

IMPORTANT

PRECINCT OFFICIAL EMERGENCY PROCEDURES

An emergency is, by definition, an unforeseen occurrence that requires immediate response.

In the event of an emergency, follow these steps:

1. **Stay calm** and assess the situation.
2. Determine whether the polling place and workers are in immediate danger.

IF YOU MUST EVACUATE THE BUILDING, follow these steps:

1. First and foremost, ensure the safety of human beings — voters, yourselves and others.
2. Alert the appropriate emergency and law enforcement personnel of the situation.
3. If time and conditions permit, the essential election supplies which should be removed from the polling place are the Precinct Registry, voted and unvoted ballots, the memory pack and voting device itself, if possible. Other supplies and materials should be removed only if they can be saved without risk.
4. Contact your County Election Board to apprise them of the situation and to receive instructions.

It is far better to risk the results of the election being contested than it is to risk a life or personal injury. While everyone in the election system wants the very best elections possible, never put yourself or others at risk in an emergency situation.

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