

# Emergency Procedures for Polling Place

If you have an emergency situation and you have to evacuate the polling place, here are some guidelines:

## Fire

- Locate the Fire Alarm & all emergency exits in the area shortly after opening the polls.
- If the Fire Alarm goes off, exit building using safest route.

## Earthquake

- When the shaking starts, practice DROP, COVER, and HOLD. DROP down on the floor, take COVER under a sturdy desk, table or other furniture, and HOLD onto it and be prepared to move with it.
- Stay indoors until shaking stops and you're sure it's safe to exit. Find a clear spot away from buildings, trees, and power lines.
- If you are outdoors, find a clear spot away from buildings, trees, streetlights and power lines. Drop to the ground and stay there until the shaking stops.
- If you are in your car, slow down and drive to a clear place.

If there is time to pick up some things, consider taking the following in order of priority:

- Ballot Box (containing all Voted Ballots)
- Unused Ballots & secrecy envelopes
- Roster & Alpha Index
- Pencils, pens & Marking Pens for Voting
- Precinct issued Cell Phone

With the above items, you could continue servicing the voters outside or at a new location.

If you are unable to retrieve the above items before leaving the building, lock the door when exiting.

If, during the evacuation timeframe, voters are unable to vote, make a list of voters who were unable to vote and get phone numbers where the voters can be reached that day so the Registrar of Voters Office can find a way to get them ballots before 8:00 p.m.

Ultimately, just do what you can, but mainly take care of yourself, other workers and the voters around you.

# Safety Procedures at Polling Place

## Safe Lifting Technique

- Size up the load; ask for help, if needed
- Bend at your knees, not your waist to lift an object - don't stoop
- Keep your back straight
- Get a good grip
- Lift with your legs, not your back
- Don't twist your body

## Vehicle Accident Report

- If serious injury is involved, call Highway Patrol or local Law Enforcement Officers.
- Call the ROV Office (565-6800) immediately, and ask to speak to a Supervisor or Manager.
- **DO NOT** make any admission of liability or authorize any repairs.
- **DO NOT** discuss the accident with anyone except the police or authorized county officials.
- Complete the Accident Report Form (located in the Binder, regardless of the amount of damage) to obtain other driver information, gather names, addresses & phone numbers of witnesses.

**Reminder:** California law prohibits the use of cell phones unless using a hands-free device while driving. If you must make a call, please do so after stopping the vehicle safely off the road.

## Polling Place Injuries

- Injuries should be reported to the ROV Office immediately.
- Call the ROV Office (565-6800) and ask to speak with a Supervisor.

## General Polling Place Safety

- Be aware of ALL potential hazards in and around Polling Place.
- **DO NOT** put Precinct Board table in a place that will block emergency route out of room.
- Be sure that any extension cords do not present a tripping hazard.
- Report any potential hazards to Polling Place contact.

**Please be sure to call the Registrar of Voters Office to apprise them of the situation at 1-800-750-8683 or (707) 565-6800 as soon as possible.**

### **Most Importantly:**

**Take care of yourself and the people around you!  
Get out, and don't take risks!**