

**TOWN OF WAUBEEK
OF PEPIN COUNTY, WISCONSIN**

ELECTION DAY EMERGENCY RESPONSE PLAN

This document is maintained by:

Clerk Melissa Weber

Town of Waubeek of Pepin County, WI

File Name:

Elections.ContingencyPlan2026SeptSubmit.docx

For adoption: September 8, 2026

TABLE OF CONTENTS

	<u>Page Number</u>
Table of Contents.....	1
INTRODUCTION.....	2
Purpose.....	2
Polling Place Staffing, Hours of Operation, and Location(s).....	2
EMERGENCY PROCEDURES.....	3
Pre-Election Day	3-4
Election Day	5-6
PRE-ELECTION PROCEDURES.....	5
Cybersecurity Incidents.....	5
Poll Worker Shortages	5
Changing Polling Places Before Election Day.....	5
ELECTION DAY PROCEURES.....	5-10
Worldwide Terrorism Event.....	5
Active Shooter	5
Workplace Violence/Other Acts of Violence.....	5-6
Threatening Phone Call/Bomb Threat/Suspicious Object	6
Evacuation	7
Severe Weather/Natural Disaster.....	8
Electrical Outage.....	9
Medical Emergencies.....	10
CHANGE OF VENUE.....	11
EMERGENCY CONTACTS.....	12-14
Municipal/Town Contacts	12
County Contacts.....	13
State Contacts.....	14

INTRODUCTION

Purpose:

This document will serve as a guide to help create an emergency response/contingency plan in case of an unexpected circumstance that requires a change in the standard operating procedures leading up to and on Election Day. The purpose of this document is to provide guidance for Clerks and Election Staff in creating a thorough and thoughtful Elections Emergency Plan. This planning tool can be used in conjunction with Elections Emergency Action Cards or during Elections Emergency Planning workshops.

Polling Place Staffing, Hours of Operation, and Location(s)

Number of Polling Places (include list with addresses if multiple: One (1))

Address of this Polling Location (not a Postal Mailing Address):

**Pepin County Board Room
740 7th Ave E
Durand, WI**

Staffing:

This polling location will have the following staff on site:

- Chief Election Inspector (1-3)
- Election Inspectors (2-6)

Hours of Operation:

Voters may cast their ballots from 7:00 a.m. to 8:00 p.m.

Extended Polling Place Hours:

In the event of an emergency, a court order may be requested to extend polling place hours.

EMERGENCY PROCEDURES

Pre-Election Day

Just as important as responding to emergencies on Election Day, having a plan for situations that may arise before Election Day is vital to carrying out a secure Election Day. Whether it's a cybersecurity incident, a physical threat, or the loss of Election Inspectors, having a plan will help your polls open successful Election morning.

Election Day

Chief Election Inspectors should ensure that Election Inspectors are made aware of emergency procedures and their responsibilities in advance of an Election, if possible. Identifying duties and assigning them in advance may help alleviate stress and clarify responsibilities in case of an emergency. Roles and responsibilities should be defined for each of the following scenarios and may change depending on the situation. Be specific and include detailed information like contact name and phone numbers. With each scenario there are questions to consider helping create your Elections Emergency Plans. At the end of each emergency, determine if the disruption lasted long enough to warrant an extension of voting hours.

PRE-ELECTION DAY PROCEDURES

A. Cybersecurity Incidents

Cybersecurity incidents can come in a variety of ways that may impact your pre-election duties. Whenever there is a cause for concern that a cybersecurity incident has occurred, follow these procedures:

1. If you believe a specific device has been impacted, disconnect it from any networks but leave it powered on.
2. Notify the Wisconsin Elections Commission (WEC). For after-hours support, call the Wisconsin Emergency Management Duty Officer at 1-800-943-0003. Otherwise, contact the WEC Help Desk at elections@wi.gov or 608-261-2028.
3. Switch any impacted processes to a backup method, such as using paper documents instead of electronic or calling instead of emailing.
4. If you will not be able to recover your devices quickly, you may request temporary replacements from the WEC.

B. Poll Worker Shortages

Staffing polling places is one of the most important areas of consideration when planning for your Election Day. Having the right numbers of poll workers to show up on Election Day may not be enough though when there may be times that individuals get sick or pull out of Election Day for several reasons. Ensuring you have a back-up list of potential poll workers that will come in with short notice, is so imperative to knowing you can open your polls Election morning. As well, there are a few steps you should have prepared in the event you need to recruit more poll workers and back-up poll workers.

C. Changing Polling Places Before Election Day

There may be times when a polling place becomes unavailable as Election Day nears. A secondary location may need to be established, and this can be difficult on short notice. Having a designated alternate polling place in advance of Election Day that you can seamlessly switch all the pre-Election Day procedures will make these situations easier to handle. If you need to switch to your backup polling place prior to Election Day, contact the WEC Help Desk at 608-261-2028 or election@wi.gov to update WisVote and MyVote.

ELECTION DAY PROCEDURES

A. Worldwide Terrorism Event

In the event of terrorist activity, the Federal Government may have a preliminary plan in place for moving activities on Election days. All Elections will continue unless Federal or State officials have ordered otherwise. If there are no police orders to take cover or to remain indoors, all operations of polling places can remain intact. If you are notified to evacuate the polling place, follow the instruction regarding evacuation in this plan (see Section E. Evacuation).

B. Active Shooter

Active shooter situations are unpredictable and evolve quickly. As a result, these situations may be over even before law enforcement arrives on the scene. Individuals must be prepared, both mentally and physically, to react to an active shooter situation. U.S. Department of Homeland Security recommends these best practices when coping with an active shooter situation:

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit or are assigned to work as an Election Inspector.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- As a last resort, attempt to take the active shooter down. When the shooter is in close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- Dial 9-1-1 WHEN IT IS SAFE TO DO SO!

Questions to consider:

1. Who is responsible for attempting to notify emergency services or other outside help?
2. Who outside of the space might be contacted to notify and communicate with emergency services?
3. How might they be contacted in a way that is not obvious to the shooter?
4. What spaces in the building are available and have locks or heavy furniture to bar doors in case there is advance warning?

C. Workplace Violence/Other Acts of Violence

Be aware of the possibility of an incident occurring at your voting location. Treat all threats and warnings seriously.

- Report any and all threats to the Chief Election Inspector to make a determination as to the next course of action.

- If a situation involves an immediate threat of violence to persons and/or the election process, dial 9-1-1.
- In the event of a personal confrontation, do your best to stay calm.

Questions to consider:

1. If an act of violence happens at the polling place, who must be notified? 9-1-1
2. Who is responsible for calling the contacts on this page?
3. Is there an incident report that needs to be filled out for documentation purposes?
4. If an Election Worker is in an uncomfortable, potentially violent situation, what signal could they use to get backup from another staff member or volunteer?

D. Threatening Phone Call/Bomb Threat/Suspicious Object

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

- Keep anyone from handling or going near the object in question as it may be dangerous. (In addition, preservation of evidence is important for law enforcement).
- Stay calm and dial 9-1-1.
- Promptly write down everything you can remember about receiving the threat and/or finding/receiving the suspicious object.
- Depending on where the object is found (and in accordance with instructions from 9-1-1 operator/law enforcement), you may need to evacuate the polling place. If you are notified to evacuate the polling place, follow the instruction regarding evacuation in this plan (see Section E. Evacuation).

Questions to consider:

1. If a suspicious package is found, after calling 9-1-1, who else needs to be informed?
2. Who is responsible for calling the contacts on this page?
3. Who is responsible for making sure no one goes near the package/object while waiting for outside assistance to arrive?
4. If the object is found in your evacuation route outlined in Section E, is there another route you can take to get people safely out of the building? If someone with accessibility issues needs an alternative route, who is responsible for guiding them?

E. Evacuation

Evacuations may happen due to smoke alarms being triggered, burst pipes, hostile individuals entering another part of the building, or more. Treat all threats and warnings seriously. If an evacuation becomes necessary (i.e., fire, fire alarm, etc.), the following steps can help keep people safe and effectively continue the Election processes:

- Stay calm and dial 9-1-1.
- The evacuation and safety of human life is the first concern. Inform any voters at your location of the safety evacuation route.
- Secure election materials, if possible (voting equipment, ballots, inspectors' statements).
- Proceed to the designated area (**enter the pre-determined designated area for THIS polling place/each specific polling place**) until/unless you are directed to do otherwise.
- Take accountability and note any missing people. Report missing people to emergency personnel.
- Stay in designated area until you are otherwise directed.
- Do not re-enter the building until authorized by emergency personnel.
- Do not speak to the media – refer them to the Chief Inspector or emergency personnel.

Questions to consider:

1. Who is responsible for counting the people in the area being cleared and making sure they are all accounted for after evacuation?
2. Who needs to be notified of the situation?
3. Who is responsible for calling the contacts on this page?
4. Who is responsible for grabbing servers, poll books, and other necessary materials?
5. Who will be in charge of communication with emergency services?
6. If the normal evacuation route is inaccessible, what is an alternative route that can be used to get people safely out? If someone with accessibility issues needs an alternative route, who is responsible for guiding them?

F. Severe Weather/Natural Disaster

To ensure safety and security during inclement weather, the Clerk shall monitor and be in communication with local law enforcement, emergency responders, and Chief Election Inspectors. Safety of human life is the first concern.

- If a natural disaster occurs that provides ample time and requires inspectors and voters to take cover in a secure location, all unvoted ballots and poll lists will be secured by the Chief Inspector. This location should be designated ahead of time and be known to all inspectors. The voting equipment/ballot box can be unplugged and locked in a secure storage area. No ballots shall be inserted into the voting equipment/ballot box, nor should any additional ballots be issued during this time. When regular business resumes, the Chief Inspector shall note the time from beginning to end that voting was suspended on the Inspectors' Statement.
- If a tornado is reported or seen in the immediate area, seek shelter in a secure location. This location should be designated ahead of time and be known to all inspectors. 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.
 - Do not stop for personal belongings, ballots, or election equipment.
 - Take accountability and note any missing people.
 - If the building is struck by a tornado, remain in your location until it is safe to evacuate.
 - Stay away from sources of power, power lines, phone lines, gas lines, and windows.
 - Once you are clear of the area, do not re-enter the building until/unless authorized by emergency personnel.
 - Report missing people to emergency personnel.

Questions to consider:

1. Who is responsible for counting the people in the area being cleared and making sure they are all accounted for?
2. Who needs to be notified of the situation?
3. Who is responsible for calling the contacts on this page?
4. Who is responsible for grabbing election materials, if time allows?
5. If the normal evacuation route is inaccessible, what is an alternative route that can be used to get people safely out? If someone with accessibility issues needs an alternative route, who is responsible for guiding them?

G. Electrical Outage

In the event a polling location loses power, voting equipment contains power supply backups that allow the equipment to continue to operate for approximately 3-4 hours. This battery backup also stores the totals for ballots already recorded.

Turn off the voting equipment and have voters deposit their ballots into the equipment's auxiliary compartment. Note the time of the power outage on the Inspectors' Statement and contact the clerk immediately. If flashlights and/or emergency lighting are not already available at the polling location, clerks should reach out to the Town Patrolman or Town Board members to deliver flashlights and any other necessary supplies.

When power is restored, turn the voting equipment back on and process any voted ballots located in the auxiliary compartment through the equipment. If power is not restored before the end of Election Day, secure all voted ballots in a ballot bag and bring them, along with all of the election supplies, to the alternate location (**St. Mary's Assumption Gathering Space 911 W. Prospect St. Durand, WI 54736**). Ballots will be processed at the alternate location.

In the event of a long-term power outage, a change of venue may be required (see Change of Polling Location, page 12). If there is a wide spread power outage, ballots should be secured with the Election Inspectors at the polling location until 8:00 p.m. In addition to the instructions listed above:

- Stay calm.
- Provide assistance to visitors and staff in our immediate area.
- If emergency lighting is available, proceed with caution to the area with lighting (perhaps this may be natural light from windows).
- Turn off the voting equipment. The tabulator memory device will retain all data in its memory and can be restarted after a power outage.

Questions to consider:

1. Who needs to be notified of the situation?
2. Who is responsible for calling the contacts on this page?
3. Who is responsible for rearranging the room around d available lighting
4. Does your existing floorplan account for available emergency lighting? If not, what will the emergency floorplan look like? How will it account for accessibility?

H. Medical Emergencies

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

- Stay calm and dial 9-1-1.
 - Provide your location (N3519 810th Street; Elk Mound, WI 54739) and the nature of the emergency.
 - Answer all questions asked by the 9-1-1 operator.
 - Listen to and follow all instructions provided by the 9-1-1 operator.
- Do not move a person who has fallen.
- Unless it is a life-threatening emergency, do not render first aid until a qualified individual arrives or you are instructed to do so by the 9-1-1 operator.
- If possible, try to obtain from the injured person his/her name and what happened.
- Report any injury to the Clerk (after the injured person is safe).
- Avoid unnecessary conversation about the ill or injured person.
- Do not speak to the media – refer them to the Chief Inspector or emergency personnel.

Questions to consider:

1. After calling 9-1-1, who else needs to be notified of the situation?
2. Who is responsible for calling the contacts on this page?
3. Who is responsible for staying with the injured party and communicating with medical services?
4. Is there an incident report that will need to be filled out? Whose responsibility is it to do so?

CHANGE OF VENUE (POLLING PLACE)

When it has been determined by the Chief Election Inspector (in consultation with the Clerk and emergency management personnel, if applicable), that a polling location needs to be moved to effectively respond to a disaster/emergency, follow this guidance:

- 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 (e.g., signs, notices, etc.).
- The Clerk will organize transport vehicles and report to the polling location to help facilitate the move.
- All Election Inspectors will assist the Clerk in moving the election materials/equipment to the transport vehicles.
- The voting equipment/ballot box(es) will remain locked at all times.
- The voting equipment/ballot box(es) will be escorted to a municipal vehicle or police vehicle, if available. A police officer will always remain in view of the voting equipment/ballot box(es) and take them to the Alternate Location (**St. Mary's Church Gathering Space, 911 W. Prospect St. Durand, WI 54736**). At this location, the polling place will be set up as normal.
- All unvoted ballots should remain in the presence of the Chief Inspector and at least one other Election Inspector during the change of location.
- A sign should be posted on the front entry doors of the original polling location designating the new polling place (if the building is safe), or at a place as close to the entry doors as possible.
- A law enforcement officer, or another designated person will remain at the original polling location to direct voters to the new location.
- Notice should be provided/posted to the municipal website, local Public Access Channel, local radio, social media, etc. to direct voters to the new location.
- Notice should be provided to the Wisconsin Elections Commission.
- Inspectors should document the change of venue and what time voting resumed on the Inspectors' Statement.
- Does the situation warrant an extension of polling place hours?

EMERGENCY CONTACTS

Listed below are potential Election Day emergency contacts **(be sure to list both daytime and after hours phone numbers for these contacts and to update this list at least once per year).**

Municipal Contacts

Clerk	Name: Melissa Weber
	Daytime Phone Number: 715-495-6631
	After Hours Phone Number: 715-495-6631
Deputy Clerk	Name: None
	Daytime Phone Number:
	After Hours Phone Number:
Fire/Police/EMS	9-1-1
Fire/Police/EMS (non-emergency)	715-672-5944 County Dispatch
IT Support	Name: See Clerk Information (Above)
	Daytime Phone Number:
	After Hours Phone Number:
Voting Equipment Support	Name: Command Central
	Daytime Phone Number: 320-259-7027
	After Hours Phone Number: N/A
Municipal Attorney	Name: None
	Daytime Phone Number:
	After Hours Phone Number:
Public Works Department	Name: NONE
	Daytime Phone Number:
	After Hours Phone Number:

County Contacts

Clerk	Name: Audrey Bauer
	Daytime Phone Number: 715-672-8857
	After Hours Phone Number: N/A
Deputy Clerk	Name: Maureen Manore
	Daytime Phone Number: 715-672-8857
	After Hours Phone Number: N/A
Fire/Police/EMS	9-1-1
Fire/Police/EMS (non-emergency)	715-672-5944 Pepin County Dispatch
IT Support	Name: Dove IT
	Daytime Phone Number: 844-368-3487
	After Hours Phone Number: N/A
Voting Equipment Support	Name: Command Central
	Daytime Phone Number: 320-259-7027
	After Hours Phone Number:
County Attorney	Name: John Seiffert, Corporation Counsel
	Daytime Phone Number: 715-672-8939
	After Hours Phone Number: N/A
County Judge (on-call for election night)	Name: Thomas W. Clark
(this will vary for every election)	Daytime Phone Number: 715-672-8859
	After Hours Phone Number: N/A
Public Works Department	Name: Pepin County Highway Dept.
	Daytime Phone Number: 715-285-5550
	After Hours Phone Number:

State Contacts

Wisconsin Elections Commission	Help Desk: 608-261-2028
	Help Desk Email: elections@wi.gov
	For extended office hours and applicable phone numbers during those hours, please check Recent Clerk Communications (https://elections.wi.gov/clerks/clerk-communication).
	Meagan Wolfe (WEC Administrator)
	Daytime Phone Number: 608-266-8175
	After Hours Phone Number: 608-712-6957
	Robert Kehoe (WEC Deputy Administrator)
	Daytime Phone Number: 608-261-2019
	Emilee Miklas (Public Information Officer)
	Daytime Phone Number: 608-279-0447
	Angela Sharpe (Staff Counsel)
	Daytime Phone Number: 608-264-6764
WI Emergency Management	24/7 Duty Officer: 1-800-943-0003