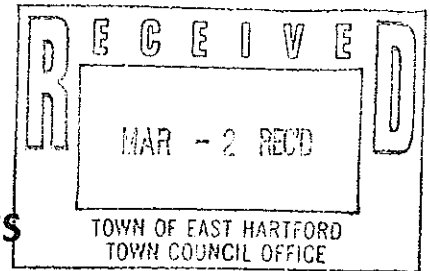


ELECTION DAY EMERGENCY PROCEDURES



Except for loss of power, the following procedures have been in effect for a number of years.

It is important to remember that in the case of emergencies, alarms or disorders the poll workers and the Registrars of Voters are subject to the orders of police, fire or other emergency personnel.

BALLOTS

To determine the number of ballots, including absentee ballots, to be ordered we first consider the voter turnout in past years for like elections. This estimate may be changed for unusual circumstances such as a particularly intense campaign or, in local elections, the presence of questions which engender increased voter attention. We then add 10 per cent to set the total number of ballots ordered.

A small number of ballots are kept in the Registrars' office to be used to photocopy additional ballots should a shortage develop for unanticipated reasons.

POLL WORKER SHORTAGE

A list of trained workers is maintained should a last minute shortage of workers develop due to illness, failure to appear or any other reason. A list of available Moderators is maintained for the same reason.

MACHINE MALFUNCTIONS

Each polling place has a several backup batteries for the scanners to be used in the event of a power failure. Each polling place also has a backup scanner if the original should malfunction.

POWER FAILURES AND EMERGENCIES

There are two elements to this section. First, a power or other problem at a single polling place. Second, a town-wide major disaster in which all or multiple polling places are affected.

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In the first instance each polling place will be assigned to an alternate fully operating polling place. All functions of the affected polling place will be moved to its alternate. The following pairings are in effect:

District 1 Norris School to District 2 Langford School.

District 2 Langford School to District 1 Norris School.

District 3 Mayberry School to District 2 Langford School.

District 4 Silver Lane School to District 5 Hockanum School

District 5 Hockanum School to District 4 Silver Lane School

District 6 Goodwin School to District 7 St. Christopher's Hall

District 7 St. Christopher's Hall to District 6 Goodwin School.

In the second instance (town wide failures) polling places will be moved to buildings which have generators for power. These sites are Town Hall, the Public Safety Complex and the High School. There will be more than one polling place at each emergency location. Voting Districts 1, 2 and 3 will be moved to the Public Safety Complex. Voting Districts 4 and 5 will be moved to Town Hall. Districts 6 and 7 will be moved to the High School.

Information spelling out these changes will be disseminated through TV and radio stations and posting on the town's web site.

When these proposals are finalized we will post a sign at each polling place in every election or primary advising voters where they should go in each instance. If possible to do safely a staff member will be posted at each affected polling place to provide real time information to voters.

DISORDER IN THE POLLING PLACE

In the event of a disorder that cannot be quickly resolved by the Moderator the Moderator is instructed to dial 911 for assistance, then call the Registrars. In no case should the Moderator or any other worker take any action that could place them in danger. Wait for police or fire personnel.

ALARMS

First, in any alarm situation the poll workers and Registrars will be subject to the control of emergency personnel (police and fire).

If a fire or other alarm is sounded the Moderators are instructed to see to the safety of voters and poll workers first.

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If possible to do without danger to personnel and only with the approval of first responders, poll workers are to safeguard and remove critical polling equipment and records. The Tabulator Tender should attempt to roll the tabulator out of the polling place or remove and carry out the scanner. The Ballot Clerk should attempt to bring outside all unused ballots. Checkers should bring their official lists with them. The Moderator and Assistant Registrars should safeguard or bring out with them all important materials in their areas.

None of these actions are to be taken if they pose the slightest danger to personnel.

Per: Registrars of Voters
Mary J. Mourey
Judith Shanahan