



MUNICIPAL EMERGENCY OPERATIONS PLAN FOR

THE TOWNSHIP OF CENTERVILLE

MANITOWOC COUNTY

SUPPLEMENT TO MANITOWOC COUNTY

EMERGENCY OPERATIONS PLAN

## **ACRONYMS**

CP	COMMAND POST
DNR	DEPARTMENT OF NATURAL RESOURCES
DEG	DIVISION OF EMERGENCY MANAGEMENT
EMS	EMERGENCY MEDICAL SERVICES
EOC	EMERGENCY OPERATIONS CENTER
EOP	EMERGENCY OPERATIONS PLAN
PIO	PUBLIC INFORMATION OFFICER
UDSR	UNIFORM DISASTER SITUATION REPORT

## EMERGENCY TELEPHONE NUMBERS

TOWN CHAIRPERSON:	BRIAN KRAEMER	(920) 901-3323
TOWN SUPERVISOR #1:	GERALD VOGEL	(920) 901-9117
TOWN SUPERVISOR #2:	MIKE BRUCKSCHEN	(920) 918-2820
Request for County Emergency Services		911
Police Department	Manitowoc County Sheriff Daniel Hartwig	(920) 683-4201
Fire Department	Cleveland Fire Department Non-Emergency	911 (920) 693-8234
Emergency Medical	Manitowoc Fire Dept. Ambulance Non-Emergency	911 (920) 686-6540
County EM Director	Travis Waack	(920) 683-4207 Work (920) 323-4207 Cell
WI Emergency Management East Central Regional Office - Fond du Lac		(920) 929-3730
WI Emergency Management - Madison 24-Hour Emergency Hot Line		(800) 943-0003
County Highway	Greg Grotegut	(920) 683-4353
Public Works	Gerald Neuser	(920) 683-4054
National Response Center		(800) 424-8802
Soil & Water Dept.	Jerry Halverson	(920) 683-4183
Recycling/Compost	Materials Recovery Facility (MRF)	(920) 683-4333

Animal Disposal:

Sandy Bay Mink Ranch		(920) 755-2834
Lakeshore Humane Society		(920) 684-5401
Animal Shelter:		
Lakeshore Humane Society		(920) 684-5401
Disaster Support:		
American Red Cross	(Manitowoc)	(920) 457-7739
	(Sheboygan)	(920) 457-7739
Salvation Army	(Manitowoc)	(920) 684-7117
	(Sheboygan)	(920) 458-3723
Lakeshore Technical College	(Jason Ebert)	(920) 693-1732
	(Cell)	(262) 483-9497
County Coroner		(920) 683-4008
Pumping and Hauling (Port-A-Potty):		
B & M Waste Haulers		(920) 758-3400
Maritime Liquid Waste Transport		(920) 684-3288
Railroad:		
Canadian National RR		(715) 345-2461 Ext. 2465
Utilities:		
Electric	Wisconsin Public Service	
	(Customer Service & Electric Emergencies)	(800) 450-7240
	(Gas Emergencies)	(800) 450-7280
	WE Energies (Customer Service & Emergencies)	(800) 242-9137
Telephone	TDS Telecom	Cleveland (855) 220-2592

	NSight Teleservices	Newton	(920) 758-2211
		Two Rivers	(920) 553-2212
	US Cellular		(888) 944-9400
	Verizon		(800) 837-4966
	Diggers Hotline		811
Cable	Charter Spectrum		(888) 438-2427

Excavating Contractors:

	Ron Schmidt Excavating		(920) 693-3432
		Cell	(920)377-0495
	Bob Braun Excavating		(920) 758-3355.
		Cell	(920) 374-0902

Garages:

	Centerline Service		(920)207-0368
	Dassler Sales & Service Inc		(920) 693-8201
	Hi-Way 42 Garage		(920) 758-2222

Handicap Transportation:

	Brandt Buses		(920) 682-8823
	Holy Family Memorial Transport		(920) 683-2220

Media Services:

Radio	WCUB/WLTU		(920) 683-6800
	WLKN		(920) 663-8800
	WOMT-WQTC		(920) 682-0351
	WHBL		(920) 458-2105
Television	WBAY (2)		(920) 432-3331
	WFRV (5)		(920) 437-5411
	WLUK (11)		(920) 494-8711
	WGBA (26)		(920) 733-3232

For more Emergency Phone Numbers, please refer to the attached sheet.

**ALTERING LIST  
EMERGENCY OPERATIONS CENTER (EOC)**

Town Board Chairperson:	Brian Kraemer (920) 693-8935 (920) 901-3323 cell
Supervisor #1:	Gerald Vogel (920) 901-9117
Supervisor #2:	Mike Bruckschen (920)693-3211 (920) 918-2820 cell
Clerk:	Paulette Vogt (920) 758-2720
Treasurer:	Cynthia Kraemer (920) 693-8935
Assessor:	Fair Market Assessments (920) 468-9698
Constable:	Ian Quinn (920) 693-8137
Other Contacts:	
Dairy Operations:	(vacant) (920) 683-4168
Agronomy/Crops:	Country Visions (920) 775-4145

A. PURPOSE:

This municipal plan has been developed to provide procedures for the Town of Centerville to respond to various types of large-scale emergencies or disasters that affect the community. This plan is a supplement to the Manitowoc County Emergency Operations Plan.

B. SITUATION AND ASSUMPTION:

Several types of hazards pose a threat to the lives, property or environment in Manitowoc County. These hazards are outlined in the Manitowoc County Hazard Analysis. A copy of the analysis is located in the County Emergency Management Office.

C. CONCEPT OF OPERATIONS:

Township officials have primary responsibility for disasters that take place in the township. Emergency services agencies respond and establish incident command according to standard procedures. Municipal Officers act in support of the response coordinating resources as needed.

It is important that local government administration be represented at a location where they are accessible for information and decisions that relate to the overall response.

**SUGGESTED ACTIONS INCLUDE:**

The town chairperson (or board member if the town chairperson is not available) will be advised of the event and arrangements will be made to establish an emergency operations center for the event using a pre-designated location. Staff will be contacted by the board chairperson, as appropriated. (Expense records need to be tracked for quick damage assessment if a federal disaster declaration is required. A phone needs to be available with someone answering for communications. Someone may need to work with the press . . . etc.)

Information on the size and impact of the event will be assessed.

If necessary, the Chairperson declares a local state of emergency and notifies the County Emergency Management Director of this action.

The chairperson will forward the local state of emergency declaration to the County Emergency Management Office.

A command post or emergency operations center will be established at:

**Location:**     **Lakeshore Technical College**   **(920) 693-1731**  
                  **1290 North Avenue**  
                  **Cleveland, WI 53015**

**OR**

**Cleveland Fire Department**   **(920) 693-8234**  
**1274 W. Washington St.**  
**Cleveland, WI 53015**

**Contact Person:** LTC (Bryan Koeser), Cleveland Fire Department (Tony Meyer)

Notify the public of the situation and appropriate actions to take.

Keep county officials informed of the situation and actions taken.

If municipal resources become exhausted or if special resources are required, request county assistance through the County Emergency Management Director.

**THE COUNTY WILL DO THE FOLLOWING:**

- A.     Activate the County EOC.
- B.     Implement the County EOP.
- C.     Assist in the location of additional resources.
- D.     Coordinate County resources with municipal resources.
- E.     Notify Wisconsin Emergency Management (WEM), East Central Regional Director.
- F.     Forward Uniform Damage Situation Report (UDSR) forms.
- G.     Assist the municipality with prioritizing and allocating resources.
- H.     Assist in obtaining resources for the State.

If municipal and county resources are exhausted, the County Emergency Management Director can request state assistance through the State DEM.



If State assistance is requested, the WEM Administrator, in conjunction with the Regional Director and County Emergency Management Director, assess the disaster or emergency situation and recommend that personnel, services, and equipment be made available for response, mitigation, or recovery.

After completing the assessment, the WEM Regional Director immediately notifies the State WEM Administrator.

The State Administrator of Emergency Management notifies the Governor and makes recommendations.

If state assistance is granted, procedures will be followed as stated in the Wisconsin EOP and the County EOP.

**D. ORGANIZATION:**

See the Emergency Operations Center Alerting List. This list also serves as line of succession.

**E. LEGAL BASIS:**

(See Attachment A)

**F. RESOURCE MANAGEMENT:**

Additional Support from Manitowoc County Departments may include:

1. Mutual Aid Reciprocal agreements
2. Support from private agencies/volunteer organizations
3. Support from State and Federal Agencies

Information and assistance in securing state or federal support may be obtained by contacting the County Emergency Management Director. Requests for National Guard assistance should be channeled through the County Emergency Management Director to the WEM Regional Director to the State WEM Administrator.

G. PLAN DEVELOPMENT AND MAINTENANCE:

The plan is maintained by the Town Chairperson or designee.

**Municipal Emergency Operations Plan for the Town of Centerville.**

\_\_\_\_\_  
Town Board Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date

**ATTACHMENT A**

**LEGAL BASIS**

**The legal basis for the development of this municipal plan is stated in the following documents.**

WISCONSIN STATUTE - 323 EMERGENCY MANAGEMENT

COUNTY ORDINANCES

MUTUAL AID AGREEMENTS

**ATTACHMENT B (EMERGENCY DECLARATION)**

**PROCLAMATION OF A STATE OF EMERGENCY**

WHEREAS, a disaster, namely \_\_\_\_\_ has struck the Town of Centerville;  
and

WHEREAS, because of such emergency conditions, the Town of Centerville is unable to meet with  
promptness; and

WHEREAS, the disaster has caused the Town of Centerville to expend or commit all of its available  
resources; and

WHEREAS, the Town of Centerville is asking for county assistance and requests the county to  
advise the State of Wisconsin of our emergency conditions;

NOW THEREFORE, as Chief Elected Official of the Town of Centerville, in testimony whereof I  
have hereunto set my hand and have caused the great seal of the Town of Centerville to be affixed.

Done at Lakeshore Technical College this \_\_\_\_\_ day of \_\_\_\_\_.  
20\_\_\_\_.

\_\_\_\_\_  
Town Chairman

SEAL

**ATTACHMENT C (STATE OF EMERGENCY CANCELLATION)**

**PROCLAMATION TO END THE STATE OF EMERGENCY**

WHEREAS, a disaster, namely \_\_\_\_\_ has struck the Town of Centerville;  
and

WHEREAS, because of such emergency conditions, the Town of Centerville Board met and declared  
a State of Emergency;

NOW THEREFORE, as Chief Elected Official of the Town of Centerville, I do hereby proclaim that  
a State of Emergency is no longer in effect as of the date of this proclamation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and have caused the great seal of the  
Town of Centerville to be affixed.

Done at Lakeshore Technical College this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

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Town Chairman

SEAL

**ATTACHMENT D (EMERGENCY CURFEW)**

**DECLARATION OF STATE OF EMERGENCY CURFEW**

Due to the severe damage caused by \_\_\_\_\_ and as Chief Elected Official of the Town of Centerville, I hereby declare that the Town of Centerville is under a State of Emergency.

By this statutory power provided to this office by the State of Wisconsin, I hereby also declare that the Town of Centerville is under a dusk-to-dawn curfew. This curfew shall last only as long as absolutely necessary to resolve the problems caused by this disaster.

By order of the Town of Centerville.

Done at Lakeshore Technical College this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Town Chairman

## EMERGENCY PHONE NUMBERS

ARSON HOTLINE	(800) 362-3005
AURORA MEDICAL CENTER	(920) 686-5237
BRANDT BUSES	(920) 682-8823
CHEM-TREX – CHEMICAL SPILLS	(800) 424-9300
CLEVELAND AUTO SALES & SALVAGE	(920) 726-4444
CLEVELAND FIRE STATION	(920) 693-8234
CLEVELAND FIRE (Tony Meyer - CHIEF)	(920) 905-1138
CLEVELAND ASST. FIRE CHIEFS—Cliff Henning Keith Grupe	(920) 782-0023 (920) 693-3434
COUNTRY VISIONS COOP	(800) 236-4047
EAGLE 3 HELICOPTER	(800) 557-1911
EXCAVATING      Ron Schmidt Excavating	(920) 693-3432
Bob Braun Excavating	(920) 758-3355
FIRE & WATER RESTORATION: Service Master	(920) 682-8668
FRANK’S RADIO	(920) 682-5989
HEATING (SCHUETTE’S HEATING)	(920) 726-4443
HOLY FAMILY HOSPITAL ER	(920) 320-2603
QUASIOUS EQUIPMENT	(800) 242-7556
GRAND RENTAL STATION	(920) 682-8721
MANITOWOC COUNTY DISPATCH CENTER (DIRECT LINE)	(920) 683-4201
MANITOWOC COUNTY EMERGENCY GOVERNMENT	(920) 683-4207
MANITOWOC COUNTY HIGHWAY DEPARTMENT	(920) 683-4345
PLUMBING (SCHNELL PLUMBING, INC.)	(920) 693-3409
POISON CENTER	(800) 815-8855
STATE EMERGENCY GOVERNMENT	(800) 943-0003
STATE FIRE MARSHALL	(608) 266-1671
STATE PATROL	(920) 929-3700
THEDA STAR HELICOPTER	(920) 729-2114
WATER RESCUE (COUNTY SEARCH TEAM)	911
WEATHER	(920) 682-8151
WISCONSIN DNR - MISHICOT	(920) 755-4983
WISCONSIN DNR - POINT BEACH	(920) 794-7480
WE ENERGIES 24 HOUR EMERGENCY .	(800) 662-4797
WISCONSIN PUBLIC SERVICE (EMERGENCY GAS & ELECTRIC) DIGGERS HOTLINE	(800) 450-7240 811

**RESOLUTION 1-2017**

**DESIGNATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)  
AS THE BASIS FOR ALL INCIDENT MANAGEMENT IN THE STATE**

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed by the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent, nationwide approach for Federal, State, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity;

WHEREAS, it is necessary and desirable that all Federal, State, local and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, to facilitate the most efficient and effective incident management, it is critical that Federal, State, local and tribal organizations utilize standardized terminology; standardized organizational structures; interoperable communications; consolidated action plans; unified command structures; uniform personnel qualification standards; uniform standards for planning, training and exercising; comprehensive resource management and designated incident facilities during emergencies or disasters;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the municipality's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety and streamline incident management processes.

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout Wisconsin, including current emergency management training programs.

NOW, THEREFORE, BE IT RESOLVED that the Town of Centerville hereby adopts the National Incident Management System (NIMS) as the municipal standard for incident management.

Updated: 10<sup>th</sup> Day of March 2016.

Signed: Brian Kraemer  
Town Chairman

Countersigned: Paulette Vogt  
Town Clerk



**ATTACHMENT E**  
**TOWN OF CENTERVILLE**  
**ELECTION DAY EMERGENCY CONTINGENCY PLAN**

**PURPOSE**

The purpose of an Election-Related Contingency Plan is to ensure that effective preparations are made by local election officials in order to maintain the integrity of the election process. This plan is to be utilized as a guideline which addresses how to prepare for, manage and mitigate, and recover from a sudden unexpected event that may disrupt the continuity of Election Day. Plans should be reviewed annually to maintain relevance and to keep election personnel current on emergency procedures.

**STANDARD ELECTION DAY PROCEDURES**

- On Election Day, all polling places open at 7:00 AM and all polls close at 8:00 PM.
- The election inspectors hold the responsibility for running the election. This includes checking in voters, answering questions, maintaining an orderly procession of the election process, and keeping accurate records of the proceedings of the day.
- Election inspectors should be familiar with voting equipment and should be able to troubleshoot tasks such as turning the machines on, printing zeros tapes, changing printer tapes, and casting a ballot.
- All irregular activities should be recorded on the GAB-104 Inspector's Statement.
- Following the close of the polls, the inspectors convene to publicly count the vote.
- Upon completion of the tally, the municipal clerk or an assigned inspector will call the results to the county clerk/school districts.
- All forms are to be filled out in their entirety and accurately. Election materials are to be received by the county clerk by 4:00 PM on the day after the election.

**GENERAL EMERGENCY RESPONSIBILITIES**

- Know where the primary and secondary exits are to the polling place facility.
- Locate the fire extinguishers within the facility and understand the proper usage procedure.
- Be knowledgeable of how to dial **911** from the telephones in your facility.
- Learn where to go in your facility in case of an emergency, severe weather or tornado.
- Have a specific point or location for all personnel to assemble, both inside and outside of the facility. The inside assembly point will be the election polling place room in the Wells Fargo Conference Room (WFCR) (L-261) at Lakeshore Technical College (LTC). The outside assembly area will be the Conference Parking Lot east of the Wells Fargo Conference Room at LTC.
- Report any unusual activity or persons at the polling location. You may notify the LTC Campus Police at (920) 946-6310, the Cleveland Police Department at (920) 693-3442, or dial **9-911** to reach emergency personnel. If using an LTC phone, press 9 to get an outside line; i.e., 9-911, or 9-946-6310.
- Document all evacuation or emergency activities on the Inspector Statement GAB-104.

## COMMUNICATIONS PLAN

A telephone is located in the Wells Fargo Conference Room at the polling place for your use in the event of an emergency situation. Dial 9 first to get an outside line; i.e., **9-911**.

A personal cell phone may also be a valuable communications source. If you have a cell phone in your possession, you should also keep it within easy access and hearing range. A cell phone will be extremely helpful in the event of downed telephone lines or power outages. Cell phone emergency number 911.

Be sure to familiarize yourself with each of these communication devices. Your ability to reach the LTC Campus Police, Clerk, Police Department, and other emergency personnel when a disruption in election-day activities occurs could save the life of election officials, observers, or residents.

### **EMERGENCY CONTACT NUMBERS FOR RELEVANT PERSONNEL**

(A NINE (9) MUST BE DIALED FIRST FOR ANY NUMBER)

POLICE/FIRE/MEDICAL	LTC Phone <b>9-911</b> /Cell Phone <b>911</b>
LTC CAMPUS POLICE	(920) 946-6310
CLEVELAND POLICE DEPARTMENT	(920) 693-3442
COUNTY CLERK'S OFFICE	(920) 683-4004
GOVERNMENT ACCOUNTABILITY BOARD (GAB)	(608) 266-8005
WISCONSIN PUBLIC SERVICE	(800) 450-7240

## ELECTION EQUIPMENT/BALLOT SECURITY

The most commonly asked questions in the event of a disruption at the polling place is where are the ballots that have been voted on, where are the ballots that have yet to be voted on, and what do we do with these ballots and election equipment.

The decision on what to do with ballots and election equipment will be directly proportionate to the type of emergency you are experiencing.

When you are dealing with a life-threatening situation, the evacuation and safety of human life will be the first concern. Please remember to inform any voters at your location of the safety evacuation route.

### **In case of the need to evacuate**

**Temporary Evacuation** – Temporary Evacuation would require leaving the election room at the polling place to seek alternate shelter due to a storm, tornado, etc. Secure all election materials and follow the evacuation procedures for the building you are in. The Election Inspectors will secure the election materials and take them to the evacuation site until it is clear to return to the election room at the polling place. After returning to the polling place, the Election Inspectors will return the ballot box(es) and proceed with the election. Note the time the polling place reopens on the Inspector's Statement EB-104.

**Permanent Evacuation** – If for any reason the polling place needs to be permanently evacuated during election day, all election materials should be brought to ALTERNATE LOCATION. Depending on the reason for the evacuation, a police escort and/or his designee will be provided. A notice should be posted on the entrance to the polling place notifying voters of the evacuation and that they should report to ALTERNATE LOCATION to vote.

- Take the Auto Mark unit and place it in the protective carrying case. The locked ballot box(es) and should be moved outside of the building to the designated assembly area. Be sure to keep ballot box sealed at all times.
- The Chief Election Inspector and the Election Inspectors should immediately take all un-voted ballots and the poll lists into custody. The purpose for removing all un-voted ballots is to prevent anyone from entering and voting on unauthorized ballots while inspectors are out of the building.
- Election Inspectors will secure the Auto Mark and all the voted & unused ballots to the evacuation site, depending on the type of disaster.
- **AT NO TIME WILL THE BALLOT BOX OR BALLOTS BE OUT OF SIGHT OF THE ELECTION INSPECTORS.**
- The Clerk will determine if the event requires a change of venue. If a change of venue is determined necessary, it will require an escort by police and/or his assigned designee. See Change of Venue below to see the procedure for moving the entire polling location.
- Elections may continue in the original polling place as soon as emergency personnel have cleared the building for reentry.
- Note the time of evacuation or change of venue on Inspector’s Statement EB-104.

## **TYPES OF EMERGENCY**

### WORLDWIDE TERRORISM EVENT

In the event of a Terrorist Activity, all elections will continue unless Federal, State or County officials have ordered otherwise.

Although a worldwide terrorist event dramatically affects each voter on a personal level, it may not effect the daily operations of each polling location throughout the country. If there is no police order to take cover or remain indoors, all operations of the polling locations can remain in tact. If you are notified to evacuate the polling location, refer to the section Election Equipment/Ballot Security for evacuation procedures and/or Change of Venue if applicable.

### FIRE

A fire in or near the polling place on an election day can severely hamper the operations and procedures necessary to carry out the election process. It is expected that fire department personnel will respond to fire calls as needed without interrupting the activities of the election; unless the polling place is the location of the fire or is near enough to another structure fire to make evacuation a necessity. In the event that a fire has disturbed the activities at the polling place, the following events will be used to effectively continue election processes.

**!!!! Stay Calm and Dial 911 from your Cell Phone or 9-911 from any LTC phone.**

- The evacuation and safety of human life will be the first concern. Please remember to inform any voters at your location of the safety evacuation route. Refer to Election Equipment/Ballot Security Section for directions on dealing with ballots and equipment during evacuation.
- Proceed to the outside designated assembly location.
- Take a head count and note any missing people. Report any missing people to the Emergency Personnel.
- Stay in the designated area until you are directed to do otherwise.
- Do not attempt to re-enter the building until advised by Emergency Personnel.
- Do not speak to the media-refer them to Emergency Personnel.
- Receive all of your information from Emergency Personnel.

TORNADO/SEVERE WEATHER

During inclement weather, the Fire Department and/or Police Department will be kept apprised of the severity and shall alert the Clerk of possible situations as soon as possible.

Should an evacuation occur, you should adhere to the evacuation procedures listed above. If a natural disaster such as a tornado warning occurs, which requires inspectors and voters to seek cover immediately, all un-voted ballots and poll lists will be secured with the Chief Inspector. The Ballot Box can remain locked. No ballots will be allowed into the ballot box, and no un-voted ballots will be released. After passage, regular business will resume and the Inspector will note on their inspector report the time from beginning to end.

If a tornado is reported or seen in the immediate area, immediately seek shelter in a secure location. The designated tornado area at LTC is located in the lower level of Lakeshore Building, Room L165/167 and/or the men's and women's restrooms. Exit WFCR towards the west, walk down the five steps, turn right and follow hallway to the North. Walk down both sets of steps and turn left. The restrooms are located just ahead in the hallway or you can turn left again partially down the hallway and enter L165. No basement is located in the building. If time does not allow you to evacuate to a safe location, find shelter under a heavy object such as a table and protect your head.

- Immediately move all voters and observers in the polling place to the shelter located in the lower level of the Lakeshore Building.
- Take the locked ballot box and secure unused ballots to the shelter.
- Take a head count of your group. Try to remain calm and quiet during the waiting period.
- If the building is struck by a tornado, remain in your location until it is safe to evacuate.
- It is important to stay away from all sources of power, power lines, phone lines, gas lines, and windows.
- Once you are clear of the area, do not re-enter the building without clearance from Emergency Personnel.

THREATENING PHONE CALL/BOMB THREAT/SUSPICIOUS OBJECT

If you receive a written threat, suspicious parcel, or if you find a suspicious object on the premises:

- Keep anyone from handling it or going near it. The object may be potentially dangerous. In addition, preservation of evidence is important for law enforcement.
- Stay Calm and **Dial 911 from your Cell Phone or 9-911 from any LTC phone.**
- Promptly write down everything you can remember about receiving the verbal or written threat, parcel, or if you find a suspicious object. Listen for background noise, the caller's voice and what he/she said. If the situation allows, ask questions pertaining to where the bomb is located, when will it explode, what does it look like or what the person's name and address is? Police interviewers will need this information. A Bomb Threat Checklist is attached to assist you with gathering information.

#### HAZARDOUS LEAK

- Many polling locations are located near railroad crossings or major roads. Hazardous Substances are transported via both. A leak or spill is a possibility and a concern.
- If you are the first person to identify a leak or hazardous substance, call **Dial 911 from your Cell Phone or 9-911 from any LTC phone** to report incident.

The Fire Department and County Emergency Government will be the Emergency Personnel to assess the situation.

- Remain at the polling location unless notified otherwise by the Emergency Personnel. Close doors and windows if leak or spill is outside of your facility.
- Refer to Election Equipment/Ballot Security Section for directions on dealing with ballots and equipment.

#### POWER OUTAGE

In event of a power outage which would not require a change of venue, the Automark has a battery backup of 2 hours. Flashlights will be available to inspectors and voters if an outage should occur during evening hours. There is a window in the polling place to provide natural day light. If it is evident that the power will remain off for a period longer than one hour, the Director of Public Works will be contacted by the Clerk to proceed to set up the portable generator in the election room to continue to operate our polling place equipment. Auxiliary lighting will also be brought in to provide adequate lighting to continue the voting process until the close of the polls or until power is restored. If a change of venue is required, please follow procedures in Change of Venue and Election Equipment/Ballot Security. Note the time of all events accordingly on the Inspectors Statement EB-104.

#### MEDICAL EMERGENCIES: STAFF MEMBERS AND VISITORS

If you observe a staff member or visitor who appears to be seriously ill or injured:

- **Dial 911 from your Cell Phone or 9-911 from any LTC phone.** Give the operator the location and type of emergency.
- Unless it is a life-threatening situation, do not render first aid until a qualified individual arrives.
- Do not offer to move a person who has fallen.

- Obtain from the injured person (if possible) his/her name, phone number, address, date of birth and a brief description of what happened.
- Avoid unnecessary conversation with, or about, the ill or injured person.
- Report any injury to the Clerk immediately after calling **911 from your Cell Phone or 9-911 from any LTC phone.**

#### WORKPLACE VIOLENCE

Be aware of the possibility of an incident occurring at your voting location. Please note the following:

- All threats of violence must be taken seriously.
- Report any threats to the Chief Inspector and Clerk to make a determination as to the next course of action.
- For any situation that involves immediate threat of violence, an Inspector should notify local law enforcement. Dial **911 from your Cell Phone or 9-911 from any LTC phone.**
- In the event of a confrontation, do not panic.
- Do exactly what you are told – no more and no less. Do not do anything to surprise the individual.

#### CHANGE OF VENUE

When it has been determined by the Clerk, Chief Election Inspector or Emergency Personnel that a polling location needs to be moved to effectively respond to a disaster of any kind, the following process will be executed.

Alternate locations are: Cleveland Village Hall and Town of Newton Town Hall. If an alternate location would be necessary due to the emergent situation, a location will be determined at that time.

- Proclamation to move the polling place to be made and inform the SEB of the change of venue.
- The Election Inspectors will assist in packing up all voting equipment, ballots, poll lists, registration materials, and all election forms and information that needs to be relocated (election signs, posting materials, etc.)
- The Clerk, with Police escort and/or their designee, will report to the polling location to facilitate the move.
- See evacuation information in section Election Equipment/Ballot Security.
- All Election Inspectors will assist the Clerk in moving the election materials to the transport vehicle(s).
- The Ballot Box will remain locked at all times.
- The locked ballot box will be escorted to available vehicles for moving. A Police Officer and/or their designee will remain in view of this Ballot Box at all times. An escort will take the ballot box (which holds all voted ballots) to Alternate Location. At this location, all inspectors and Clerk will set up the polling location as normal. All un-voted ballots should remain in the presence of the Chief Election Inspector and at least one other inspector during this change of venue.
- A sign will be posted on the front entry doors at the original location designating the new polling place location. Likewise, if possible, a notice will be placed on local radio or TV

stations for directing voters to the new polling location.

- Inspectors will note this change of location on the Inspector Statement EB-104.

EFFECT ON POLL WATCHERS

- Poll Watchers would be expected to exit any building that is evacuated.
- They may continue to watch the election processes without interruption.
- They will still be prohibited from interfering with the election process.
- If they are asked to leave and refuse to do so, they can be removed by the Police Department

This plan will be an Appendix of the Town of Centerville Emergency Operations Plan

**Bomb Threat Checklist**

**Time and Date of Call Received:** \_\_\_\_\_ **Time Caller Hung Up:** \_\_\_\_\_

**Exact Words of Caller:** \_\_\_\_\_

\_\_\_\_\_

**Questions to Ask:**

1. **When is the bomb going to explode?** \_\_\_\_\_

2. **Where is the bomb located?** \_\_\_\_\_

3. **What kind of bomb is it?** \_\_\_\_\_

4. **What does it look like?** \_\_\_\_\_

5. **Why did you place the bomb?** \_\_\_\_\_

6. **Where are you calling from?**  
\_\_\_\_\_

7. **Who are you?** \_\_\_\_\_

8. **Description of Caller's Voice**  
\_\_\_\_\_

9. Male\_\_\_\_ Female\_\_\_\_ Young\_\_\_\_ Middle Age\_\_\_\_ Old\_\_\_\_ Accent\_\_\_\_

Tone \_\_\_\_\_ Unusual Speech? \_\_\_\_\_ Familiar Voice? \_\_\_\_\_

**Background Noises:** \_\_\_\_\_

**Person receiving the call:** \_\_\_\_\_

**Home address:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_