



REGISTRARS OF VOTERS

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MARLENE NAPOLITANO
Republican Registrar
JEFFREY WEISS
Deputy

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Democratic Registrar
ELIZABETH DEMATTEO
Deputy

EMERGENCY PLAN ***New Haven, CT***

All Polling Locations

Ballot Shortage

- ✚ Notify the Registrar of Voters **Before** you run out of ballots
- ✚ Call the office when opening the last package of ballots
- ✚ Ask Registrar of Voters if another polling location has the same ballots and ask if you can have some delivered to you
- ✚ Use paper ballots provided by the Registrar of Voters office and have each elector put in the auxiliary bin

Tabulator Malfunction

- ✚ If for any reason your tabulator malfunctions notify the Registrar of Voters immediately for a replacement. Allow voting to continue by having each elector place ballots in the auxiliary bin
- ✚ Be sure that the bar on the black box has been removed

IVS Machine

- ✚ If the IVS machine does not work contact the Registrar of Voters office to ask if it can be fixed or if a replacement is necessary and available
- ✚ Moderator ONLY may assist the elector in filling out the ballot

Evacuation

- ✚ Notify all those present that there is an emergency and have them leave the building
- ✚ Tell workers where to meet and take a headcount
- ✚ Secure ballots in the bag and tabulator box
- ✚ Notify the Registrar of Voters office
- ✚ If able to re-enter building notify workers and electors to continue the voting process
- ✚ If unable to re-enter find out from Registrar of Voters office where to continue voting

Medical Emergency

- ✚ Have someone call 9-1-1
- ✚ Stay Calm
- ✚ Electors in the process of casting their vote should proceed
- ✚ All other functions stop until medical help has arrived
- ✚ Do not attempt to move injured/ill person

Fire

- ✚ Evacuate building
- ✚ Have the ballot clerk secure ballots in a ballot bag and take the ballots with them
- ✚ If possible roll the tabulator out with you
- ✚ Contact Registrar of Voters Office

Gas Leak

- ✚ Evacuate the polling location alerting those inside not to use or touch anything so as not to cause an explosion
- ✚ Call 9-1-1 to report situation
- ✚ Contact Registrar of Voters office

Disruption at Polling Location

- ✚ In the event of threats of violence or rioting contact 9-1-1
- ✚ Follow instructions given by emergency personnel
- ✚ Contact Registrar of Voters office as soon as possible

The following will be provided for all Polling Locations- COVID-19

- ✚ Poll workers will be supplied with a sufficient amount of plastic face shields, face masks and gloves for the day (replaced daily, every couple hours, after breaks, etc.)
- ✚ Hand Sanitizer will be offered and available to electors upon entering the polling location. Hand Sanitizer will also be on hand for all Poll Workers to use throughout the day
- ✚ Hands must be completely dry before receiving a ballot
- ✚ Each elector will be given a ballot marker for their personal use
- ✚ Garbage containers for the disposal of gloves and hand sanitizer will be available to the elector after he/she has deposited their ballot in the tabulator
- ✚ Disinfecting wipes will be available to wipe down any high contact surfaces including all abletops, door handles, privacy booths, etc.
- ✚ Additional staff will be at each location to monitor the required six feet social distancing inside and outside the polling location