

New Clerk Orientation

Welcome to the world of elections! Your duties as a new clerk may seem overwhelming right now, but we are here to help! This webinar will introduce clerks to our agency and staff and provide information on training requirements for both you and your election workers and the wide variety of resources available to help you do a great job! We will also review the importance of election security preparation and contingency planning. Experienced clerks are welcome to attend and offer any insights they may have for running a smooth election.

Wednesday, October 4, 2017

10:00 a.m. – 11:00 a.m.

Program Presenters

Wisconsin Elections Commission Staff

Agenda

- Staff Directory
- Commission Website
 - Front Page
 - Recent Clerk Communications
 - EL-362: Clerk Contact Update Form
 - Calendar of Election Events
 - Education/Training
- Training Requirements & Resources
- Elections Security
- UOCAVA Deadlines
- Other Websites:
 - WisVote: Statewide Voter Registration System Database
 - WisVote Learning Center: Online Training for the WisVote System
 - MyVote Wisconsin: Registration and Election Information
 - CRM: Election Data
 - BADGER Voters: Data Requests
 - Access Elections: Polling Place Accessibility Information
 - Election Assistance Commission (<http://www.eac.gov/>): Election Officials Resources



Wisconsin Elections Commission

New Clerk Orientation

August 29, 2018

Agenda

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- Training
 - Requirements
 - Resources
 - WEC Learning Center
- Elections Security
- UOCAVA Deadlines
- Other Web Apps



<http://elections.wi.gov>



Training Requirements

- ▶ Municipal Clerks
- ▶ Must be certified!
 - Attend initial 3-hour Municipal Clerk Core Training
 - Maintain certification by earning at least 6 hours of election training each term
 - Current training term for clerks is 2018-2019
 - Municipal Clerk must report his or her training to WEC for recertification
 - All election officials are now on the same training cycle (01/01/even – 12/31/odd)

Training Requirements

- ▶ Chief Election Inspectors
- ▶ Run polling place on Election Day
- ▶ Must be certified!
 - Attend initial 3-hour Baseline Chief Inspector Training
 - Maintain certification by earning 6 hours of election training each term
 - Current term is 2018-2019
 - Municipal Clerk must track the training received by the election workers each term

2018 UOCAVA Ballots Deadlines



2018 UOCAVA Ballot Deadlines for August and November Elections		
August 14, 2018 Partisan Primary	State Deadline for County Clerks to deliver ballots to their municipalities	Wednesday, June 27, 2018 (48 days prior to the election)
	State Deadline for Municipalities to send out absentee ballots requested on or before Thursday, June 28, 2018	Thursday, June 28, 2018 (47 days prior to the election)
	Federal Deadline for Municipalities to send out absentee ballots requested on or before Saturday, June 30, 2018	Saturday, June 30, 2018 (45 days prior to the election)
November 6, 2018 General Election	State Deadline for County Clerks to deliver ballots to their municipalities	Wednesday, September 19, 2018 (48 days prior to the election)
	State Deadline for Municipalities to send out absentee ballots requested on or before Thursday, September 20, 2018	Thursday, September 20, 2018 (47 days prior to the election)
	Federal Deadline for Municipalities to send out absentee ballots requested on or before Saturday, September 22, 2018	Saturday, September 22, 2018 (45 days prior to the election)

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Other Web Applications



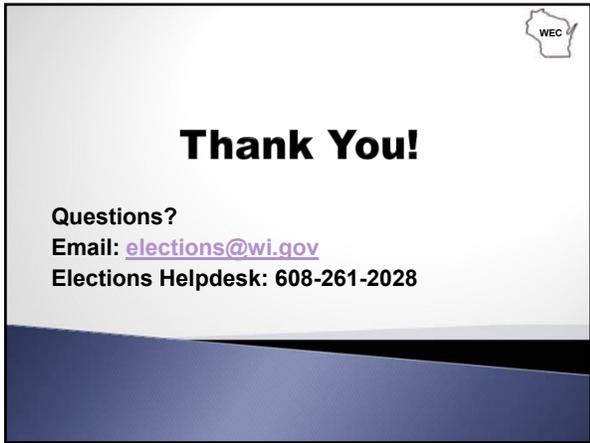
Online Election Management Links



<http://elections.wi.gov/clerks>

Questions?





Thank You!

Questions?
Email: elections@wi.gov
Elections Helpdesk: 608-261-2028

The slide features a white background with a blue gradient at the bottom. In the top right corner, there is a small logo of the state of Wisconsin with the letters 'WEC' inside. The text is centered and left-aligned.

Wisconsin Elections Commission



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FAX: 608-267-0500
Website: <http://elections.wi.gov>
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Ann S. Jacobs Jodi Jensen
Dean Knutson (Chair) Mark L. Thomsen

Disability Rights Wisconsin
131 W. Wilson Street, Suite 700
Madison, WI 53703
Phone: 800-928-8778 or 608-267-0214
TTY: 888-758-6049
FAX: 608-267-0368
Website: <http://www.disabilityrightswi.org/index.php>

Wisconsin Board for People with Developmental
Disabilities (BPDD)
201 West Washington Ave., Suite 110
Madison, WI 53703
Phone: 608-266-7826 or 888-332-1677
Fax: 608-267-3906
bpddhelp@wi-bpdd.org

Coalition of Wisconsin Aging Groups
2850 Dairy Drive, Suite 100
Madison, WI 53718
Phone: (800) 366-2990 or (608) 224-0606
Fax: 608-224-0607
Email: namato@cwag.org
Website: <http://cwagwisconsin.org/>

VOTING EQUIPMENT VENDORS

Dominion Voting (servicing Premier systems)
221 Hopkins Avenue
Jamestown, NY 14701
Phone: 866-654-8683
Email: contact@DominionVoting.com
Website: <http://www.dominionvoting.com>

Command Central (*Programming/Supplies*)
P.O. Box 7306
St. Cloud, MN 56302
Phone: 320-259-7027
FAX: 320-259-7028

Election Systems & Software, Inc. (ES&S)
(also servicing Premier systems)
11208 John Galt Blvd.
Omaha, NE 68137
Phone: 800-247-8683 or 877-377-8683 (option 4 for tech support)
FAX: 402-593-8107
email: info@essvote.com
Website: <http://www.essvote.com/>

Populex
420 B Airport Road
Elgin, IL 60123
Phone: 877-767-8539
Website: <http://www.populex.com/>

Sequoia Voting Systems
7677 Oakport St, Suite 800
Oakland, CA 94621
Phone: 510-875-1200
FAX: 510-875-1226
Website: <http://www.sequoiavote.com/>

Federal Information - Elections Administration

Military & Overseas Voting

Federal Voting Assistance Program
Department of Defense
1777 North Kent Street
Suite #14003
Washington, DC 22209
Phone: 800-438-VOTE (8683)
email: vote@fvap.gov
Website: <http://www.fvap.gov>

Help American Vote Act (HAVA) and Other Federal Election Law

United States Election Assistance Commission
1201 New York Avenue, N.W.
Suite 300
Washington, DC 20005
Phone 866-747-1471 or 202-566-3100
FAX 202-566-3127
Website: <http://www.eac.gov>

Election Fraud

US Dept of Justice
Bond Building, 1400 New York Avenue NW, 12th Floor
Washington, DC 20005
Phone: 202-514-1421
FAX: 202-514-3003
email: AskDOJ@usdoj.gov

Voting Rights Act

Voting Section, Civil Rights Division
Room 7254 - NWB
Department of Justice
950 Pennsylvania Ave., NW
Washington, DC 20530
Phone: 800-253-3931 or 202-307-2767
Email: Voting.Section@usdoj.gov
Website: <http://www.usdoj.gov>

ACCESSIBILITY SUPPLIES & CONTACTS

Wisconsin Coalition of Independent Living Centers
3810 Milwaukee Street
Madison, WI 53714
Voice and Text: 608-444-3842
TTY: 800-362-9877
Fax: 608-242-0383
Website: <http://www.il-wisconsin.net/coalition>

ELECTION OFFICIALS' TRAINING REQUIREMENTS

Election Official	Current term	Required training for <u>new</u> official to be certified to conduct elections for the term.	Required training for <u>new</u> official to be recertified for the next term.	Required training for <u>currently-certified</u> official to recertify for the next term	Next term	Documents to be submitted to the WEC	Required training if certification is lost by required number of hours by the end of the term	Examples of activities that count toward recertification (please visit the WEC website for a complete list)
Municipal Clerk	1/01/18-12/31/19	3-hour municipal clerk core training class by first election or in the current term if there are no remaining scheduled elections	MCT Core plus three hours of election-related training – for a total of six hours - by the end of the term	Six hours of approved election-related training	1/01/20-12/31/21	Recertification reporting form	3-hour MCT Core plus three hours of election-related training by the first election	<ul style="list-style-type: none"> • Baseline Chief Inspector training • WEC staff presentations • WisVote training • Webinar election administration sessions • Training conducted by a county or municipal clerk
Chief Inspector	1/01/18-12/31/19	3-hour baseline chief inspector training class by first election	CIT Baseline plus three hours of approved election-related training – for a total of six hours - by the end of the term	Six hours of approved election-related training	1/01/20-12/31/21	Agenda for recertification training as administered by clerk and approved by WEC	3-hour CIT Baseline plus three hours of election-related training by the first election	<ul style="list-style-type: none"> • Training conducted by a county or municipal clerk • Webinar election administration sessions • Voting equipment training or pre-election testing (1 hour per 2-year term)
Regular Election Inspectors EROs/SVDs	1/01/18-12/31/19	Clerk is required to conduct election training every two years.	No recertification	No recertification	1/01/20-12/31/21	None	None	<ul style="list-style-type: none"> • Training conducted by a county or municipal clerk • Webinar election administration sessions

MCT Certification Hours Reporting Form

Name:		Title:	
Municipality:		County:	
HINDI #:	Phone:	Email:	
(e.g. 10101)	[e.g. (555) 555-5555]		
Class Description (e.g. MCT Core, Webinars, WisVote, County Clerk training, etc.):		Date (mm/dd/yyyy)	Number of hours:
		Total:	
I certify the above is true and correct.			
Signature:		Signature (or typed name if submitted by email)	
		(mm/dd/yyyy)	
<p>Instructions: Please fill out the highlighted fields. Hour totals will readjust if you are entering multiple activities. You may submit this form by email, fax or mail.</p> <p><u>To email this form:</u> Save the form, fill it out electronically, attach it to an email and send to elections.training@wi.gov</p> <p><u>To fax this form:</u> Save the form, fill it out by computer or by hand, print it out and fax to : MCT Training, 608-267-0500.</p> <p><u>To mail this form:</u> Save the form, fill it out by computer or by hand, print it out and mail to: Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984</p>			

WISCONSIN ELECTIONS COMMISSION

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ADMINISTRATOR MICHAEL HAAS

DATE: July 13, 2018

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Richard Rydecki
Assistant Administrator

Allison Coakley
Training Coordinator

SUBJECT: Elections Administration Training webinar series
(July 2018 – March 2019)

Our new webinar series continues our efforts to provide clerks and other local election officials with the timely information, election law updates and training you need to perform your job duties effectively. The security of the election process, election data and voting equipment will continue to be a central component of a number of the webinars in this series.

Each webinar will generally focus on a timely topic or election and will be about one hour in length. We will include interactive questions and answer polls as time allows in many of the webinars, so you can gauge your comprehension of the materials. The live or recorded webinars count toward the hours clerks and chief inspectors need for recertification where indicated.

The programs and materials are free for you to download from our website for your own education and for training your election inspectors. A disc of the webcasts may also be ordered for a small fee to cover processing costs using the order form found on our website: <http://elections.wi.gov/node/2622>.

Webinar access information and related materials will be posted under “Recent Clerk Communications” on the Monday prior to each webinar. You must be able to view videos on your computer, using a media application such as Windows Media Player and will be connected to audio using your computer’s speakers. The webinar recording, related materials and a list of frequently asked questions will be posted shortly after the webcast on our webinar page: <http://elections.wi.gov/clerks/education-training/webinars>. The table of contents posted at the top of the webinar page identifies which type of election official may use a particular webinar for recertification purposes.

Please send any questions or comments you have to Allison Coakley: allison.coakley@wi.gov or (608) 261-2033.

2018-2019 Election Administration Training Webinar Series

Guidance for the August Partisan Primary

July 25, 2018, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

(Webinar announcement originally posted June 29, 2018: <http://elections.wi.gov/node/5906>)

A partisan primary is held the second Tuesday of August in even-numbered years to qualify candidates for the November General Election. The partisan primary is always held and is different than the other three types of elections because electors will vote by party. This webinar will discuss counting votes in a partisan primary, the impact of selecting a party preference and overriding and remaking crossover and overvoted ballots. Military and overseas voting will also be discussed.

New Clerk Orientation

August 29, 10:00 a.m. – 11:00 a.m.

County and Municipal Clerks

Welcome to the world of elections! Your duties as a new clerk may seem overwhelming right now, but we are here to help! This webinar will introduce clerks to our agency and staff and provide information on training requirements for both you and your election workers and the wide variety of resources available to help you do a great job! We will also review the importance of election security preparation and contingency planning. Experienced clerks are welcome to attend and offer any insights they may have for running a smooth election.

The Three Rs: Recounts, Recalls & Referenda

September 19, 10:00 a.m. – 11:00 a.m. (Note date change!)

Clerks, Chief Inspectors and Poll Workers

Some county and municipal clerks have experienced “The Three Rs” more often than others, but every clerk should have a working knowledge of these election processes – or know where to find them! This webinar will provide clerks with a general overview of the procedures used to conduct a recount of an election result, the recall of an elected official, and who can and for which reasons petition for a referendum. We will also review approaching military and overseas voting deadlines.

Special Voting Deputies

October 3, 2018, 10:00 a.m. – 11:00 p.m.

Clerks and Special Voting Deputies

Special Voting Deputies (SVDs) conduct absentee voting at certain care facilities and qualified retirement homes. Clerks are required to send SVDs to these facilities if they meet a threshold of registered voters and absentee requests, but clerks may also choose to send them if they feel the residents of the facility may have difficulty getting to the polls on Election Day. This webinar will review the special absentee voting procedures for voters who are occupants of residential care facilities and retirement homes that are required by law or designated by the municipal clerk to be served by Special Voting Deputies.

Reminders for the November General Election

October 17, 2018, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Last scheduled election of the year! We will share some important reminders for this busy election, including some back-to-basics review of proof of residence and Photo ID. We will also spotlight some not-so-basic key Election Day and post-Election Day duties such as remaking ballots and when to drawdown (it's less often than you may think.)

A Recap of 2018 and a Look at the Year Ahead

January 9, 2019, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

2018 was another busy year for elections! This webinar will review any legislative or administrative changes in laws and procedures that impacted last year's elections and provide some key takeaways and best practices. We will bring you up-to-date with the elections security training we have been conducting with our clerk-partners and forecast what may be ahead for us in 2019.

Election Night Procedures

January 23, 2019, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Who is a member of the Local Board of Canvassers? When does the Municipal Board of Canvassers meet and what do they do? This webinar will focus on the roles of the LBOC and MBOC and provide a general review of counting votes at the upcoming spring elections.

A Review of Election Day Procedures

February 28, 2019, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

This webinar will provide a general review of some basic and not so basic duties that election inspectors have on Election Day. Some Election Day procedures, such as registering voters and remaking ballots, are more basic in nature. Other procedures for challenging a voter or issuing a provisional ballot, may not get a lot of attention because election inspectors do not encounter these situations very often. Regardless, this is crucial information for new election workers and a good review for more seasoned ones.

Preparing for the April Election

March 14, 2019, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

This webinar will review what we've learned during this busy election cycle and offer some best practices for clerks and their election officials. Election security has been an ongoing concern and we will review our efforts toward ensuring the integrity of elections data and voting equipment. Electronic poll books will have been used in several elections and we will let you know what the clerks and their election inspectors think about the implementation of the Badger Book.

2018 WisVote Fall Election Training Webinar Series

Canvass Modernization WisVote Launch

August 7, 2018, 10:00 a.m. – 11:00 a.m.

Canvass Modernization is live and Canvass is now a part of the WisVote environment. This webinar will be focused on the use of Canvass in WisVote and Election Night Reporting/Certification requirements of County Clerks.

WEDCS Modernization WisVote Launch

August 21, 2018, 10:00 a.m. – 11:00 a.m.

Following up on our Modernization projects, WEDCS has been brought into WisVote and is now Election Reconciliation. This webinar will cover how the Election Reconciliation process works, related entities, changes from the previous WEDCS system, and planned updates for future Sprints. We will also review the EDR Postcard reporting process added to WisVote in early May 2018.

WisVote Addresses – There and Back Again

September 11, 2018 10:00 a.m. – 11:00 a.m.

A webinar dedicated to changes and improvements to address maintenance in WisVote. We will cover the various address exceptions, the importance of proper address pin placement, improvements to district layers, and much more.

WisVote Grab Bag

October 9, 2018 10:00 a.m. – 11:00 a.m.

A review webinar covering common issues and questions that have come up over this last election cycle. Topics will include the Election Day Registrations, the ERIC Supplemental Poll Lists, voter registrations and more.

WISCONSIN ELECTIONS COMMISSION

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INTERIM ADMINISTRATOR MEAGAN WOLFE

DATE: August 22, 2018

TO: Wisconsin County Clerks
Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Milwaukee County Election Commission
Wisconsin Municipal Governing Bodies
Wisconsin County Boards

FROM: Meagan Wolfe
Interim Administrator, Wisconsin Elections Commission

Tony Bridges, Michelle R. Hawley, Riley Willman
Election Security Team, Wisconsin Elections Commission

SUBJECT: Election Security Awareness

The Wisconsin Elections Commission recognizes the importance of election security and how it is essential to administering elections that are free, fair, and efficient. With over 1,800 local election officials, Wisconsin has a unique election administration system whose success is dependent on cooperation between election partners from all levels of government. It is vital that all elected officials in the state continue to recognize the important role that safe and secure elections play in our state and support our local election officials in their duties of conducting and administering elections in their communities.

In 2016, state computer systems were targeted by foreign actors in an attempt to access sensitive voter information housed in the WisVote voter registration database and election management system. Employees with the Department of Enterprise Technology quickly recognized the attempt and prevented any unauthorized access to voter information. The security threats that Wisconsin successfully prevented in 2016 will persist, and WEC staff are actively working to prevent any unauthorized attempts to access elections infrastructure in the future and to keep all aspects of election administration secure.

In March of 2018, the U.S. Congress allocated new Help America Vote Act (HAVA) grant funds to state elections agencies to be used to secure elections. Wisconsin was one of the grant recipients, and the WEC has used these funds to increase our election security efforts and upgrade information technology infrastructure to better prevent and detect threats. In addition to continuing the agency's previous tasks concerning election security, WEC staff has created a series of training videos to encourage cybersecurity best practices, published new manuals and documents to support clerks in implementing election security best practices in their offices, and created an interactive election security tabletop exercise program.

The election security training program that was created by WEC staff was conducted across the state for county clerks. In order to ensure that all local election officials and their staff have access to the security training, county clerks are currently conducting the training with their municipal clerks. A key aspect of the training was to gauge what various clerks were already doing to keep our elections secure, and many clerks have implemented some of the following best practices:

- Have voting equipment and associated memory devices stored in a secure and locked area between elections
 - Allowing only members of the clerk's staff to have access to these secure areas
 - Instituting a Chain of Custody document to show when and who accessed the secure areas
- Attend trainings to learn about new election security initiatives
- Secure additional access to IT resources or collaborate with existing IT resources to prevent cybersecurity incidents on the local level
- Coordinate with their emergency management teams to discuss contingency plans in the event of an election security incident
- Have updated technological resources (such as new computers, improved connections to the Internet, ability to get operating system updates and virus protection, etc.)

While clerks already have processes in place to keep our elections and their offices secure, many clerks also indicated that there was room for improvement. WEC staff recognizes that counties and municipalities have financial constraints that must be considered when making decisions regarding updating computer systems and purchasing other necessary resources to secure elections across the state. We would like to stress the importance of planning for election-related upgrades and encourage continued conversations with clerks about their resource needs.

All elected officeholders in the State of Wisconsin benefit from the work and efforts of our local clerks and their staff. Wisconsin has a vested interest in making sure that they have the support and access to reasonable resources that they need. As the chief election officials in their areas, the county and municipal clerks of Wisconsin are a vital player in the administration of free, fair, secure and efficient elections. In order for these job duties to be performed, they require continued support from their governing bodies.

The Wisconsin Elections Commission would like to thank you for past support you have provided to your local election officials and encourage you to continue to work with your local elections officials to make sure that they have the tools and resources necessary to continue to keep our elections safe.

If you have any questions regarding the WEC's election security awareness program, please contact the Help Desk at 608-261-2028, or elections@wi.gov.

Attached please find an Election Day Emergency Response Plan template that can be used to create a contingency plan to prepare for challenging or emergency situations 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, the Wisconsin Election Commission created this template to aid in drafting a plan for your community to ensure that each municipality and county have a current and updated plan.

This document is intended to be a template and is available to you in Word format, on the WEC Learning Center, so that you may create a customized plan that reflects your situation and resources. We have provided scenarios and some suggested responses and encourage you to edit and tailor the document to meet your needs. For example, there are general references to voting equipment. There are many different types of equipment and vendors used throughout the state, so we strongly suggest and encourage you to contact your specific vendor 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 Security Team
Wisconsin Elections Commission
July 2018

P.S. Don't forget to delete this page and remove the "template" watermark to your final draft.

(INSERT NAME OF COMMUNITY)
ELECTION DAY EMERGENCY RESPONSE PLAN

TEMPLATE

This document is maintained by:
(Enter who and where (file path) maintained)

Last updated: _____

(Enter file path of document as a footer so it may be easily found to maintain and update)

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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:

Staffing:

This polling locations will have the following staff on site:

- Chief Election Inspector (1-3)
- Election Inspectors (10-12)

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

Chief Election Inspectors 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 Chief Election Inspector 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, suspicious package, or find a suspicious object on the premises:

- Keep anyone from 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 (**enter the pre-determined designated area for THIS polling place**) 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 Chief Inspector 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 Chief Election Inspectors. 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 (**enter the pre-determined designated area for THIS polling place**), all unvoted ballots and polls lists will be secured by the Chief Inspector. 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. When regular business resumes, the Chief Inspector shall note the time from beginning to end that voting was suspended on the Inspectors' Statement.
- If a tornado is reported or seen in the immediate area, seek shelter in the designated area (**enter the designated area for THIS polling place**). 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.

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 on the Inspectors' Statement 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 alternate location (**list alternate location here**). Ballots will be processed at the alternate location.

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 (**enter address of polling location or refer to page 2**) 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 Chief Inspector or emergency personnel.

CHANGE OF VENUE (POLLING PLACE)

When it has been determined by the Chief Election Inspector (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 (**enter address of alternate location**). At this location, the polling place will be set up as normal.
- All unvoted ballots should remain in the presence of the Chief Inspector and 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 Wisconsin Elections Commission.
- Inspectors should document the change of venue and what time voting resumed on the Inspectors' Statement.
- Does the situation warrant an extension of polling place hours?

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

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

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County Contacts

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

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State Contacts

Wisconsin Elections Commission	Help Desk: 608-261-2028
	Help Desk Email: elections@wi.gov
	For extended office hours and applicable phone numbers during those hours, please check Recent Clerk Communications tab the agency website (https://elections.wi.gov).
	Meagan Wolfe (WEC Administrator)
	Daytime Phone Number: 608-266-8175
	After Hours Phone Number: 608-712-6957
	Richard Rydecki (WEC Deputy Administrator)
	Daytime Phone Number: 608-261-2015
	Reid Magney (Public Information Officer)
	Daytime Phone Number: 608-267-7887
	Mike Haas (Staff Counsel)
	Daytime Phone Number: 608-266-0136