EMERGENCY PROCEDURES

POLLING PLACE EMERGENCY EVACUATION

1. ==Call the Board of Elections== **to inform them of all that has happened as soon as a phone is available to you.**

2. The **Chairman+/OR an inspector** of your district polling site with an inspector from another party secures your voting machine by writing down the # of scanned ballots from the LCD screen of the scanner (bottom right) and keeps it with all voting supplies. The two inspectors then put the I-button onto the security pad and when the administrative menu appears they choose **POWER DOWN**. When the screen has gone black, unplug the voting system.

3. The **Chairman+/or inspector** will gather ePollbooks place in case, security envelopes for spoiled and un-scanned ballots and place them in the blue inspector bag. The Chairman+/or inspector must keep the inspector bag, **the Yellow Emergency Only Bag,** and machine keys and I-button **with him/her at all times.** Yellow Emergency Bag will contain: Emergency Ballots, Paper pollbook, Inactive Voter List, County wide street list and maps. This will allow the inspectors to continue running the Election.

4. When the all clear is sounded and you return to the polling site, the **Chairman** and an inspector from another party plugs the voting system back in and runs a **STATUS** report to verify the number of scanned ballots matches the number scanned before the evacuation. If the numbers match you may resume voting using the scanner.

5. If the scanner numbers DO NOT MATCH, check with the other inspectors and see if their scanner numbers match the scanned ballots and if they do send your voters with their voted ballots to that scanner.

6. If none of the scanner numbers match, use the EMERGENCY BALLOT box slot in the front of the district scanner to hold all voted ballots and call the BOE for further instructions as these votes will need to be counted at the end of the night.

7. For single machine districts-If numbers do not match, use the emergency ballot slot.

THESE RULES APPLY TO EMERGENCY EVACUATIONS ONLY AND ARE NOT TO BE USED FOR ANY OTHER REASON.

761-6456   761-6457   761-6458   761-6459

EMERGENCY BALLOTS

**If you are unable to use the ballot scanner,
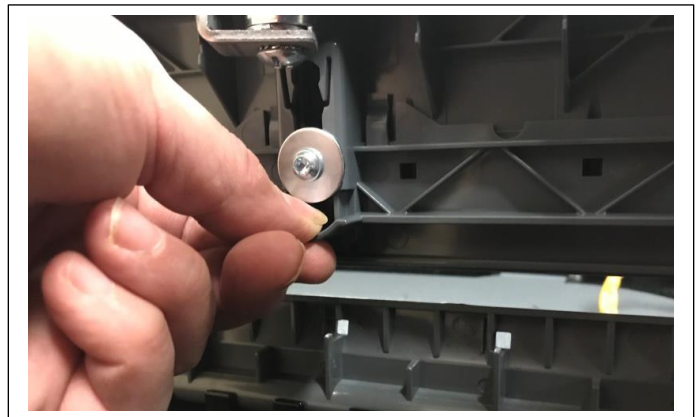call the Board of Elections at (518)761-6459**

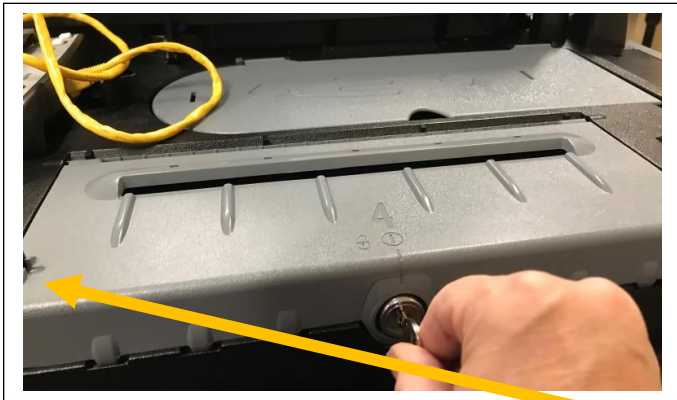When the Board of Elections directs you to open the Emergency Ballot slot-

Close the cover on the monitor,
Do not lay it down

Turn the ICE around so the
Emergency Ballot side of the
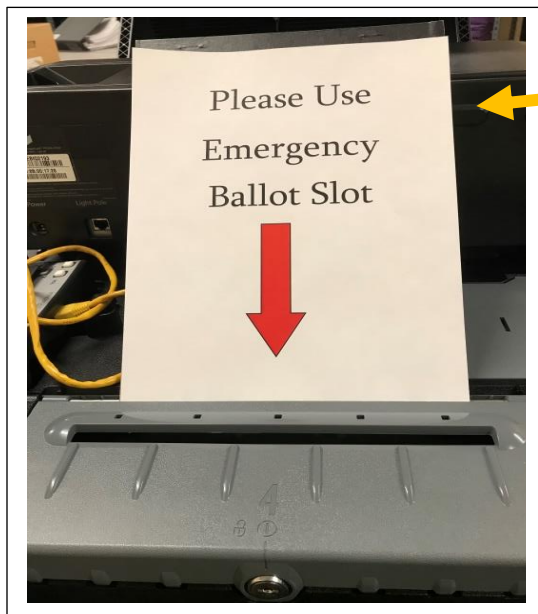machine is facing out

A bi-partisan team of Inspectors will unlock the Emergency Ballot Box with the key.

On the underside of the lid, push the lever up to open the Emergency Ballot Slot. Both Inspectors will confirm
the EB compartment is empty.

Close & lock the lid & place a RED string seal on either side of the lid. Seal will be in the back pocket of the Blue Inspector bag in an envelope marked emergency seals.

Sign will be found in the left-hand side of the Black Challenge Binder. Seal report is on the reverse side.

Place the sign above the Emergency Ballot Slot as shown.

Table Inspectors:
- Have the voter sign the poll book
- Give voter a ballot & a privacy folder
- Track how many Emergency Ballots Issued on a note pad. This will allow inspectors to be able to put a total ballot issued on the Emergency Ballot Report.

Machine Inspectors:
- The voter will vote the ballot & then drop it into the Emergency Ballot slot.
- When the machine techs have the ICE scanner working again remove RED seal place in White District Envelope. The Techs or a bi-partisan team of Inspectors may scan the Emergency Ballots.
- If ballots will not successfully scan place in the Orange un-scanned bag.
- Close & lock the Emergency Ballot Slot after you have scanned all ballots.