

EMERGENCY PROCEDURES



POLLING PLACE EMERGENCY EVACUATION

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1. **Call the Board of Elections** to inform them of all that has happened as soon as a phone is available to you.
2. The **Chairperson+/OR an inspector** of your district polling site with an inspector from another party secures your voting machine by writing down the # of scanned ballots from the screen of the scanner (bottom left) on seal report. The two inspectors then will touch on the scanner screen upper left Clearcast. Voter suspended report will print. Close screen & hood cover. Unplug the voting system.
3. The **Chairperson+/or inspector** will gather ePollbooks place in case, security envelopes for spoiled and un-scanned ballots and place them in the blue inspector bag. The **Chairperson+/or inspector** must keep the inspector bag, **the Yellow Emergency Only Bag**, and machine keys **with him/her at all times**. Yellow Emergency Bag will contain: Emergency Ballots, Paper pollbook, Inactive Voter List, County wide street list and maps. This will allow the inspectors to continue running the Election.
4. When the all clear is sounded and you return to the polling site, the **Chairperson** and an inspector from another party plugs the voting system back in open up scanner & screen poll worker will log back in report will print to verify with the suspended report the number of scanned ballots matches the number scanned before the evacuation. If the numbers match you may resume voting using the scanner.
5. If the scanner numbers DO NOT MATCH, check with the other inspectors and see if their scanner numbers match the scanned ballots and if they do send your voters with their voted ballots to that scanner.
6. If none of the scanner numbers match, use the YELLOW EMERGENCY BALLOT BAG to continue voting. Call the BOE for further instructions as these votes will need to be counted at the end of the night.
7. For single machine districts-If numbers do not match, use the Yellow Emergency Ballot Bag.

THESE RULES APPLY TO EMERGENCY EVACUATIONS ONLY AND ARE NOT TO BE USED FOR ANY OTHER REASON.

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