

EMERGENCY / SECURITY PLAN

TEHAMA COUNTY ELECTIONS
633 WASHINGTON ST., ROOM 17
RED BLUFF, CA
(530) 527-8190

CONSOLIDATED GENERAL ELECTION

NOVEMBER 3, 2020

Registrar of Voters
Assistant Registrar of Voters

Jennifer Vise

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TEHAMA COUNTY ELECTIONS
EMERGENCY INSTRUCTIONS FOR ELECTION DAY
(When safe notify the Secretary of State)

BOMB THREAT

1. Follow the Bomb Threat Procedure
2. Someone else call 911 from a different phone
3. Call Sheriff 529-7905 (dispatch) or 529-7950 / Red Bluff Police 527-3131 or 527-8282
4. Notify Administration of situation and that you are evacuating 527-4655
5. Notify all other departments in Building; Clerk & Recorder 527-3350, Clerk of the Board 527-3287 and Environmental Health 527-8020
6. Clear and secure voting area. [REDACTED]
7. Paste large note on front and back; "Danger, Do Not Enter" located in Badge drawer
8. Exit building with cell phone, red folder and flashlight.
9. [REDACTED] verify everyone has assembled (Jennifer)
10. Assign someone to prohibit anyone from entering building until emergency services arrives (Jennifer)

FIRE, SMOKE, ETC

1. Call 911; pull fire alarm located in Courthouse lobby.
2. Use extinguisher if possible.
3. Notify Administration of situation and that you are evacuating 527-4655
4. Notify all other departments in Building; Clerk & Recorder 527-3350, Clerk of the Board 527-3287 and Environmental Health 527-8020
5. Clear and secure voting area. [REDACTED]
6. Place large note on front and door; "Danger, Do Not Enter" (located in badge drawer)
7. Exit building with cell phone, red folder and flashlight.
8. [REDACTED] verify everyone has assembled (Jennifer)
9. Assign someone to prohibit anyone from entering building until emergency services arrives (Jennifer)

FLOOD

1. County Emergency System will notify Departments on instructions
2. During high waters be prepared to evacuate the County
3. Clear and secure voting area
4. [REDACTED]
5. Place large note on front and door; "Danger, Do Not Enter" (located in badge drawer)
6. Exit building with cell phone, red folder and flashlight.
7. Follow instructions from County Emergency System on direction to evacuate

POWER FAILURE

Use cell phones and flashlights if necessary

1. Call Apex (I.T.) [REDACTED]
2. Call Facilities Maintenance 527-4630

3. Call Sheriff's Dispatch 527-7905
4. [REDACTED]
5. Await power return or instructions for moving office to location with power
6. Notify DFM [REDACTED]
7. Notify Dominion [REDACTED]

TEHAMA COUNTY ELECTIONS
EMERGENCY INSTRUCTIONS FOR ELECTION DAY
(When safe notify the Secretary of State)

ACTIVE SHOOTER

Run, Hide, Fight

1. Run to the nearest safe exit and exit the building. Encourage others to leave with you. Do not stay if others will not leave. Call 911 when you are safe.
 - a. Go to corner of Oak Street and Jefferson Street; verify everyone has assembled (Jennifer)
 - b. Assign someone to prohibit anyone from entering building until emergency services arrives (Jennifer)
 - c. Notify Administration of situation and that you are evacuating 527-4655
2. Hide if you cannot run. Find place to hide. Turn off lights and lock doors. Silence your cell phone. Hide behind large objects if possible.
3. Fight if you cannot run or hide. Act to incapacitate shooter such as throwing large objects at person.

LIST OF EMERGENCY CONTACTS

911 - ACCIDENTS AND MEDICAL EMERGENCIES

LAW ENFORCEMENT

Tehama County Sheriff – 529-7905 (dispatch) Sheriff Hencratt – 529-7950
Red Bluff – 527-3131 (dispatch) Chief Sanders – 527-8282

CAO Bill Goodwin – 527-4655

ADMIN SERVICES DIRECTOR Dava Kohlman – 527-4655

FACILITIES MAINTENANCE

Russ Skelton – 527-4630 (office) or [REDACTED]

Bill – 527-4630 (office) or [REDACTED]

APEX INFORMATION TECHNOLOGY

David Bliss – [REDACTED]

DFM ASSOCIATES: Vendor for our Voter Registration

[REDACTED]

www.dfmassociates.com

Curt Fiedler [REDACTED]

Bruce Krockman – [REDACTED]

COUNTY COUNSEL

Richard Stout – 527-9252 (office)

Trisha Weber – 527-9252 (office)

SECRETARY OF STATE

(916) 657-2166

Alex Padilla [REDACTED] (916) 653-3214 (FAX)

DOMINION: Vendor for Ballot Counting

Sheree Noell --- [REDACTED]

Technical Support – Tuan Tran [REDACTED]

Backup – Jahnvi Tejomurtula [REDACTED]

CRM – Mary Cay Albert [REDACTED]

Implementation Manger [REDACTED]

TEHAMA COUNTY ELECTIONS

QUESTIONS FOR EMERGENCY PHONE CALL TO OFFICE

WHO IS CALLING?

NAME: _____

PHONE NUMBER: _____

IS CALLER SAFE? _____ IS CALLER A POLL WORKER? _____

WHAT IS THE EMERGENCY?

ACCIDENT? _____

MEDICAL? _____

BOMB THREAT, FIRE, FLOOD? _____

WHO HAS THE CALLER CONTACTED? 911 ___ SHERIFF ___ POLICE ___

WHERE IS THE POLLING PLACE? _____

WHAT IS PRECINCT # _____

ARE POLL WORKERS & VOTERS SAFE? _____

WHERE ARE THE CARTRIDGES/BALLOTS? _____

ARE CARTRIDGES/BALLOTS SECURE AND NOT IN ANY DANGER? _____

AT THIS POINT, A DECISION WILL HAVE TO BE MADE AND DIRECTION GIVEN TO CALLER.

POLLING PLACE MAY BE MOVED TO TEHAMA COUNTY ADMINISTRATION AT
727 OAK STREET

OR

SOME OTHER LOCATION DEPENDING ON EMERGENCY

TEHAMA COUNTY ELECTIONS
PROTOCOL FOR
EMERGENCIES AT POLLING PLACES

*****SAFETY OF POLL WORKERS & VOTERS THE FIRST PRIORITY*****

_____ Call 911

_____ Halt all voting immediately and give these instructions to the inspector:

_____ Remove the **Index Roster**, the **sealed ballot box** (all **absentee, provisional ballots**) and **unused ballots** for transport to a safe location. Ballots must always be accompanied by 2 persons (Inspector and 1 Clerk)

_____ Turn power off on ICE Unit by clicking on the shut down button at the top of the screen and laying the screen flat upon the machine. **DO NOT CLOSE THE POLLS!** Remove both the CF 1 and CF2 cards and take them with you. When you are able to reopen the polls re-insert both cards and turn power back on.

_____ Call Elections Office (530) 527-8190 or (530) 527-8191 or (530) 527-0454 to report emergency and receive instructions.

If unable to obtain instructions return all ballots (voted and unused) and results Cartridge to the Elections Office at 633 Washington Street, Red Bluff

If unable to return ballots to Elections office, the Inspector and 1 Clerk should take ballots with them to a secure place

If need to close polling place (possible school lockdown, etc.)

1. Post sign “vacated and moved to _____”

TEHAMA COUNTY ELECTIONS

PROCEDURES FOR MOVING

ELECTIONS OFFICE

Designated location: Tehama County Administration at 727 Oak Street, Red Bluff.

1. **Election Staff** would contact Tehama County Sheriff Dave Hencratt to request protection for move. Call 529-7950
2. **Election Staff** would move the ballots to 727 Oak Street, with **Law Enforcement** protecting the ballots as they are moved.
3. **Election Staff** would move the computers, ballot counters, etc.
4. **Facilities Staff** would move the computers, ballot counters and other necessary office equipment and supplies to the designated location.
5. **Election Staff along with Dominion and I.T.** would then also be responsible to reconnect the computers, ballot counters, etc.
6. **Elections Department** would then make an some type of announcement to inform the public/voters know where they can now reach us. Radio, Twitter feed,etc.

ELECTION DAY OFFICE SECURITY

OUTSIDE:

Security provided by Facilities Maintenance, Sheriff Deputies and Election Staff. Only **staff** and **observers** on the approved list are allowed into driveway under the Courthouse.

INSIDE:

OFFICE AREA

Reception/Voting Area – Open to the Public from 7:00 a.m. until votes counted. There is 1 door to access area. It is locked from 5:00 pm to 8:00 am, except for Election night.

Staff Working Area – There are two doors to enter staff area from outside. One door is on the west side and one on the east side. Both require a code for keypad entry. **Only Election Staff and personnel authorized by the Registrar may enter area.** All entering area (except for staff) are required to sign in at counter and have photo identification. Visitors will be given a badge which must be displayed.

Note: There are phones available throughout office.

Ballot Room -- Locked at all times with a required code for keypad entry to gain entrance. Only designated staff members have code. One person is never alone with ballots.

ICE Room – Requires a key to enter. There are 2 exit doors and no windows in the room. Only staff may enter except for during Logic & Accuracy testing.

Tabulation Room – Only entrance is through 3 locked doors. Two of the doors require code for keypad entry. Sign in sheet, must sign in & out.

ELECTRONIC VOTING EQUIPMENT INFORMATION

ICE UNITS

All ICE Units are tested before each election, and then programmed. Once ICE units are programmed, they are strapped and sealed. The strapping seal and subsequent seals are verified and logged on the Seals Security Log on Election Day. If any seals are broken or do not match the Seals Security Log, the ICE Unit is not used for that Election.

ELECTRONIC VOTING EQUIPMENT SECURITY INFORMATION

1. Each individual ICE Unit is sealed with multiple tamper-evident seals immediately after testing and programming.
2. All ICE Unit serial numbers and seals are recorded and tracked to maintain an accurate and secure chain of custody.
3. Serial numbers are verified on Election Morning prior to ICE Units being put into service.
4. No ICE Unit with a missing, damaged or mismatched seal will be put into service.