

# **EMERGENCY PLAN MONO COUNTY CLERK-RECORDER/ ELECTIONS**



**FOR THE MARCH 3, 2020 PRESIDENTIAL PRIMARY ELECTION**

**Provided by:**

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# TABLE OF CONTENTS

<a href="#">Introduction</a> .....	03
<a href="#">Section 1: Phone Numbers and Software Vendors</a> .....	05
<a href="#">Section 2: Emergency Response</a> .....	06
Standard Security Measures	
Heightened Security	
Evacuations of Public and Staff	
Evacuations on Election Day	
Emergencies Affecting One or More Polling Sites	
Emergencies Affecting Collection Routes or Staff in the Field	
<a href="#">Section 3: Emergency Security Situations</a> .....	08
Power Outage	
Delegation of Authority	
Emergency Outside of Work Hours	
<a href="#">Section 4: Doing Business During Emergencies</a> .....	09
Chart of Critical Functions, Other Than Elections	
Conducting Elections During an Emergency	
How to Get the Word Out	
Protection and Recovery of Vital and Other Records	
Server and Network Back Up	
Counted and Uncounted Ballots	
Manual Systems in Place	
<a href="#">Section 5: Election Day Issues</a> .....	12
Poll Workers Fail to Report to Polls	
Back Up Polling Sites	
Back Up Set of Polling Site Equipment	
Electronic Voting Machines Not Operational	
<a href="#">Section 6: Implementation and Maintenance</a> .....	13
Communication During and After Emergency	
What to Take First	
Computer Security	
Contents of Secured Storage	
Fire Extinguishers & First Aid Kits	
Continuity/Relocation Facilities	

# 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 Inyo County's Emergency Plan and the Secretary of State's (SOS) Emergency Plan linked below.

*Note that this plan does not contain information about responding to specific emergencies; that information would be included in a County-Wide plan.*

## SOS:

<http://www.sos.ca.gov/elections/publications-and-resources/voting-emergency-natural-disaster/>  
<http://www.sos.ca.gov/elections/publications-and-resources/emergency-procedures/>

The County Clerk-Recorder is an appointed office and serves as the Registrar of Voters for the County. The Clerk/Recorder Department is made up of three divisions. The divisions are as follows:

- County Clerk-Recorder
- Elections
- Clerk of the Board of Supervisors

The department's functions are as follows:

County Clerk is the issuer/maintainer of various certificates and vital and other records, oaths, appointments; County Recorder keeps and preserves all books, records, deeds, maps and papers deposited and kept in the office and it is the duty of the Recorder to record or cause to be recorded property (and other) documents correctly. In Mono County the Clerk-Recorder is in the same office and performs all duties simultaneously.

County Clerk is the Registrar of Voters. He/she conducts all elections held in Mono County, including statewide primary, general and special elections as well as local elections for Mono County, Town of Mammoth Lakes, Special Districts, and School Districts.

County Clerk is *ex-officio* Clerk of the Board of Supervisors (Government Code Section 25100 and 26801); serves as support for Board of Supervisors, Assessment Appeals Board, Personnel Appeals Board and various other boards as requested.

# 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

## OFFICE PHONE NUMBERS

Elections 760-932-5537  
 Clerk-Recorder 760-932-5300

## LOCAL MEDIA PHONE NUMBERS

Newspaper Mammoth Times 760-934-3929  
 Newspaper The Sheet 760-924-0048  
 Radio KIBS/KBOV 760-934-8888

## ELECTIONS DEPARTMENT SAFETY COORDINATOR

Registrar of Voters: Shannon Kendall  
 760-932-5533 (Desk)  
 760-616-0600 (Personal Cell)

## IMPORTANT COUNTY PHONE NUMBERS

Director of Emergency Services (Sheriff): 760-932-7549  
 CAO: 760-932-5410

## COUNTY INFORMATION TECHNOLOGY (IT)

Main Line: 760-932-5500

## CA SECRETARY OF STATE

Candidate Filing, Cal Voter I / II, Election Night Reporting, Cal Validator  
 SOS Help Desk: 888-868-3225

VENDOR LIST				
Vendor	Typical Goods/Services Purchased	Address	Contact/E-mail/Web Site	Phone
HALFILE	Annual License/Support	PMB 217, 9457 South University Blvd. Highlands Ranch, CO 80126	Kathy Taylor, Acct. Manager <a href="mailto:Ktaylor@halfile.com">Ktaylor@halfile.com</a> <a href="http://www.halfile.com">www.halfile.com</a>	303-791-5688
DisclosureDocs	Annual License/Software	4181 Flat Rock Drive #300, Riverside, CA 92505	Grant Gyulnazaryan/SouthTech Systems <a href="mailto:grant.gyulnazaryan@granicus.com">grant.gyulnazaryan@granicus.com</a>	916-366-6450 916-857-1204
IRON MOUNTAIN	Off-site Storage/Data Protection	PO BOX 911862 Dallas, TX 75391-1862	JOSH BALYEAT <a href="mailto:josh.balyeat@ironmountain.com">mailto:josh.balyeat@ironmountain.com</a>	916-924-1558 916-704-2942
DFM/EIMS	Election Related Services	10 Chrysler, Suite A, Irvine, CA 92618	<a href="mailto:Support@dfmassociates.com">Support@dfmassociates.com</a>	949-859-8700
Dominion Voting	Election Related Services	1201 18 <sup>th</sup> Street, Suite 210, Denver, CO 80202	Contact: Sheree R. Noell <a href="mailto:sheree.noell@dominionvoting.com">sheree.noell@dominionvoting.com</a>	559-592-6601 510-610-6634

## **SECTION 2: 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 that warrants law enforcement or medical assistance, they should call 911 and notify supervisor.

### **Standard Security Measures**

Only limited staff have access to the computer server room and voting equipment is stored in a locked off-site location. The elections office is the only staff with keys to the storage location.

### **Heightened Security**

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

- ◆ 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.

If 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.

### **Evacuations of Public and Staff**

The following measures (taken from the County's general EOP) may be implemented by designated staff for evacuations in addition to the standard and heightened security measures discussed above:

- ◆ Pre-determine the nearest exit to your work area and the route you will follow to get to the nearest assembly area as shown on Appendix A. Establish an alternate route in the event your first route is blocked or unsafe to use.
- ◆ Assist those needing assistance.
- ◆ In case of fire, do not use elevator.
- ◆ Once outside, proceed to the nearest assembly area that is safe.
- ◆ Remain at the assembly area until otherwise instructed by the County of law enforcement.
- ◆ Attempt to account for all persons.
- ◆ Do not -re-enter a building that you have been evacuated from until the fire department or designated representative has given the "all clear" to re-enter the building.

### **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 doors to the election workroom. Sorted ballots not being counted are already stored in the secured room.

- ◆ Ballots at workstations for signature checking shall be placed in the election workroom in the Clerk-Recorder department.
- ◆ Ballots just received but not yet sorted and distributed are already stored in the secured workroom in the Clerk-Recorder department.
- ◆ 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 where the alternative site for voting is located.

### **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 observers:

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

### **Emergencies Affecting Collection Routes or Staff in the Field**

Department staff shall:

- ◆ Contact the Sheriff's department and other security team personnel if collection routes are impacted by polling site relocations.

## **SECTION 3: Emergency Security Situations**

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For instructions for specific emergencies, see the Mono County Emergency Action Plan.

### **Power Outage**

In the event of a power outage, staff shall:

- ◆ turn off all appliances and computers;

Call the Public Works Department to obtain a generator if necessary.

### **Delegation of Authority**

In the event of an emergency, the Department Head shall make all decisions regarding departmental operations. If he/she is not available to make decisions, full authority transfers to the Assistant Department Head. 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 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, police department or CAO's office 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.



## 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.

Functions	Another County	Another Government Agency	Can This Function be Performed Manually?	Notes / Manual Process
Non-Confidential Marriage Licenses/Certificates (NCML)	X		Yes	Can be obtained in any CA county; Review for Completeness; Date Stamp
Non-Confidential Marriage Ceremonies	X		n/a	Deputy Commissioner of Marriages can perform ceremonies off site;
Confidential Marriage Licenses/Certificates (CML)			Yes	Review for Completeness; Date Stamp
Confidential Marriage Ceremonies			n/a	Deputy Commissioner of Marriages can perform ceremonies off site;
Issue <b>Duplicate</b> NCML and certified CML Certificates			Yes	CML can be typed or handwritten if no power is expected
CEQA Filings			Yes	Must be issued in county of project; Review for Completeness; Date Stamp
Fictitious Business Names			Yes	Review for Completeness; Date Stamp
FBN Searches			Yes/No	This is public record, contained in HalFile. Advise public that the search function is temporarily down. If no power, no way to search until power is restored. A search could be conducted using the records we have available if necessary.
Voter Registration Affidavits			Yes	Date Stamp; Register online with the State.
Notary Public Bond			Yes	Review for Completeness; Date Stamp.
Legal Doc Asst			Yes	
Unlawful Detainer Asst			Yes	
Professional Photocopier			Yes	
Process Server			Yes	
Political Reform Act documents/County Disclosure Forms			Yes	Review for Completeness; Date Stamp.
Record Official Records			Yes	Review for Completeness; File Stamp
Record Birth, Death & Marriage Certificates			Yes	Review for Completeness
Issue Birth, Death and Marriage Certificates		X	Yes	The State of California can issue these certificates or copies can be made on a Xerox machine using the hard copy.

## **Conducting Elections During an Emergency**

*Note: Only the Governor can suspend election activity. See the SOS website 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
- ◆ Local TV stations
- ◆ Electronic bulletin boards at high schools or other businesses
- ◆ Office of Emergency Services
- ◆ Social media

### **Protection and Recovery of Vital and Other Records**

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
- ◆ Roster of active voters
- ◆ Cash and checks in cash drawer
- ◆ Historical documents
- ◆ Current pending applications
- ◆ Oaths, including oaths of elected officials
- ◆ Sample Ballots and ballots

Payroll, personnel, fiscal and contract information is generally maintained on the County's network. Assuming this system is functional, information 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. Tally and past election information is stored on a separate server.

### **Counted and Uncounted Ballots**

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

- ◆ All ballots, regardless of what state they are in (counted, not counted, sorted or not) should be secured in the election workroom if possible.
- ◆ Ballots may temporarily be at workstations and should also be secured.

If an emergency occurs that requires staff to remove ballots from the building, staff shall tape the boxes, or bins and move them to the new location.

If they cannot be moved from the building, ballots will be placed in the Election Workroom in the Clerk-Recorder Department.

Blank, unissued ballots should be left behind 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**

- ◆ Voters would 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**

Pursuant to Election Code 12313, (a) If any member of a precinct board does not appear at the opening of the polls on the morning of an election, those voters present, including members of the board, shall appoint a voter to fill the vacancy. If none of the members appointed appears at that time, the voters of the precinct present at that time may appoint a board.

### **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 receive voters.

### **Electronic Voting Machines Not Operational (due to power outage or other problem)**

All electronic voting machines have battery backups that will allow the machine to continue running for up to eight hours. If the battery backup is depleted, voters can always cast a paper ballot, regardless of whether the voter can feed their ballot into the machines. If they are unable to feed their ballots into the machines, the voter can drop their marked paper ballot into the locked slot at the back of the voting machine to be scanned/counted later at the central counting location.

# **SECTION 6: Implementation and Maintenance**

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## **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

Once all employees are accounted for, any authorities on site will be notified. If a team member is not accounted for authorities shall be notified immediately. The Department Head will inform staff of the status and possibility for re-entry.

## **What to Take 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:

- ◆ Ballots (Voted first, all others second)
- ◆ Servers
- ◆ Cash and checks from cash drawer
- ◆ Official Record microfilm
- ◆ Recorded Maps
- ◆ Bank Note paper
- ◆ Current, pending applications

## **Computer Security**

Staff should take time to safely shut down their computers. If there is no time to safely shut down desktop computers, staff should lock by using CTRL-ALT-DELETE. The reason for this is simply pushing the power button once may not be enough to break connection and shut it down completely. If there is no power, staff should wait for direction from the Information Technology Services about the best way to handle the computers; if they are not available, to prevent a power surge, unplug the power strips from the walls if there is time.

## **Fire Extinguishers, First Aid Kits, Flashlights, and Water**

The department is equipped with fire extinguishers and first aid kits.

**Continuity / Relocation Facilities**

Department: **County Clerk/Recorder**

**Continuity Facilities**

Current	County Clerk/Recorder 74 School Street, Annex I Bridgeport, CA 93517
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**Continuity Facility Criteria**

What you will immediately need at the relocation area.

# of Employees:	5
Pre-positioned equipment:	Telephones, photocopier, fax machine, PCs, laser printer, receipt printer, fire-proof safe, adding machines, standard office supplies, microfilm reader, scanner
Computer, Software and IT needs:	Access to EIMS, Election Servers/workstations, HalFile, DisclosureDocs, VitalChek, MS Office suite, Adobe Acrobat
Services & vendors needed	USPS mail service, UPS
Vital Records & supplies:	HR Files and staff contact list, Department Procedure Manuals, seals, embosser, file stamp, physical logs for environmental filings, process server filings, notary filings, applications to obtain birth, death and marriage records, marriage information booklet, specialized Bond paper for marriage licenses, bank note paper, envelopes, ink and labels for recording documents, voter registration cards, ballots, all election materials if during an election cycle, DRM, CRM, California Marriage License and Certificate Handbook, marriage packets including "Your Future Together" booklet, policies, procedures, banknote paper, marriage license paper, envelopes, department procedures manual, completed documents submitted by public, Official Records, Clerk Files
How will Vital Records and Equipment be transferred:	By staff