

Emergency, Natural Disaster and Cybersecurity Incident Plan Amador County Elections Office



Provided by:

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INTRODUCTION

The purpose of this emergency plan is to set forth processes to carry out elections and other department business in the event of an emergency or other incident which may prevent the department from serving the public and/or conducting an election. During a state of emergency, only the Governor may suspend this department's duty to conduct elections and other clerk business. GC §8571

This plan shall be used in conjunction with the Secretary of State's (SOS) Emergency Plan linked below.

SOS:

<http://www.sos.ca.gov/elections/additional-elections-information/publications-and-resources/emergency-procedures/>

CODE SECTIONS

The following is a list of the most common code sections that address options in an emergency. The SOS's emergency procedures contain additional code sections.

EC §3018	VBM Voted at Elections Office or Polling Site
EC §3021	Request for VBM Ballot
GC §8567, §8571	Powers of the Governor
EC §12281	Change of Polling Place
EC §12327	Appointment of Precinct Board Members and Polling Sites
EC §14299	Insufficient Number of Ballots
EC §14402.5	Voting by Provisional When Poll Closing Extended by Court Order
EC §15213	Counting at the Precinct

SECTION 1: Numbers and Software Vendors

STAFF PHONE NUMBERS

Staff phone numbers are posted at every workstation.

LOCAL MEDIA PHONE NUMBERS

Newspaper	Ledger Dispatch	209-223-1767
Radio	Hometown KVGC AM1340	209-223-1340

ELECTION DEPARTMENT

Recorder-Clerk/Registrar – Kim Grady
209-223-6217 (Desk)
209-256-0388 (Cell)
Chief Deputy Registrar of Voters – Mark Hammergren
209-223-6270 (Desk)
209-283-9009 (Cell)

IMPORTANT COUNTY PHONE NUMBERS

Sheriff: 209-223-6500
CAO: 209-223-6470
Human Resources: 209-223-6456
OES: 209-223-6384
County Facilities After-Hours: Mark Olivarria 209-304-2448

COUNTY INFORMATION TECHNOLOGY (IT)

Main Line: 209-223-6591
After-Hours: Jeff White 209-256-4306

ELECTIONS SYSTEMS AND SOFTWARE

Contact: Jake Johnson
877-377-8683 (Corporate)
308-379-3365 (Cell)
jacob.johnson@essvote.com

DFM: EIMS

888-336-3297
888-336-6483
949-859-8700

SECTION 2: Levels of Emergency Response

The department measures its responses to emergencies by the degree of alert created by an emergency. As always, if an employee becomes aware of an emergency situation that warrants law enforcement or medical assistance, they shall call 911 and notify the office supervisor.

Standard Security Measures

Staff is required to wear county or department issued ID badges.

Visitors or non-employees who enter the department's offices beyond the front desk are to be accompanied by an employee.

The doors from the hallway to the employee areas shall be closed at all times.

The department's computer servers are located in server room and always secured by a key lock and one must have the key card to enter *and exit* the room. Only limited staff has the key card to the server room.

Degree of Alert #1: Heightened Security

In the event of heightened security measures as designated by law enforcement, the Department Head may, when appropriate, request permission for:

- ◆ voters to enter and exit the building to vote;
- ◆ staff to continue counting ballots; or
- ◆ the public to enter to conduct regular business.

If the department moves its processes to an alternate location due to an extended evacuation of the building, the department will seek to inform the public of the location of the alternate operational sites as soon as possible.

In the event that a staff member becomes aware of a suspicious person or object, that employee shall notify their immediate supervisor, who shall notify the Department Head. A suspicious object should not be investigated or tampered with in any way nor should suspicious persons be questioned or confronted. Call 911 if staff is in imminent danger.

Degree of Alert #2: Evacuations of Public and Staff

The following measures may be implemented by designated staff for evacuations in addition to the standard and heightened security measures discussed above:

- ◆ Inform public to evacuate immediately in a calm manner through nearest exit if an alarm sounds.
- ◆ Assist members of the public, including those disabled, who need assistance in evacuating.
- ◆ Lock doors and secure ballots.
- ◆ Proceed to designated meeting spot and stay together.
- ◆ Approval of alternate site by the Department Head.
- ◆ Post emergency messages on voice mail and building.
- ◆ Forward department phone lines to alternate site, if possible.
- ◆ Inform staff not in building via cell phone of building's status.
- ◆ Collect server backups.
- ◆ Pre-designated employees shall check each floor and close the doors after exiting.

Evacuations on Election Day

In the event of an evacuation of the department on Election Day, the following steps, in addition to those stated above, shall be taken.

- ◆ Stop ballot processing immediately and secure ballots and tabulation equipment by locking the equipment room doors.
- ◆ Ballots at work stations for signature checking shall be placed in the ballot room.
- ◆ Ballots just received, but not sorted, are already located in the ballot room.
- ◆ Inform voters, in the best manner suited for the emergency, of the location of the alternate site at which voting will occur, if there is one.
- ◆ Post on the building alternate ballot drop-off locations.

Emergencies Affecting One or More Polling Sites

In the event of an emergency affecting one or more polling sites, relocation and/or consolidation of polling sites may be required. Under such circumstances, the following procedures must be observed by poll workers, inspectors and/or rovers:

- ◆ Post signage advising voters of the relocation directing them to new sites and ballot drop off boxes.
- ◆ Collect all voted ballots and secure them if possible.
- ◆ Collect the ballot box (if possible) or voted ballots, unvoted ballots, and the roster of voters and transport to the new location.
- ◆ At least two poll workers, inspectors, or rovers must remain with the ballots from each polling site at all times, and monitor that the ballots are securely transferred to the new polling site locations.
- ◆ If possible, the department will deliver any new seals required.

SECTION 3: Emergency Security Situations

For instructions for specific emergencies, see the County's Emergency Operation Plan.

Telephone System Down

Call via cell phone to 223-6465 to report.

Power Outage

In the event of a power outage, staff shall:

- ◆ turn off all appliances and computers;
- ◆ finish processing current batch of ballots while on UPS power, and safely shut down ballot scanner;
- ◆ secure ballots until power has been restored.

Delegation of Authority

In the event of an emergency, the Department Head shall make all decisions regarding departmental operations. If the Department Head is not available to make decisions, full authority transfers to the Office Supervisor. If neither is available to make decisions, authority should transfer to the most senior staff that is available.

When at a safe place, the Department Head and his/her designees staff shall meet to perform a damage assessment, begin system restoration, if possible, and determine which operations should or can continue based on the nature of the emergency.

Emergency Outside of Work Hours

The Sheriff, CAO's office, or Facilities would notify the Department Head of an emergency occurring outside of work hours. If the emergency consists of an event that would allow selected staff to enter the building to retrieve vital information and data servers, the Department Head will inform that selected staff.

Cybersecurity Incident

Elections staff and IT Director are to be notified immediately. IT Director will determine severity of incident. Secretary of State's office will be updated on status, and provide guidance if necessary. If necessary, affected equipment will be taken offline. If severity level is high, Sheriff and CAO will be notified. If media is calling, provide a holding statement. Notify top county officials once initial safeguards are in place. Monitor media and determine if a press release needs to be drafted. Escalate incident through Secretary of State resources if needed.

If Election Day, revert to contingency paper rosters, and paper voter registration forms.

SECTION 4: Doing Business During Emergencies

The following chart lists the department's essential functions, whether they can be performed by another county or agency, and whether there are any corresponding manual processes.

Conducting Elections during an Emergency

Note: Only the Governor can suspend election activity. See the [SOS procedures](#) for detailed information.

How to Get the Word Out

The Department Head can use the following methods to put out a public service message:

- ◆ Radio, local print media, website
- ◆ Regional TV stations
- ◆ Office of Emergency Services

Protection and Recovery

Remember, personal safety is more important than any documents in the office.

The items below are considered vital and essential records and should be taken from the building, if possible, depending on the nature and scope of the emergency.

- ◆ Counted and uncounted ballots
- ◆ Servers
- ◆ Other electronic data storage
- ◆ List of voters per EC §2180
- ◆ Cash and checks at front counter
- ◆ Safe at Home Voter - Vault (only remove during election time)
- ◆ Bond paper
- ◆ Oaths, including oaths of elected officials
- ◆ Sample Ballots not scanned in

Information that is generally maintained in the County's network can be accessed from a remote location with the assistance of County IT.

Server and Network Back Up

The department's EIMS activity is saved on server in the server room. Backups for this data takes place automatically with the information transmitted over the County Network.

The department's shared folder activity (i.e. Network Folders, located in our server room) is backed up over the County Network and are kept in a secured location in the IT Building.

Counted and Uncounted Ballots

Generally, whether counted or not, ballots are sorted into their respective precincts.

- ◆ Not counted: Not sorted, not signature checked; stored in ballot room.
- ◆ Not counted: Still in envelope, sorted into precincts, signature checked; stored in ballot room.
- ◆ To be counted: Out of envelope but in boxes with precinct number; stored in ballot counting room.
- ◆ Counted: In boxes, sorted by precinct; sealed and stored in ballot counting room.
- ◆ Note: Ballots can be temporarily located at a work station for signature checking.

If an emergency occurs that requires staff to remove ballots from the building, staff shall seal the boxes or bins and move them to the new location, ensuring at least two people accompany the ballots

If they cannot be moved from the building, ballots will be locked in the ballot room.

Blank, unissued ballots should be left in the ballot room if there is no time to remove them. If there is time, the Department Head or designee will advise staff on what to do with blank, unissued ballots.

Manual Systems in Place

- ◆ All voters currently cast a paper ballot
- ◆ All functions can be performed manually

SECTION 5: Election Day Issues

Note: Only the Governor can suspend election activity. See the SOS procedures for detailed information.

Poll Workers Fail to Report to the Polls

The department has a list of stand-by poll workers.

Back Up Polling Sites

Election officials may designate a replacement polling site as late as on Election Day. The new polling site must be as close to the original polling site as possible and a notice must be posted at the original site directing voters to the new location. See EC §12281

Back Up Set of Polling Site Equipment

If a polling site experiences an event that renders their current equipment unusable, the department has extra equipment available so that the polling site can continue receiving voters. A new accessible ballot marking device will be delivered to the polling place as soon as manageable. Since all voters place their ballots into the ballot box manually, and ballots are tabulated centrally at the end of the night, there are no equipment limitations to continued voting.

SECTION 6: Implementation and Maintenance

Communication During and After Emergency

Generally, the Department Head will make an announcement regarding the commencement of an evacuation. All office personnel and any members of the public will be instructed on which exit to use in a calm, orderly fashion and where to meet per evacuation protocol.

The department will use the following methods to communicate with employees during or after an emergency:

- ◆ Cell Phones
- ◆ Department Voice Mail
- ◆ Text Messaging
- ◆ Home Phones

A role call will take place to account for all employees in the office. Once all employees are accounted for, any authorities on site will be notified. However, if a team member is not accounted for during role call, authorities shall be notified immediately. Management will inform staff of the status and possibility for re-entry.

What to Grab First

If there is time to do so and doing so does not jeopardize personal safety, staff may collect or secure the following items, listed in order of importance:

If elections staff is running ballots and time allows without jeopardizing personal safety, staff is to finish the batch of ballots and save totals.

- ◆ Ballots (Voted first, all others second)
- ◆ Election server
- ◆ Vote tabulator ES&S DS450
- ◆ ElectionWare Vote tabulation computer

Computer Security

If there is no time to safely shut down computers or if there is no power, staff should wait for direction about the best way to handle the computers. If direction is not available and time allows, unplug the power strips from the walls to prevent a power surge.

Fire Extinguishers, First Aid Kits, Flashlights, and Water

The department is equipped with fire extinguishers, first aid kits, flashlights, and water. The Fire Department regularly maintains the fire extinguishers.

There are three locations with fire extinguishers:

- ◆ Both ends of hallway by the stairs
- ◆ Main hallway near elevator

First Aid kits and water are located in the break room.