressing the outage
- (4) Find an alternate source of light
- (5) If it is feasible, consider using an area of the building where natural light is available or temporary lighting can be directed
- (6) If the backup power supply for the voting machine has been depleted, connect a generator
- (7) If the generator is unavailable or runs out of power, continue voting using paper ballots

**Sec. 9-174a-28. Medical emergency procedure**

In the event of a medical emergency at the polling location, the moderator shall perform each of the following:

- (1) Contact emergency services and follow the instructions given by emergency personnel
- (2) Stop voting operations until an assessment of the situation can be made
- (3) Determine if there is a doctor, nurse, emergency medical technician or other certified first aid provider in the polling location that may be able to assist the ill or injured person
- (4) Keep the ill or injured person as comfortable as possible while waiting for emergency personnel to respond. Do not attempt to move the ill or injured person unless instructed to do so by a certified first aid provider or emergency personnel
- (5) Provide the responding officer or medical personnel with the details of what happened to the ill or injured person

**Sec. 9-174a-29. Smoke, fire or active alarm procedure**

In the event of a smoke, fire, fire alarm or other activated alarm, the moderator shall perform each of the following:

- (1) Activate the fire alarm if it is not already activated
- (2) Alert everyone present to the nature of the situation

(3) Evacuate the polling location pursuant to section 9-174a-26 of the Regulations of Connecticut State Agencies

(4) Contact emergency personnel

(5) Consult with the emergency personnel and Registrars of Voters to determine if original polling location can be utilized

(6) If the polling location can be re-entered, first notify the poll workers to return. Then, notify the voters that they can enter the polling location

(7) If it is determined that an alternate polling location should be utilized, provide poll workers and any voters who have not yet voted with the address of the alternate location. Follow the alternate polling location procedures found in section 9-174a-16 of the Regulations of Connecticut State Agencies

#### **Sec. 9-174a-30. Gas leak procedure**

In the event of a gas leak, the moderator shall perform each of the following:

(1) Immediately evacuate the polling location in accordance with section 9-174a-26 of the Regulations of Connecticut State Agencies. To limit the possibility of an explosion, warn poll workers and voters not to use telephones, fire alarms, light switches and appliances when gas is detected

(2) Once safely outside of the building, alert emergency services and the gas company

(3) Wait for the gas company representative and emergency personnel to arrive in order to assess the situation and determine the viability of continuing voting operations

(4) Consult with the responding gas company representative, emergency personnel and Registrars of Voters to determine if original polling location can be utilized

(5) If the polling location can be re-entered, first notify the poll workers to return. Then, notify the voters that they can enter the polling location

(6) If it is determined that an alternate location should be utilized, provide poll workers and any voters who have not yet voted with the address of the alternate location. Follow the alternate polling location procedures found in section 9-174a-16 of the Regulations of Connecticut State Agencies

#### **Sec. 9-174a-31. Disorder at the polling location procedure**

In the event of disorder in or around the polling location, including, but not limited to, unlawful protesting, threats of violence or rioting the moderator shall contact emergency services immediately and then follow any instructions provided by emergency personnel. The moderator shall follow the evacuation procedure pursuant to section 9-174a-26 of the Regulations of Connecticut State Agencies if evacuation is required.

#### **Sec. 9-174a-32. Disaster procedure**

In the event of any disaster, natural or otherwise, including, but not limited to, chemical emergencies, dam failures, earthquakes, exposure to hazardous materials, floods, extreme heat, hurricanes, tornadoes, or severe winter weather the Registrars of Voters shall follow the procedures as outlined in the Town of Mansfield Emergency Operations Plan.

**Sec. 9-174a-33. Security threat procedure**

In the event of any security threats near the polling location, including, but not limited to, the discovery of a suspicious object, a bomb threat, an explosion, a biological threat, a chemical threat, or a nuclear blast, the Registrars of Voters shall follow the procedures as outlined in the Town of Mansfield Emergency Operations Plan

**Sec. 9-174a-34. Nuclear disaster procedure**

In the event of any threat of the release of radioactive material or any nuclear power plant emergency, the Registrars of Voters for any city or town designated as an emergency planning zone community or host community by the Department of Emergency Maintenance and Homeland Security, or subsequent state agency, shall follow the procedure on the most recent plans and guidelines set by the Radiological Emergency Preparedness Unit, or any subsequent division that handles radiological preparedness.