

IN THE CASE OF AN EMERGENCY

Try to remain as calm as possible, but move swiftly.

1. Make sure voters are in a safe place. Call our office to determine whether or not to vacate the polling location (if flooding).
2. **Immediately vacate the polling place, if there is a fire!**
3. Move election workers and voters to safety away from danger.
4. In any of the incidents listed above, and if time permits, grab the poll book and ballots (only if time permits).
5. If time permits, grab the Express Vote (only if time permits). Don't worry about the case or headphones.
6. Delegate duties to election workers: In the case of a flood or fire, immediately unplug any electrical units and extension cords from the wall outlet.

**Get to safety and call 911 immediately if you are in imminent danger!
Call our office to notify us about the incident!**

Incident Weather before driving to work:

1. Ensure all supplies, equipment, and signs are inside the vehicle and not on the back of a truck.
2. When unloading or loading, move as swiftly and safely as possible to ensure your safety and the protection of supplies and equipment.

Unsafe to Travel: Ice, sleet, snow

1. Call the office to get an update on whether travel is safe or not.
- In any case, Judge/Alternate, make decisions to keep everyone safe, including yourself, but never abandon the ship without all involved! Hopefully, you will not need this information!