



Contingency Planning

January 31, 2024

Contingency Planning

Agenda

- What is Contingency Planning?
- Emergency Planning Response Tool Kit
- Planning Tool/Worksheets
- Action Response Cards
- Scenarios

Agenda

Contingency Planning



What is Contingency Planning?

- Contingency planning means preparing an organization or team to be ready to respond effectively in the event of an emergency.
- The plan should establish a course of action to follow in response to events or activities that present risk to its procedures.
- It should also include detailed contact information for the municipal clerk, county clerk, the WEC, local law enforcement, IT and voting equipment support.
- It is critical that this information is communicated to election officials.

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Emergency Response Planning Tool Kit

WEC staff (based on a professional plan) developed an emergency response tool kit, which includes:

- Communications Guide
- Planning Tool
- Planning Worksheets
- Action Response Cards

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Communications Guide

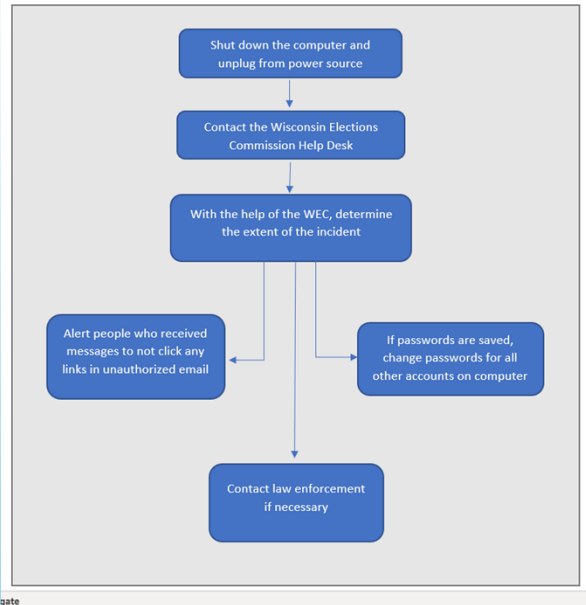
Key components of this guide include:

- **Communications Process Workflow:** This section includes diagrams that outline who will manage crisis response, serve as spokesperson, and manage day-to-day crisis communications during an incident
- **Incident Best Practices:** This section includes best practices for communicating with the media and other key stakeholders.
- **Response Checklist:** This checklist broadly outlines steps that could be taken during the first several days after learning about a potential incident.
- **Scenario Planning and Materials:** This section will include communications materials that could be used in different scenarios and includes potential resources in the event of an incident.

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Communications Guide Scenario Planning

Issue: A member of your staff accidentally clicks on an email attachment from an unknown sender and starts sending out unauthorized emails. This is an office computer, and is logged in to WisVote at the time.



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Emergency Response Planning Tool

- The planning tool has detailed explanations with suggested responses to different critical scenarios relating to elections.
- Along with these scenarios, there are questions provided that can help you to determine what things you must write into your plan to properly prepare for handling these situations.
- The answers to these questions can be translated into emergency action cards designed specifically for your jurisdiction to have readily available in the lead up and on Election Day.

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Scenario:



Breaking News Bulletin:

The City of Barrington lost power Tuesday morning as the latest winter storm moved through the area.

According to the outage map for Barrington Public Power Works, nearly 2,000 customers were reported without power.

The outages hit a couple of hours after a winter storm moving through the area, first with snow and then with high winds.

Repair crews expect nearly all customers to have power restored by 1 p.m.

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Election Day Scenario – Power Outage

- 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 on the Inspectors' Statement and contact the clerk immediately.
- 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 alternate polling location. Ballots will be processed at the alternate location.

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Emergency Response Planning Tool

Questions to consider:

What are the detailed responsibilities of the clerk/deputy clerk, chief inspector and election inspectors?

- Who needs to be notified of the situation?
- Who is responsible for calling the contacts listed?
- Who is responsible for rearranging the room around available lighting?
- Does your existing floorplan account for available emergency lighting? If not, what will the emergency floorplan look like? How will it account for accessibility?

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Emergency Response Planning Tool

The planning tool also goes over suggested responses to pre-election and election day situations:

- Poll worker shortages
- Cybersecurity incidents
- Workplace violence
- Bomb threats
- Fire/evacuation procedures
- Change of polling place
- Medical emergencies

✓ BACK UP POLL
WORKER LIST

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Emergency Action Cards

- Elections-related Emergency Action Cards were developed to help chief inspectors and election inspectors act quickly when dealing with emergency on Election Day.
- These cards have spaces for you to add polling place and contact information specific to your jurisdiction's resources. They are color coordinated to make them easier to find during an emergency.
- We recommend printing these cards after you have filled in your information, and then they can be laminated or just stored with your election information for safe keeping.

ELECTRICAL OUTAGE

Power Outage

- 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 and have voters deposit their ballots into the equipment's auxiliary compartment. The tabulator memory device will retain all data in its memory and can be restarted after a power outage.
- Note the time of the power outage on the Inspectors' Statement and contact the clerk immediately.
- If flashlights and/or emergency lighting are not already available at the polling location, clerks will contact the appropriate office to deliver flashlights and any other necessary supplies.

Once power is restored

- Turn the voting equipment back on
- Process any voted ballots located in the auxiliary compartment through the equipment.

Power remains off throughout the day

- Secure all voted ballots in a ballot bag and bring them, along with all of the election supplies, to the alternate location. Ballots will be processed at the alternate location.

In the event of a long-term power outage, a change of venue may be required. If there is a widespread power outage, ballots should be secured with the Election Inspectors at the polling location until 8:00 p.m.

ALTERNATE POLLING PLACE:



Scenario #1

Tornado Warning

At 1:21 PM the National Weather Service issues a tornado warning for your area.





Scenario #2

Sick Election Inspectors

At 5:21 AM the morning of the election you receive a voicemail informing you that three of the five election inspectors you had scheduled to work at one of your polling places, one of whom was the chief inspector, are sick and unable to come in.

Scenario #3

Disruptive Observer

A man with a computer tablet attached to an antenna approaches a poll worker, saying he has an application that can see hackers attacking the tabulator in real time.

He demands the polling place hand count all ballots.



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Materials

- The materials detailed in this webinar will be posted with the recording in ElectEd.
- We will also update and post the Election Administration TTX Roundtable presentation for clerks to use for their election training. The roundtable TTX has a variety of election scenarios, discussion points and suggested responses.
- Feb. 5th Virtual Tabletop Exercise
 - Register on ElectEd!



Thank you!

For further information, contact WEC.

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