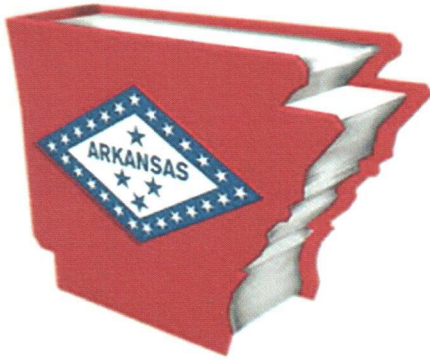


# GARLAND COUNTY BOARD OF ELECTION COMMISSIONERS

## CONTINUITY OF OPERATIONS PLAN for ELECTIONS



Approved May 2017

  
Gene Haley, Chairman

  
Butch Davis, Commissioner

  
Ralph Edds, Commissioner

This plan is designed to direct responses to most anticipated situations that can potentially disrupt voting on Election Day. While it is not all encompassing, it is a “work in progress” and input for improvement is always welcome. A copy of this plan is included in each Garland County Election Commission (GCEC) Polling Site Reference Book and provided to the Secretary of State Election Division, and county officials.

Election law requires that the polls open at 7:30 a.m. on Election Day and close at 7:30 p.m. (*A.C.A. § 7-5-304*) Persons who have presented themselves for voting and who are in line at the polling place to vote when the polls close are permitted to vote. (*A.C.A. § 7-5-314(c)*) The ONLY exception occurs under court order extending the times. (*42 U.S.C.S.) (Secretary of State Arkansas Voter Rights - 2015)*

On Election Day, if a polling site is unable to operate due to natural or manmade emergencies, GCEC is responsible for providing alternate polling site(s) and means of voting. GCEC is allowed to change a precinct boundary or polling site within thirty (30) days of an election. (*A.C.A. § 7-5-101(a) (3) (B)*)

### **CONTACT INFORMATION**

<b>Emergency</b>	<b>Dial 911</b>
<b>Garland County Election Commission</b>	<b>501.622.3622</b>
Garland County Clerk and Voter Registrar	501.622.3610
Secretary of State Election Division	501.682.5070
State Board of Election Commissioners	501.682.1834
<b>Garland County Election Commissioners:</b>	
<b>Gene Haley, Chairman</b>	<b>501.276.2132</b>
<b>Butch Davis, Commissioner</b>	<b>501.620.0318</b>
<b>Ralph Edds, Commissioner</b>	<b>501.326.2747</b>
County Office of Emergency Management	501.767.3911
Garland County Sheriff Non-Emergency	501.622.3660
Hot Springs Police Department	501.321.6789
Entergy Power Outage Reporting	800.968.8243
CenterPoint Energy/ARKLA gas leak	800.992.7552

## **RESPONSIBILITIES**

The Garland County Election Commission is responsible for establishing, operating, provision of equipment, and materials at all polling sites in Garland County. This responsibility includes but is not limited to:

1. GCEC is responsible to ensure that voting continues in the event of a disaster.
2. GCEC is responsible for provision of back-up voter registration lists, electronic or hardcopy, and adequate election forms and supplies.
3. GCEC is responsible for notifying the County Clerk and Secretary of State Election Division about polling site changes.
4. GCEC is responsible for requesting that the Secretary of State Election Division provide media notification as soon as possible following the emergency relocation of a polling site.
5. GCEC is responsible for notifying municipal officials and Garland County officials when an election is to occur.
6. Chief Judges are responsible for taking prompt initial action in response to accidents or emergencies at the polls, notifying GCEC of the event, and making a written report to GCEC as soon as reasonably possible. The ability and willingness of discharging this responsibility is a condition of employment.
7. Chief Judges should anticipate and inform GCEC and Election Officials of the possibility of operating the poll past 7:30 p.m. to allow voters in line at 7:30 p.m. to vote. (*A.C.A. § 7-5-314(c)*)
8. The Chief Judge is responsible for posting the Evacuation Map at the polling site and bringing the evacuation plan to the attention of all Election Officials. When a polling site is evacuated, Election Officials will assemble in an area so designated on the evacuation plan map.
9. The Poll Sheriff is responsible to ensure that Election Officials have vacated the polling site and are in the specified safe area.
10. GCEC is responsible to hire and train a sufficient quantity of Election Officials to maintain all polls.
11. If a polling site is temporarily established outside an existing location, or relocated, the GCEC will make provisions to allow every voter to be able to vote.



### **DESIGNATED MEDIA CONTACT**

The GCEC Chairman is the designated media point of contact for other than routine Election Day questions. Election Officials will refer all questions from the media to the GCEC Chairman but cooperate and answer all questions from the police, fire, or emergency personnel.

### **EMERGENCY ASSISTANCE FOR POLLING SITE**

If there is a need for emergency assistance (ambulance, police, fire), the Chief Judge will **call “911”** then as soon as possible contact GCEC to report the incident. A written report from the Chief Judge will be submitted to GCEC including “who, what, when and where” the incident happened within 24 hours after the incident. If possible, include cell phone pictures of injuries and/or damages.

### **THREAT OR DISTURBANCE AT POLLING SITE**

If the safety of Election Officials, voters, or the orderly conduct of election business is threatened for any reason, Chief Judge is responsible to **call “911”** immediately and report the matter to the Election Commission. If a person inside the polling site becomes unruly or abusive, call GCEC. An Election Commissioner or other assistance will be dispatched. **Call “911”** if the person becomes threatening.

### **EMERGENCIES AT POLLING SITE**

#### ***BOMB THREAT***

If a bomb threat occurs the Secretary of State will notify GCEC. GCEC will notify Chief Judges and dispatch instructions provided by the Secretary of State. If the bomb threat is apparent at the polling site before or after being notified by GCEC or the Secretary of State, **call “911”**. After **calling “911”** evacuate the building and notify GCEC as soon as possible. Re-enter when cleared to do so by emergency officials and continue voting. **(See posted Evacuation Map)**

If the bomb threat occurs during ballot counting, follow the instructions of emergency officials. If possible, without endangering Election Officials or the public, secure election materials. Election Officials waiting to turn-in election materials will be directed to an alternate location where materials will be received and secured. **(See posted Evacuation Map)**

#### ***FIRE***

The Chief Judge is responsible for assuring that all Election Officials are aware of the location of fire extinguishers in the building. If a fire occurs, **call “911”** and report the fire. Use a fire extinguisher to extinguish the fire if practical. Otherwise, evacuate the building. In any event, immediately notify GCEC and persons in authority at the building, if possible. If necessary, the polling site will be relocated. **(Follow procedures at the end of this document for relocating procedures.)**

### ***GAS LEAK AT POLLING SITE***

If there is a gas odor, immediately evacuate the building then **call “911”** and call GCEC. GCEC will notify building landlord. If voting cannot be resumed before 7:30 p.m., GCEC will relocate the polling site. **(Follow procedures at the end of this document for relocating procedures.)**

### ***POWER OUTAGE***

Promptly report a power outage to Entergy by calling 800.968.8243. Use the flash light provided by GCEC to help maintain order and safety.

### ***TORNADO WARNING***

Identify the shelter location as posted on the Evacuation Map. If sirens or other warnings indicate a tornado is in your area, discontinue voting to ensure the safety of Election Officials and voters. The Chief Judge will notify GCEC that the poll is closing and Election Officials are going to the appointed shelter. Resume voting activity once it is safe and notify GCEC. Note the time voting was discontinued and voting resumed.

### ***SNOW/ICE STORM***

If inclement weather is forecast before the polls are open, GCEC will notify each Chief Judge during the evening prior to the election and discuss the inclement weather plan. The Chief Judge will call each Election Official assigned to work at the poll and inform them of the plan.

After polls are open, voting will continue until the required closing time. At closing time, the Chief Judge will notify GCEC if conditions prevent transporting materials to the ballot counting location.

### ***POLLING SITE DESTRUCTION***

If a polling site is destroyed prior to Election Day, it will be reopened on-site in a temporary facility, weather permitting. The new location and method of voting will depend on circumstances and conditions. If multiple polling sites are destroyed, a single “super polling site” will be established in the closest suitable central facility.

GCEC will request assistance from the Secretary of State Election Division to ensure comprehensive media notification informing voters about the new location of polling site(s). If the destruction occurs prior to Election Day, GCEC will ensure all affected Election Officials are informed about the location change.

If a polling site is destroyed during voting, uninjured Election Officials may be asked to transfer to a new location. After being accounted for, uninjured Election Officials will proceed to the new location using their private vehicles, if possible. If personal transportation is not practical or available, GCEC will arrange transportation. If the voter precinct registration books, forms, and materials are recovered, these items will be transported to the new location by Election Officials. If electronic back-up is available, GCEC will deliver the same to the new polling site. If not, GCEC will request the County Clerk to print new Voter Registration Books as a priority. Forms and supplies will be dispatched from GCEC.