



Town of Chelmsford

Election Contingency Plan



I. INTRODUCTION

A. PURPOSE

The purpose of the Town of Chelmsford Election Contingency Plan (ECP) is to address relocation of election polling locations in the event of an emergency.

B. SCOPE

The plan establishes:

- procedures for alerting, notifying, activating and deploying
- identifying essential functions
- identifying alternate facilities
- resources required

C. POLICY

- The Chief Election Officer (Town Clerk) is responsible for the annual review and update of this plan.
- The Chief Election Officer (Town Clerk) is responsible for scheduling and conducting periodic tests, training, and exercises of the ECP.

D. VULNERABILITY ASSESSMENT

The changing threat environment and recent emergencies, including localized acts of nature, accidents, technological emergencies and terrorist attack-related incidents, have increased the need for the ECP.

II. OPERATIONS

A. OBJECTIVES

The objective of the ECP is to ensure continued operations of the election process across a wide range of emergencies.

The objectives of the plan include:

- Identify plans and procedures specific to the election that will ensure the continuity of the election in the event of an emergency.
- Establish lines of succession and delegation of authority within the Chief Election Officer by position.
- Identify an alternate facility with sufficient space, logistical support and proper security.
- Plan for protection and movement of all election materials and personnel.
- Plan for alternate means of communication
- Assure compliance with all legal and statutory requirements.

B. ECP EXECUTION

Activation of the ECP plan and/or relocation of the primary facility will be initiated any time the election facility is unavailable as a result of an event or credible threat and operations must shift to an alternate location.

1. Town of Chelmsford Chief Election Officer Essential Staff

The following personnel working for Chief Election Officer are considered to be key personnel:

- Chief Election Officer, Town Clerk
- Assistant Town Clerk or designee
- Precinct Wardens
- Precinct Clerks

2. Alternate Facilities

The Chief Election Officer has designated alternate operating facilities as part of the ECP, and prepared their personnel for the possibility of unannounced relocation of essential functions to these facilities. The determination of the alternate facility will be made at the time of the activation and will be based on incident, threat, risk assessments and time frame for execution.

The alternate McCarthy facilities are -

Primary: Town Hall
50 Billerica Road

Secondary: Department of Public Works
9 Alpha Road

The alternate Senior Center facilities are -

Primary: McCarthy Middle School
250 North Rd

Secondary: Town Hall
50 Billerica Road

Alternate facilities will be reviewed annually to ensure adequacy.

3. Essential Functions

The Chief Election Officer has identified mission essential functions and they are listed in priority order in Table 1.

4. Warning Conditions

Activation of the ECP can happen with or without warning. It is expected that the Chief Election Officer will receive a warning of at least a few hours prior to most events. This will help enable full execution of the ECP plan with a complete and orderly alert and notification of the key personnel and relocation of resources.

III. RESPONSIBILITIES AND PROCEDURES

A. EMERGENCY RESPONSE TEAM PROCEDURES

The Chief Election Officer will include responsibilities and duties to be performed and delegated during ECP plan activation.

- Chief Election Officer

The Chief Election Officer would deem the Elections ECP plan active in coordination with the Secretary of State's Office, Elections Division and the Town Public Safety Departments.

POLLING PLACE EVACUATION GUIDELINES

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 plastic transfer boxes. **The plastic transfer boxes should remain with two election officials at all times as designated by the Warden.**

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

VOTING EQUIPMENT: The voting equipment itself must be secured.

- Wardens should
 1. Unplug the voting machine from the electrical outlet.
 2. Secure and lock ballot box cover over tabulator.
 3. Unlock the foot-step break on each wheel on the black voting box with the ballot counter.
 4. Roll the entire unit out of the polling place during evacuation.
 5. The machine should remain with two election officials at all times as designated by the Warden.
 6. 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.

TABLE 1: FULL EVACUATION PLAN

Follow all Emergency Response Procedures as stated above. Prepare to move all equipment and materials to alternate polling location. Set up precincts at alternate polling location based on **layouts in Tables 2, 3 & 4**

#	ESSENTIAL FUNCTION	LOCATION	ALTERNATE FACILITY	TRANSPORT MEANS	TRANSPORT PERSONNEL
1	Secure ballot tabulators and boxes	McCarthy / Senior Center	Town Offices / McCarthy / DPW	Police van	Police & Election official
2	Secure voted ballots & spoiled ballots	McCarthy / Senior Center	Town Offices / McCarthy / DPW	Police van	Police & Election official
3	Secure unvoted ballots	McCarthy / Senior Center	Town Offices / McCarthy / DPW	Police van	Police & Election Official
4	Warden's crates & voter lists	McCarthy / Senior Center	Town Offices / McCarthy / DPW	Police van	Police & Election Official
5	Voting booths, tables & supply crates	McCarthy / Senior Center	Town Offices / McCarthy / DPW	DPW	DPW

B. PERSONNEL COORDINATION

The Chief Election Officer will utilize existing call-out procedures (telephone, media, web pages, Code Red) to notify all essential staff of the need to come in to work at the primary or alternate facility location (s).

C. BOARD OF REGISTRARS

Assure compliance with all legal and statutory requirements.

ELECTION EMERGENCY CONTACT NUMBERS

Cell -
DNP

<u>POLICE & FIRE</u>		911	NON-EMERGENCY	978-256-2521	
			Chief Spinney	[REDACTED]	cell
			Chief Ryan	978-250-5266	
			Lt. Colin Spence	[REDACTED]	cell
<u>TOWN CLERK'S OFFICE</u>					
Tricia	Dzuris		Town Clerk	[REDACTED]	cell
MaryLou	Carney		Assistant Town Clerk	[REDACTED]	cell
Jennifer	Almeida		Voter Registration Coordinator	978-250-5205 x3376	
Nancy	Sousa		Town Clerk Administrative Asst.	978-250-5205 x3373	
<u>REGISTRARS</u>					
Curtis	Barton			[REDACTED]	cell
Tom	Fall			[REDACTED]	cell
Jim	Lane			[REDACTED]	cell
<u>ELECTIONS DIVISION</u>					
Michelle	Tassinari	1-800-462-8683		617-727-2828 X3205	
<u>LHS Associates</u>					
Brenda	Merritt	LHS		978-682-0777 603-479-4083 978-651-2511	cell direct

MUNICIPAL SERVICES

Gary	Persichetti	DPW Director	[REDACTED]	cell
Ferreira	Larry	DPW - Highway Div.	[REDACTED]	cell
Dave	Tyler	DPW - Highway Div.	[REDACTED]	cell
Kathleen	Canavan	Town Facilities Manager	[REDACTED]	cell
Dan	Morin	Senior Center/Town Offices	[REDACTED]	cell
Don	Morin	assist with signs on Election Day	[REDACTED]	cell
Jay	Lang	School Superintendent	978-251-5100 x 6916	
Kurt	McPhee	Principal - McCarthy	978-251-5122	
Brian	Curley	Director of Facility Services	978-251-5100 x 6935	
Pedro (Gaby)	Arias	Custodian McCarthy- 5AM to 5PM	[REDACTED]	cell
Deb	Siriani	Director - Senior Center	978-251-0533	

Elections Personnel

STAFF LISTING

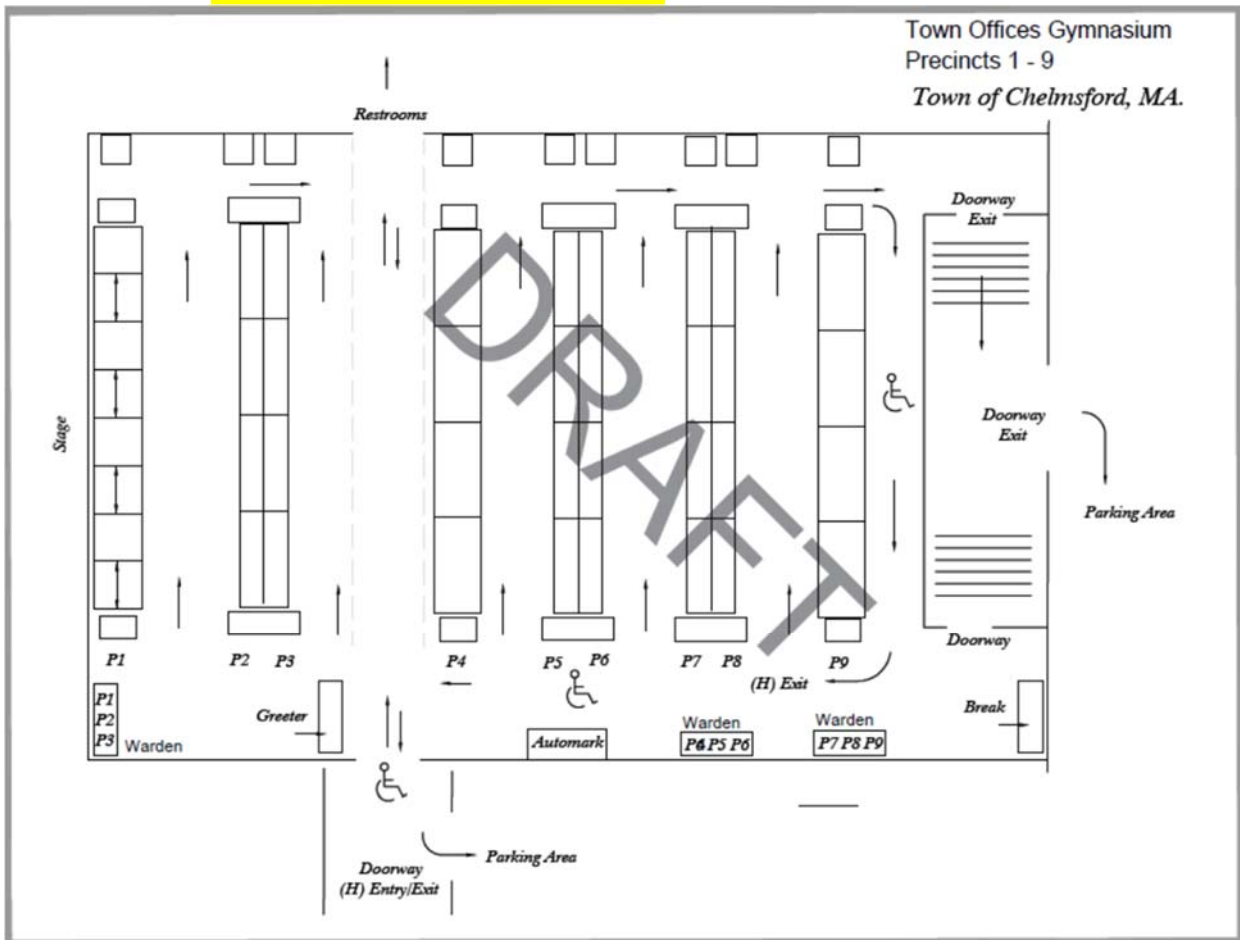
Title	Precinct	First Name	Last Name	Address	Phone	Work / Mobile	Email
Warden	1	Anne	Dumke	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Warden	2	Helen	Blasioli	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Warden	2	Sheila	Gilet	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Warden	3	Michelle	Lambert	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Warden	3	Sandra	Wilcox	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Warden	4	Janice	Villanucci	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Warden	5	Clare	Jeannotte	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Warden	6	Richard	Byam	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Warden	7	Victor	Niedzwiecki	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Warden	8	Katherine	Duffett	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Warden	8	Evelyn	Heinrich	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Warden	9	Dina	Morrison	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Deputy Warden		Christopher	Borden	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Deputy Warden		Constance	Mead	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Clerk	1	Julie	Barlas	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Clerk	2	Skerry	Moir	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Clerk	3	Ruth	Monahan	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Clerk	4	Dorothy	Mulligan	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Clerk	4	Jorg	Wetzel	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Clerk	5	Mary	Frantz	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Clerk	6	Helen	Manahan	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Clerk	7	Edward	O'Brien	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Clerk	8	Ann Marie	Luhrs	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Clerk	8	Jeremiah	Mead	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Clerk	9	Kurt	Heinrich	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

IV. PHASE II: ALTERNATE OPERATIONS

A. ESTABLISHMENT OF CONTINUITY

Once key personnel arrive at the alternate facility, voting equipment will be tested to ensure serviceability and functionality for the required purpose. Any problems or deficiencies will be reported to Chief Election Officer for resolution.

INSERT TABLES 2, 3 & 4 WITH DIAGRAMS OF ALTERNATE POLLING LOCATION SET UPS



B. AFTER ACTION REVIEW AND REMEDIAL ACTION PLANS

The ECP plan is a living document. In order for it to remain viable and pertinent periodic review and testing is required. At a minimum the ECP plan will be oriented to all employees upon adoption and a review conducted annually thereafter.

After every activation of the ECP plan, whether for a real event or an exercise, an after action review of the process will be conducted with impacted staff. The purpose of this review is to ensure that the procedures outlined in the plan were followed and are still applicable. Or alternatively if the procedures were not used, why, and should the plan be revised to include the actual procedures utilized?

DOCUMENT UPDATE RECORD

CHANGE NO: N/A

Creation of Continuity of Operations Plan (ECP) – NOVEMBER 1, 2019, ADOPTED BY A UNANIMOUS VOTE OF THE BOARD OF REGISTRARS ON MARCH 16, 2020

DESCRIPTION OF CHANGE (indicate affected sections, pages, paragraphs):

Modification Made By:

Name: _____

Title: _____

Effective Date: _____

Initials: _____

CHIEF ELECTION OFFICER' REVIEW AND APPROVAL:

Date: _____

Chief Election Officer' Signature

CERTIFICATION OF UPDATE TO CONTINUITY OF OPERATIONS PLAN (ECP) DOCUMENT:

Date: _____

Chief Election Officer' Signature