

Emergency Preparedness

If a fire, a weather emergency, or another type of emergency occurs during voting hours, take steps to protect yourself and the other people in the polling place. Familiarize yourself with evacuation plans for the polling place. Do not worry about election supplies until after everyone in the polling place is safe.

If the polling place must be left unattended due to a catastrophic emergency (tornado, fire, bomb threat, other situations when Election Judges may be ordered to leave premises), use the following procedures.

STAY CALM – DO NOT PANIC

If time permits, and your safety is not jeopardized, follow these steps before you leave the polling place:

1. **Choose a location to meet outside; designate Election Judges to assist voters exiting the poll.**
2. **Record the public count from the Ballot Counter and the time on the cover of the 'A' polling place Roster.**
3. **To remove the memory stick from the Ballot Counter follow these steps in sequence – it will take a couple of minutes:**
 - a. Use the barrel key to unlock the memory stick compartment.
 - b. Hold down the Power button,
 - c. The Power button will immediately turn light red.
 - d. After about a minute the button will turn deep red.
 - e. Release the Power button and it will turn white.
 - f. Snip the wire and remove the memory stick (wire cutter is in Closing Bag in a clear pink bag with small tan envelope).
4. **Secure blank, non-voted ballots in the AutoMARK case.**
5. **Keep voted ballots locked in the Ballot Box.**
6. **Use any available return envelope (i.e. Duplicate Ballot Envelope, Election Day Registration Envelope) for any uncounted ballots found in the auxiliary compartment.**
7. **If possible, take the following items with you:**
 - Polling place Rosters (Registered Voters Roster and New Registrants Green Roster)
 - Completed Voter Registration Applications
 - Memory stick (if able to complete step 3)
8. **Exit the polling place and account for all members of your election team.**

9. **As soon as you are in a secure location, call Election HQ for further instructions about the voting process.**

If The Polling Place Can Be Reopened:

1. **Resume voting by using the auxiliary compartment of the Ballot Counter.**
2. **Call Election HQ to advise that the polling place has reopened.**
3. **Support staff will be sent to re-install the memory stick and assist in reestablishing normal operations.**
4. **Record events on the Incident Log.**

If The Polling Place Cannot Be Reopened:

1. **Call Election HQ for instructions regarding emergency voting.**

Police, Fire, and Medical Response (911)

Call 911 for any problem or situation requiring a response from police, fire, or medical personnel:

1. **Identify yourself as an Election Judge and give your ward and precinct number.**
2. **State the name and address of the polling place building and the specific location inside the building where the problem is located.**
3. **Explain the circumstances to the 911 operator and accurately describe the situation.**
 - The more accurately you can describe the situation, the better for the 911 dispatcher to be able to make a determination about what type of response is required.
4. **After calling 911, call Election HQ.**
5. **Explain the situation and the appropriate staff will be sent to assist you.**
6. **Record the situation on the Incident Log noting:**
 - Time of incident
 - Type of problem
 - Name of individual(s) involved if known
 - Brief physical description of individual(s) involved
 - Brief description of the incident
 - If the incident involves an injury, obtain the following:
 - Name, address, and telephone number of the injured person
 - How the injury occurred, describe in detail the location and circumstance
 - Describe in detail the injury (i.e. bruise on the left ankle, cut on right thumb)
 - Names and signatures of Election Judges witnessing the incident

- Names and telephone numbers of other witnesses.
7. **Call Election HQ when the situation is resolved.**
 8. **Record the time and resolution of the situation on the Incident Log.**

Non-Emergency Injury or Accident

For situations that do not require 911 assistance, follow steps 6-8.

Change of Polling Place

Contact Election HQ if your polling place is unusable and you must move to a new polling place. You will be directed to a location as near as possible to the original polling place. Publicly announce the change to the voters present and post a notice in a location visible by voters from their motor vehicles. Post a similar notice of the change in the new polling place. ([M.S. 204B.17](#))