



ELECTION EMERGENCY PREPAREDNESS WORK GROUP AGENDA  
MARCH 7, 2019 1:00 PM  
Town Offices, 50 Billerica Road  
Chelmsford, MA 01824  
Dennis Ready Meeting Room 204

1. DISCUSSION - CURRENT ELECTION EMERGENCY RESPONSE

Documents:

[CHELMSFORD-POLLING PLACE EVACUATION GUIDELINES.PDF](#)

2. REVIEW - DRAFT EMERGENCY & DISASTER CONTINGENCY PLANNING DOCUMENT
3. DISCUSSION - LEVELS OF EMERGENCIES & RESPONSES
4. DISCUSSION - ALTERNATE POLLING LOCATIONS
5. DISCUSSION - MEETING SCHEDULE & TIMELINE

Chelmsford, Massachusetts

# POLLING PLACE EVACUATION GUIDELINES

Issued October 23, 2012 Updated February 22, 2018

In the event of an evacuation at a polling location for any period of time, the following procedures should be followed *IF CIRCUMSTANCES ALLOW*.

**SAFETY OF VOTERS AND POLLWORKERS IS THE TOP PRIORITY.**

**BALLOTS BEING USED BY THE VOTER:** All ballots must be accounted for and secured prior to leaving the building.

- DO NOT permit voters to remove ballots from the polling place.

If voters were in the process of voting, place the ballots in the spoiled ballot envelope and **record the names of the voters on the back of that envelope.** When you re-enter the polling place, give the voters who were voting at the time of the evacuation new ballots, using the spoiled ballot envelope as a guide to check off the voter's name. Remove all ballots from the spoiled ballot envelope and mark them "Spoiled" and return to the envelope.

**VOTING LISTS AND UNUSED BALLOTS:** The voting lists and all unused ballots must be secured before leaving the building.

- DO NOT leave unused ballots unattended during an evacuation.

Place all unused ballots, all voting lists and the spoiled ballot envelope into the blue plastic transfer boxes. **In the presence of the Police Officer SECURE** the boxes with the provided yellow numbered security tags. **Take the blue plastic transfer boxes. The blue plastic transfer boxes should remain with two election officials at all times as designated by the Warden. If you have cardboard boxes, please tape the boxes using the yellow duct tape.**

When re-entering the polling place retrieve the items. **In the presence of the Police Officer,** remove the yellow numbered security tags from the blue plastic transfer boxes.

## POLLING PLACE EVACUATION GUIDELINES (CONTINUED)

**VOTING EQUIPMENT:** The voting equipment itself must be secured.

- Wardens should
  1. Unplug the voting machine from the electrical outlet.
  2. Unlock the foot-step break on each wheel on the black voting box with the ballot counter.
  3. Roll the entire unit out of the polling place during evacuation.
  4. The machine should remain with two election officials at all times as designated by the Warden.
  5. No ballots should be cast in the voting machine until voting resumes as directed by the Warden.

When re-entering the polling place, re-position the ballot box, set the foot-step wheel brakes and plug the unit into the electrical outlet.

**RECORD:** As with all happenings, the Clerk should note the reason, time, and duration of the evacuation in the Clerks Report.

VOTERS MAY CAST AN ABSENTEE BALLOT AT THE TOWN CLERK'S OFFICE DURING THE TIME THE POLLING PLACE IS EVACUATED. Note on the application, the reason for voting in the office.

LASTLY, be sure that everyone has left the polling area – the Police, Warden, and Clerk should be the last to leave.

Thank you.

  
Patricia E. Dzuris, Town Clerk

Copy:

Police Department  
Fire Department  
Town Manager  
School Superintendent  
Town Clerk Personnel  
Warden's Binder