

COUNTY OF VENTURA CLERK-RECORDER, REGISTRAR OF VOTERS ELECTION EMERGENCY CONTINGENCY PLAN

PURPOSE

The Election Emergency Contingency Plan establishes procedures to be followed in the event several In-Person Voting Locations (IPVL) are non-operational due to fire, earthquake, or some other mitigating circumstance or the Central Count location at the Ventura County Government Center Elections Division is uninhabitable.

INACCESSIBLE IN PERSON VOTING LOCATIONS

IMPACTED IN PERSON VOTING LOCATIONS

The Sheriff's Department's Office of Emergency Services (OES) should be contacted to obtain information regarding voting locations that are involved in the fire or damaged area. The Voting Locations Supervisor is responsible for compiling the list of all impacted voting locations, including site name and address, along with the site lead name and telephone number. A copy of the listing will be forwarded to the County Clerk/Recorder/Registrar of Voters (CCR), Assistant County Clerk Recorder (ACCR), Assistant Registrar of Voters (AROV), Elections Division Program Administrator (Office Manager), and CCR Public Information Officer (PIO). Every effort will be made to contact the voting locations and voting location staff to determine the operational status and location of the supplies and ballots. Based on this information, the AROV will select the new location(s) from the list of current backup voting locations and work with the office manager and Voting Locations Supervisor to implement all necessary steps required to resume voting at the new IPVL.

BOARD OF SUPERVISORS/CAO/SECRETARY OF STATE NOTIFICATIONS

The CCR, ACCR, or AROV will contact the Board of Supervisors, County Executive Officer (CEO), and Secretary of State's Office to apprise them of any emergency situation and the proposed recovery plan.

NEWS MEDIA

Based on the information provided by the Voting Locations Supervisor, the PIO is responsible for contacting the media to inform them of the impacted and revised voting locations. Progress status reports will be provided to the news media during the operational hours that voting locations are open.

SHERIFF'S DEPARTMENT SUPPORT

The Office Manager is responsible for contacting OES to inform them of the emergency situation and to solicit the necessary resources. Note: Sheriff's deputies assigned to the Elections Division for election support should be considered unavailable to be redeployed to an alternative work assignment. Additionally, OES has the authority to secure off duty Sheriff's deputies to support any Elections Division emergency. Deputies will make every effort to retrieve the voting equipment, ballots and supplies from voting locations that are not operational. The Office Manager is responsible for coordinating with the Sheriff's Department for the transport of voted ballots to the Central Count location. The voting equipment and supplies will be directed to the alternate IPVL(s) or evacuation site to enable voting to continue. Progress status reports will be provided to the CCR.

UNRETRIEVABLE SUPPLIES

The Voting Locations Supervisor is responsible for coordinating and assembling emergency election replacement supplies for voting locations from which supplies were unable to be retrieved. The supplies should include EMS laptop, Mobile Ballot Printer (MBP)/laptop, UPS, ICX, ballot bags, voting booths and voting location forms.

VOTING

Voting will continue at those IPVL(s) where supplies were able to be retrieved and transported to the designated alternate site. Signs must be placed as near as possible to evacuated IPVL(s) directing voters where to go to vote.

PROVISIONS FOR PERMITTING FIREFIGHTERS TO VOTE

The Office Manager will contact OES to secure a list of firefighters involved in the disaster operation. Arrangements will be made to accept and process ballots for firefighters residing within Ventura County.

POWER OR TECHNOLOGY FAILURES AT IN-PERSON VOTING LOCATIONS

POWER FAILURE

In the event of a power failure, the EMS laptop, MBP/laptop, and ICX will each be connected to a UPS. Five battery powered clip lights contained in the voting supplies will be utilized for light source. SCE will be contacted to ascertain the reason and length of outage. If the power failure has been identified as long term, OES will be contacted to provide generators to the IPVL(s).

TECHNOLOGY FAILURE

If all three EMS web apps fail at any IPVL, the backup voter registration file on each EMS laptop will be used to verify voter registration data and obtain the voter's ballot type. Voters will be issued Provisional or CVR Provisional ballots until the EMS web app is re-activated. (Web app failure may be due to loss of WiFi connection or issues with the EMS or VoteCal system.)

If the MBP/laptop becomes unusable, voters will be directed to vote on the ICX until a replacement MBP is installed or directed to another IPVL if paper ballot is requested.

STAFFING SHORTAGE DUE TO PANDEMIC OR INFLUENZA OUTBREAK

In the event of a staffing shortage at an IPVL, IPVL workers from other IPVLs will be sent to assist at the location. In the event of a staffing shortage at the Elections Division, extra-help not currently assigned to work will be called to work at the Elections Division.

CENTRAL COUNT LOCATION

RELOCATION SITE

In the event the Elections Division's Central Count location is uninhabitable on Election Day, it will be relocated to the County of Ventura Public Works Agency (PWA) facility located at 11201 Riverbank Drive, Ventura.

STAFFING

Based on a CCR decision to relocate, Elections Division staff assigned to work at the Central Count location will immediately proceed to the PWA facility. A personnel check-in area will be established to account for all election workers. Work assignments will be allocated based on election responsibilities and include voting equipment receiving, ballot bag unpacking, ballot inspection, ballot transport, tally and election results reporting.

BOARD OF SUPERVISORS/CEO/SECRETARY OF STATE NOTIFICATIONS

The CCR will contact the Board of Supervisors, CEO and Secretary of State's Office to apprise them of the situation and proposed recovery plan.

NEWS MEDIA

The PIO will be responsible for contacting the media to inform them of the closure of the Elections Division office and relocation to the PWA facility.

COMMUNICATIONS

Cell phones will be used for communications in the event land lines are unavailable.

CENTRAL COUNT HI SPEED AND DESKTOP SCANNER EQUIPMENT

Information Technology Systems (ITS) staff and Elections Division warehouse staff will be responsible for delivering a ballot tabulation system and any necessary support equipment and supplies to the PWA facility. In the event the Central Count location is relocated, ballots will be routed directly to the PWA facility as well. ITS staff will be responsible for providing all necessary staff to tally ballots and generate election results reports. A report listing all IPVLs should be placed at the PWA facility for precinct accountability.

BALLOT TRANSPORTION

The Office Manager will be responsible for coordinating with the Sheriff's Department to ensure ballots are routed to the PWA facility.

BALLOT SECURITY

Following election night activities, ballots will be secured at the PWA facility and deputies will be posted at the location to provide security.

POST ELECTION

All operational, arrangements will be coordinated by the Office Manager through OES to transport all ballots back to the County of Ventura, Elections Division office. Ballots not processed on election night will be inspected and tabulated and election result reports produced.

CONTACTS

Sheriff's Office of Emergency Services	OES Duty Officer	(805) 947-8210
ITS Elections Division Account Manager	Kevin Coe	(805) 654-7645
ITS Technical Services	Ken Sewell	(805) 477-7077
Public Works Agency	Jeff Pratt	(805) 654-2073
General Services Agency	David Sasek	(805) 654-3800
County Executive Officer	Michael Powers	(805) 654-2681
First Supervisorial District	Steve Bennett	(805) 654-2703
Second Supervisorial District	Linda Parks	(805) 214-2510

Third Supervisorial District	Kelly Long	(805) 654-2276
Fourth Supervisorial District	Bob Huber	(805) 955-2300
Fifth Supervisorial District	John Zaragoza	(805) 654-2613
Secretary of State, Chief of Elections	Jana Lean	(916) 653-5144
County Clerk/Recorder/Registrar of Voters	Mark A. Lunn	(805) 654-2266
Assistant County Clerk and Recorder	Vacant	
Assistant Registrar of Voters	Tracy Saucedo	(805) 654-2700
CCR Public Information Officer	Miranda Nobriga	(805) 654-3649
Office Manager	Martin Cobos	(805) 654-2786
In-Person Voting Location Supervisor	Kim Goodenough	(805) 654-3512
Candidate Filing Supervisor	Monica Terrones	(805) 654-5031
Voter Registration and Vote By Mail Supervisor	Christina Valenzuela	(805) 654-2734
Ballot Processing and Outreach Supervisor	Mayra Enriquez	(805) 654-2232