



Attached please find an Election Emergency Response Plan template that can be used to create a contingency plan to prepare for challenging or emergency situations leading to and on Election Day. One of the big take-aways from conducting election security training and tabletop exercises was that some municipalities and/or counties do not currently have an emergency response plan, or that existing plans were out of date. As a result, many clerks have expressed a need for a jump off point or a template.

This document is intended to be a template and is available to you in Word format, on the Michigan eLearning Center, so that you may create a customized plan that reflects your situation and resources. Remove or add pages as you feel are necessary to adapt to your needs.

We have provided scenarios and some suggested responses and encourage you to edit and fine tune the document to meet your needs. For example, there are general references to voting equipment. There are three different manufacturers of equipment and many vendors used throughout the state, so we strongly suggest and encourage you to contact your specific vendor/manufacturer to verify how your equipment works if, for instance, should the power have to be temporarily turned off in an evacuation situation or should you lose power at a polling place on Election Day.

As always, should you have any questions or concerns, please feel free to reach out to our office.

Thank you,  
Elections Liaison Division  
Michigan Bureau of Elections

P.S. Don't forget to delete this page and remove the "template" watermark to your final draft. For a Word copy, contact Ashiya Brown at [BrownA30@Michigan.Gov](mailto:BrownA30@Michigan.Gov).

**(INSERT JURISDICTION NAME)**  
**ELECTION EMERGENCY RESPONSE PLAN**

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## INTRODUCTION

### Purpose:

This document will serve as the emergency response/contingency plan in case of an unexpected circumstance that requires a change in the standard operating procedures on Election Day. The purpose of this document is to provide guidance for election staff and for the general safety of polling locations, all while maintaining the integrity of an election.

This document shall be reviewed with Election Inspectors as part of the Clerk's pre-election training. The document and its contents shall be considered sensitive in nature. County Clerks, as well as polling place property owners and facility managers, should be apprised of relevant aspects of these plans.

TEMPLATE

## Polling Place Staffing, Hours of Operation, and Location(s)

### Address of this Polling Location:

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### Staffing:

This polling locations will have the following staff on site:

- Chairperson/s

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- Election Inspectors

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### Hours of Operation:

Voters may cast their ballots from 7:00 a.m. to 8:00 p.m.

### Extended Polling Place Hours:

In the event of an emergency, a court order may be requested to extend polling place hours.

## EMERGENCY PROCEDURES

Clerks and chairpersons should ensure that Election Inspectors are made aware of these procedures and their responsibilities in advance of an election, if possible. Identifying duties and assigning them in advance may help alleviate stress and clarify responsibilities in case of an emergency.

### A. WORLDWIDE TERRORISM EVENT

In the event of terrorist activity, the Federal Government may have a preliminary plan in place for moving activities on election days. All elections will continue unless Federal or State officials have ordered otherwise. If there are no police orders to take cover or to remain indoors, all operations of polling places can remain intact. If you are notified to evacuate the polling place, follow the instruction regarding evacuation in this plan (see Section E. Evacuation).

### B. ACTIVE SHOOTER

Active shooter situations are unpredictable and evolve quickly. As a result, these situations may be over even before law enforcement arrives on the scene. Individuals must be prepared, both mentally and physically, to react to an active shooter situation. U.S. Department of Homeland Security recommends these best practices when coping with an active shooter situation:

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit or are assigned to work as an Election Inspector.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- As a last resort, attempt to take the active shooter down. When the shooter is in close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- Dial 9-1-1 WHEN IT IS SAFE TO DO SO!

### C. WORKPLACE VIOLENCE / OTHER ACTS OF VIOLENCE

Be aware of the possibility of an incident occurring at your voting location. Treat all threats and warnings seriously.

- Report any and all threats to the Chairperson to make a determination as to the next course of action.
- **If a situation involves an immediate threat of violence to persons and/or the election process, dial 9-1-1.**
- In the event of a personal confrontation, do your best to stay calm.

### D. THREATENING PHONE CALL/BOMB THREAT/SUSPICIOUS OBJECT

If you receive a written threat, phone threat, suspicious package, or find a suspicious object on the premises:

- Keep anyone from searching for, handling or going near the object in question as it may be dangerous. (In addition, preservation of evidence is important for law enforcement).
- Stay calm and dial 9-1-1.
- Promptly write down everything you can remember about receiving the threat and/or finding/receiving the suspicious object.
- Depending on where the object is found (and in accordance with instructions from 9-1-1 operator/law enforcement), you may need to evacuate the polling place. If you are notified to evacuate the polling place, follow the instruction regarding evacuation in this plan (see Section E. Evacuation).

### E. EVACUATION

Treat all threats and warnings seriously. If an evacuation becomes necessary (i.e., fire, fire alarm, etc.), the following steps can help keep people safe and effectively continue the election processes:

- Stay calm and dial 9-1-1.
- The evacuation and safety of human life is the first concern. Inform any voters at your location of the safety evacuation route.
- Secure election materials, if possible (voting equipment, ballots, inspectors' statements).
- Proceed to the designated area until/unless you are directed to do otherwise.
- Take accountability and note any missing people. Report missing people to emergency personnel.
- Stay in designated area until you are otherwise directed.

- Do not re-enter the building until authorized by emergency personnel.
- Do not speak to the media – refer them to the Chairperson, clerk or emergency personnel.

## **F. SEVERE WEATHER/NATURAL DISASTER**

To ensure safety and security during inclement weather, the Clerk shall monitor and be in communication with local law enforcement, emergency responders, and Chairpersons. Safety of human life is the first concern.

- If a natural disaster occurs that provides ample time and requires inspectors and voters to take cover in the designated area, all unvoted ballots and polls lists will be secured by the Chairperson. The voting equipment/ballot box can be unplugged and locked in a secure storage area. No ballots shall be inserted into the voting equipment/ballot box, nor should any additional ballots be issued during this time.
- If a tornado is reported or seen in the immediate area, seek shelter in the designated area. If time does not allow you to evacuate to a safe location, find shelter under a heavy object such as a table and protect your head.
  - Do not stop for personal belongings, ballots, or election equipment.
  - Take accountability and note any missing people.
  - If the building is struck by a tornado, remain in your location until it is safe to evacuate.
  - Stay away from sources of power, power lines, phone lines, gas lines, and windows.
  - Once you are clear of the area, do not re-enter the building until/unless authorized by emergency personnel.
  - Report missing people to emergency personnel.

When regular business resumes, the Chairperson shall note the time from beginning to end that voting was suspended in the pollbook.

## **G. ELECTRICAL OUTAGE**

In the event a polling location loses power, voting equipment contains power supply backups that allow the equipment to continue to operate for approximately 3-4 hours. This battery backup also stores the totals for ballots already recorded.



Turn off the voting equipment and have voters deposit their ballots into the equipment's auxiliary compartment. Note the time of the power outage in the pollbook and contact the clerk immediately. If flashlights and/or emergency lighting are not already available at the polling location, clerks should reach out to the **(department of public works and/or emergency management services – enter department or resources you can reach out to in case of this emergency)** to deliver flashlights and any other necessary supplies.

When power is restored, turn the voting equipment back on and process any voted ballots located in the auxiliary compartment through the equipment. If power is not restored before the end of Election Day, secure all voted ballots in a ballot bag and bring them, along with all of the election supplies, to the clerk. Ballots will be processed at the alternate location as specified by the clerk.

In the event of a long-term power outage, a change of venue may be required (see Change of Polling Location, page 8). If there is a wide spread power outage, ballots should be secured with the Election Inspectors at the polling location until 8:00 p.m. In addition to the instructions listed above:

- Stay calm.
- Provide assistance to visitors and staff in our immediate area.
- If emergency lighting is available, proceed with caution to the area with lighting (perhaps this may be natural light from windows).
- Turn off the voting equipment. The tabulator memory device will retain all data in its memory and can be restarted after a power outage.

## H. MEDICAL EMERGENCIES

If you observe a staff member or visitor who appears to be seriously ill or injured:

- Stay calm and dial 9-1-1.
  - Provide your location and the nature of the emergency.
  - Answer all questions asked by the 9-1-1 operator.
  - Listen to and follow all instructions provided by the 9-1-1 operator.
- Do not move a person who has fallen.
- Unless it is a life-threatening emergency, do not render first aid until a qualified individual arrives or you are instructed to do so by the 9-1-1 operator.
- If possible, try to obtain from the injured person his/her name and what happened.
- Report any injury to the clerk (after the injured person is safe).
- Avoid unnecessary conversation about the ill or injured person.
- Do not speak to the media – refer them to the Chairperson, clerk or emergency personnel.

## I. Cyber Incidents

A cyber incident is an event that could jeopardize the confidentiality, integrity, or availability of digital information or information systems. Cyber incidents resulting in significant damage are of particular concern to Elections:

In general, types of activity that are commonly recognized as being breaches of a typical security policy are:

1. Attempts to gain unauthorized access to a system and/or to data.
2. The unauthorized use of systems for the processing or storing of data.
3. Changes to a systems firmware, software or hardware without the system owners' consent.
4. Malicious disruption and/or denial of service.

*If you believe a cyber incident has occurred, please contact one of the contact below under "Cyber Incidents"*

## CHANGE OF VENUE (POLLING PLACE)

When it has been determined by the Chairperson (in consultation with the Clerk and emergency management personnel, if applicable), that a polling location needs to be moved to effectively respond to a disaster/emergency, follow this guidance:

- The Election Inspectors will assist in packing up all voting equipment, ballots, poll lists, registration materials, and all election forms and information that needs to be relocated (e.g., signs, notices, etc.).
- The Clerk will organize transport vehicles and report to the polling location to help facilitate the move.
- All Election Inspectors will assist the Clerk in moving the election materials/equipment to the transport vehicles.
- The voting equipment/ballot box(es) will remain locked at all times.
- The voting equipment/ballot box(es) will be escorted to a municipal vehicle or police vehicle, if available. A police officer will remain in view of the voting equipment/ballot box(es) at all times and take them to the Alternate Location. At this location, the polling place will be set up as normal.

- All unvoted ballots should remain in the presence of the Chairpersons, or if only one chairperson, at least one other Election Inspector during the change of location.
- A sign should be posted on the front entry doors of the original polling location designating the new polling place (if the building is safe), or at a place as close to the entry doors as possible.
- A law enforcement officer, or another designated person will remain at the original polling location to direct voters to the new location.
- Notice should be provided/posted to the municipal website, local Public Access Channel, local radio, social media, etc. to direct voters to the new location.
- Notice should be provided to the Michigan Bureau of Elections.
- Inspectors should document the change of venue and what time voting resumed in the pollbook.
- Does the situation warrant an extension of polling place hours? Check with the clerk for guidance on extending polling place hours.

### **Voting Equipment Security Best Practices**

The Bureau of Elections defines Voting Equipment as “Electronic tabulating equipment” – 168.794 (e):

“An apparatus that electronically examines and counts votes recorded on ballots and tabulates the results.”

#### **Physical Security of Voting Equipment** (*Physical Access and Resource Privacy*)

1. Control access to the physical location where the voting equipment is being stored
  - 1.1. Use Physical entry controls to prevent unauthorized access
    - 1.1.1. Keep voting equipment in securely locked areas
2. Ensure equipment has proper tamper evident seals to restrict access to components inside the tabulator including components that store firmware.
  - 2.1. Adhesive Seals are recommended for sealing voting system components. The seal numbers should be recorded and checked before each election to ensure the integrity of the equipment.
  - 2.2. This is especially important during Elections when equipment is out of your physical custody

3. After testing, programming must be securely sealed in the device to prevent tampering
  - 3.1. Refer to the “Sealing Process for the New Voting Equipment” document for BOE recommendations
    - 3.1.1. Validate seals numbers per BOE policy and procedures. Verify the condition of the seal to make sure the integrity of the seal has not been compromised.

### **System Security of Voting Equipment** (*Information and Data Privacy*)

1. Ensure only proper individuals have access to voting system security keys (Physical Keys and System Passwords) for their assigned tasks.
2. Standards should be outlined for the use of equipment security keys (system passwords). Some of the more common security keys utilized for voting equipment are listed below. **Keys should be changed with each election and should not be predictable like an election date or a number sequence.** Some elements like length (# of digits) are set by the voting system and cannot be changed. Some of the more common security keys/roles are listed below:
  - 2.1. Administrator
  - 2.2. Election
  - 2.3. Maintenance
  - 2.4. Opening/Closing Polls
  - 2.5. Poll Worker
  - 2.6. Override
3. Develop a password management strategy and implement it for each election. An example is listed below.

### **SAMPLE PASSWORD MANAGEMENT STRATEGY**

*County EMS, Security Key creation (necessary to create security keys, accumulate results) – 6 digits – Random number, will remain unchanged until staff changes*

*Scan/Touchwriter Administrator (zeroing out results, re-opening polls, loading election files) – 6 digits – Random number, will change each year*

*Maintenance (allows access to function likes changing clock, calibration, etc.) – 6 digits – Random number, will change with each election*

*Opening Polls– 6 digits – Random number, will change with each election*

*Closing Polls – 6 digits – Random number, will change with each election*

### **BEST PRACTICES**

- If security roles are separated, only give users the codes that are required for their tasks and only the Clerk or Precinct Chair should have the Admin Code.
- Create a different code for Opening and Closing the Polls if system allows.
- Never use default passcodes such as 123456 and 111111 or vendor codes used in demo programming

# Michigan Election Day Emergency Response Guide

## ELECTION EMERGENCY RESPONSE GUIDE



Developed by the Michigan Secretary of State, Bureau of Elections with support from the Cybersecurity and Infrastructure Security Agency (CISA)

### IMPORTANT STATE CONTACTS



**Michigan Secretary of State, Bureau of Elections**  
(517) 335-3234



**Michigan Cyber Command Center (MC3)** (877) MI-CYBER



**Michigan Intelligence Operations Center (MIOC)** (877) 616-4677

### MICHIGAN COVID-19 GUIDANCE

Guidance is based on the most current Centers for Disease Control and Prevention (CDC) and MDHHS recommendations for prevention of the spread of COVID-19.

Information around this outbreak is changing rapidly. The latest information is available at [Michigan.gov/Coronavirus](https://Michigan.gov/Coronavirus) and [CDC.gov/Coronavirus](https://CDC.gov/Coronavirus).

### RESPONDING TO INCIDENTS



#### Severe Weather

##### RESPONSE STEPS

1. When safe, secure ballots and voting equipment.
2. Time permitting, evacuate to a safer location.
3. If unable to evacuate, take shelter under a stable, heavy object.
4. Stay away from power sources, power lines, phone lines, gas lines, and windows.
5. Follow directions of emergency response personnel.
6. Notify local election authority.



#### Violent Incident

##### RESPONSE STEPS

1. General guidance: When or if it is safe to do so:
  - Call 9-1-1.
  - Secure ballots and voting equipment.
  - Evacuate the polling place.
2. For active shooter, terrorist attack, or workplace violence: RUN, HIDE, FIGHT.\* *Note: Very high risk. Confront only as a last resort.*
3. For bomb threat or suspicious object: keep everyone away from the object.



#### Fire/Fire Alarm

##### RESPONSE STEPS

1. Dial 9-1-1.
2. Direct voters to evacuation route.
3. If safe, secure ballots and voting equipment.
4. Proceed to designated assembly location.
5. Take a head count. Take note and report any missing people to emergency personnel.



#### Cybersecurity Incident

##### RESPONSE STEPS

1. Take note of any unauthorized or unusual activity.
2. Disconnect compromised device from internet and from Wi-Fi.
3. Remember information entered into fraudulent website.
4. Report incident to local election authority.

This document can also be found on E-Learning as standalone file for print to post in facilities.

## Michigan Election Covid19 Guidelines

To ensure Michigan voters remain healthy and reduce the spread of COVID-19 during elections, the Michigan Department of Health and Human Services (MDHHS) has released recommendations for voters, poll workers and election officials:

When you vote or return your ballot, practice healthy behaviors to protect yourself and slow the spread of the virus. These behaviors include:

- Wearing a mask that covers your mouth and nose.
- Washing hands before entering and after leaving the polling location.
- While in the polling location, frequently use alcohol-based hand sanitizer containing at least 60% alcohol.
- Covering coughs and sneezes with a tissue or the inside of your elbow.
- Maintain at least 6 feet (about two arms' length) of distance from others.

If you are sick or concerned you have been exposed to COVID-19, seek medical care. If you don't have an absentee ballot, contact your local election office for guidance about voting options.

Guidance is based on the most current Centers for Disease Control and Prevention (CDC) and MDHHS recommendations for prevention of the spread of COVID-19.

Information around this outbreak is changing rapidly. The latest information is available at [Michigan.gov/Coronavirus](https://www.michigan.gov/Coronavirus) and [CDC.gov/Coronavirus](https://www.cdc.gov/Coronavirus).

## EMERGENCY CONTACTS

Listed below are potential Election Day emergency contacts **(be sure to list both daytime and after hours phone numbers for these contacts and to update this list at least once per year).**

### Municipal Contacts

<b>Clerk</b>	Name:
	Daytime Phone Number:
	After Hours Phone Number:
<b>Deputy Clerk</b>	Name:
	Daytime Phone Number:
	After Hours Phone Number:
<b>Fire/Police/EMS</b>	9-1-1
<b>Fire/Police/EMS (non-emergency)</b>	
<b>IT Support</b>	Name:
	Daytime Phone Number:
	After Hours Phone Number:
<b>Voting Equipment Support</b>	Name:
	Daytime Phone Number:
	After Hours Phone Number:
<b>Municipal Attorney</b>	Name:
	Daytime Phone Number:
	After Hours Phone Number:
<b>Public Works Department</b>	Name:
	Daytime Phone Number:
	After Hours Phone Number:



## County Contacts

<b>Clerk</b>	Name:
	Daytime Phone Number:
	After Hours Phone Number:
<b>Deputy Clerk</b>	Name:
	Daytime Phone Number:
	After Hours Phone Number:
<b>Fire/Police/EMS</b>	9-1-1
<b>Fire/Police/EMS (non-emergency)</b>	
<b>IT Support</b>	Name:
	Daytime Phone Number:
	After Hours Phone Number:
<b>Voting Equipment Support</b>	Name:
	Daytime Phone Number:
	After Hours Phone Number:
<b>County Attorney</b>	Name:
	Daytime Phone Number:
	After Hours Phone Number:
<b>County Judge (on-call for election night)</b>	Name:
<b>(this will vary for every election)</b>	Daytime Phone Number:
	After Hours Phone Number:
<b>Public Works Department</b>	Name:
	Daytime Phone Number:
	After Hours Phone Number:

## State Contacts

<b>Michigan Bureau of Elections</b>	QVF Help Desk: 800-310-5697 or 517-241-1911 Email: Elections@Michigan.gov
	For extended office hours and applicable phone numbers during those hours, please check recent <b>News Update</b> communications received via email or within the <b>eLearning Center</b> ( <a href="#">Michigan Elections eLearning Center</a> ).
<b>EMS / Voting System Best Practices</b>	<b>Dave Tarrant, Elections Specialist</b> Phone Number: 517-373-2543 Email: TarrantD@Michigan.gov
	<b>Jonathan Brater, Director of Elections</b> Phone Number: 517-335-3271 Email: BraterJ@Michigan.gov
<b>Security/ Cyber Incidents</b>	
	<b>Ashiya Brown, Elections Security Specialist</b> Phone Number: 517-241-4821 Email: Browna30@Michigan.gov
<b>Cyber Incidents</b>	
<b>State CIO/CISO</b>	<b>Laura Clark, Chief Security Officer</b> Phone Number: 517-241-1577 Email: ClarkL17@michigan.gov
<b>Cyber Incidents</b>	
<b>Michigan State Police</b>	<b>Michigan Cyber Command Center (MC3)</b> Phone Number: 1-877-MI-CYBER (1-877-642-9237) Email: <a href="mailto:MC3@Michigan.gov">MC3@Michigan.gov</a>
	<b>Col. Joseph Gasper, State Homeland Security Advisor</b> Phone Number: 517-284-3219 Email: GasperJ@Michigan.gov
<b>MI- FBI, public corruption unit</b>	
<b>Election Crime Coordinator (ECC)</b>	<b>SA Brett Mason</b> Phone Number: Desk: 313-965-5085 Cell: 313-919-1494 Email: bmmason2@fbi.gov
	<b>IA Nishawn Spiller</b> Phone Number: Desk: 313-965-6283 Cell: 313-919-1446

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	Email: <a href="mailto:nspiller@fbi.gov">nspiller@fbi.gov</a>

TEMPLATE