



**SECTION 17**

# **EMERGENCY PROCEDURES**

**Fairfax County Office of Elections**  
12000 Government Center Pkwy, Suite 323, Fairfax, Virginia 22035  
703-324-4735 or [ElectionOfficers@fairfaxcounty.gov](mailto:ElectionOfficers@fairfaxcounty.gov)  
<https://www.fairfaxcounty.gov/elections>

# EMERGENCY CALLS

If you call **9-1-1\*** (or the non-emergency number), be prepared to:

1. State the nature of the emergency or problem,  
e.g., medical emergency, traffic accident, fire.
2. State your name and identify yourself as an election officer.
3. State the **building name** and address (not the precinct name).
  - If you are in a school, give them the **entrance number** closest to your location (large number posted on the outside of the building).
  - If you are in a large church or building with multiple entrances, describe your location, e.g., rear door on east side.
4. Give a contact phone number, preferably your cell phone.
5. Send an election officer outside to meet the emergency personnel.
6. Notify the school office or facility administrator (if available).
7. Call the Office of Elections at 703-324-4735 to report the problem/incident.
8. Document the incident in your Chief's Notes. (Important: Document any medical emergency or personal injury on page 3).

**\*Check your building ---**

**-- If you have to dial a "9" to get an outside line, you may need to dial 9--9-1-1.**

# EVACUATION

Fire – Gas leak – Bomb threat – Flooding – Earthquake

***Be prepared – read and review these procedures with your workers!***

- Locate and study the posted evacuation route in your room and building.
- Review evacuation route and instructions below with all election officers.
- Make sure all officers, pages and authorized representatives know location of exits.
- Designate an outside location as a meeting place, e.g., basketball court behind gym.

## **EMERGENCY EVACUATION PLAN**

1. Call 9-1-1 and notify building authorities, as appropriate.
2. Only if time permits ...
  - Chief locks cart, takes lanyard, machine keys, and a notepad.
  - Drop box officer takes the absentee ballot drop box.
  - DS200 officer unplugs and rolls out the DS200 machines.
  - Assistant Chief or designated EO takes SOR, used forms, and envelopes.
  - Pollbook officers take Poll Pads – unplug, leave cables and printer behind
  - Ballot officer(s) take open packages of paper ballots, Envelope #4, related forms.
  - Only if feasible, unplug and remove the ExpressVote machines.
3. Election officers direct voters, high school pages, and authorized representatives to nearest exit(s).
4. Chief designates an officer to notify the Electoral Board that an emergency exists by calling the Office of Elections at 703-324-4735.
5. Outside the building, advise voters that (depending upon the situation):
  - Voters may wait until the building can be re-entered, or
  - Voters may leave and return later, but before 7:00 PM, or
  - Voters may vote (as Curbside), if officers were able to bring a Poll Pad and paper ballots outside with a DS200 scanner or other suitable ballot box/container.

For those voters who had been checked in and were in the process of voting, they may complete their ballot outside and place it in the DS200 scanner or designated ballot box.

For those voters who had been checked in but wish to return later, ask the voters to return their permit card or paper ballot and print and sign their names on your notepad. Chief will designate an officer to hold the notepad.

If these voters return, verify the name on the notepad, check identification, give the voters a new ballot or ballot card, and direct them to a privacy booth or ExpressVote, as applicable. Keep a record in the Chief's Notes. If voters do not return, explain the discrepancy in Part C of the SOR.

### **Remember ... Remain calm and follow the directions of public safety personnel.**

If the building cannot be re-entered, please contact the Office of Elections and we will direct you and the voters to one of your designated alternate locations. If you are relocated, our office will dispatch Rovers and/or staff with extra supplies to assist you. The media will also be alerted to redirect the voters.

# SHELTER-IN-PLACE

Hurricane – Tornado – Chemical spill – Attack

***Be prepared – read and familiarize your workers with these procedures.***

Shelter-in-place is a protective action to shield people from a hazardous outdoor situation or external threat, such as a weather event, traffic accident involving a hazardous chemical spill, or a sniper situation. This is intended as a short-term measure to protect workers and voters until the threat has passed.

- Locate a safe interior room (no windows) or basement inside your building. (Check in advance with the school officials or facility administrator.)
- Review the route to the shelter with officers and authorized representatives, keeping in mind that there be may little or no lighting if the power is out.
- Review the instructions below with all election officers and pages.

## **EMERGENCY SHELTER-IN-PLACE PLAN**

1. Call 9-1-1 and notify building authorities, as appropriate.
2. Only if time permits -- lock up equipment and/or take to shelter...
  - Close the DS200 screen, close and lock the lid, unplug and roll into shelter, if possible.
  - Place all ballots, ballot cards, return envelopes, and other forms in the cart and lock cart – or take open packages to shelter with you.
  - Unplug Poll Pads, leave the printer and cables – lock in cart or take to shelter.
  - Chief or Assistant Chief locks the cart with key on lanyard and keeps the key.
3. Election officers direct voters, pages, and authorized representatives to the shelter.
4. Chief designates an election officer to notify Electoral Board that an emergency exists by calling 703-324-4735.
5. Remain in the shelter until the emergency has passed.

**Remember ...**      **Remain calm and follow the directions of public safety officials.**

If you cannot leave the building and voters cannot enter the building after a reasonable period of time, the Electoral Board may re-establish your polling place at an alternate location using Rovers with spare machines and supplies that have been reserved for emergencies. The police will direct voters to the new location and the Electoral Board will contact the radio and TV stations to alert voters of the polling place change. After the emergency has passed and the polls have closed, the Electoral Board will work with you to reconcile and combine the votes from the two locations.

**Be prepared ...**

Good things to take to a shelter, if you have them: flashlight, cell phone, cell phone charger, radio, bottled water, canned drinks, and snack foods.

# EMERGENCY EXTENSION OF POLLING HOURS

*If polling hours are extended by an order of a court... § 24.2- 653(C).*

Remember...

- Voters who were in line to enter the polling place (i.e., the building, not just the voting room) before or at 7:00 PM, vote normally.
- Voters who arrived after 7:00 PM may only vote by Provisional Ballot.
- Consult What-If Problem # 21, which walks the Chief through the Provisional Ballot process for voters who arrive at the polling place after 7:00 PM.

# EMERGENCY REPRODUCTION OF BALLOTS

*If the supply of official ballots is not adequate... § 24.2- 642-C(iii).*

**Call the office at 703-324-4735 before you run out of ballots.** Call us when you open your last package of ballots if you think you will run out of ballots before the polls close. If you have no other ballots, one option is for voters to use the ExpressVote.

If all else fails, ballots may be reproduced in a polling place:

1. The Chief **MUST** contact the Electoral Board for authorization to reproduce ballots.
2. Make a copy of the “Authorization to Reproduce Ballots” form in the **Emergency Envelope**. Never use the original.
3. Using the copy, the Chief completes the top of the form and Section 1.
4. The Chief should personally reproduce the ballots with a second election officer, preferably one representing a different political party. They must remain continuously in the room where the ballots are being reproduced. All damaged or imperfect copies must be destroyed.
5. After the correct number of ballots have been created, the Chief and the assisting officer complete Section 2.
6. The Chief confirms the number of ballots reproduced and examines them for completeness and correctness. Once satisfied, the Chief completes Section 3 of the form.
7. The Chief puts the form in **Envelope #2**.
8. Reproduced ballots must be accounted for on the **Statement of Results**.
9. Any unused reproduced ballots are returned in the same manner as other unused ballots.