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**CITY OF DANBURY**  
155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

REGISTRARS OF VOTERS  
(203) 797-4550

January 22, 2013

Mayor Mark Boughton  
City Council Members

Dear Mayor and Council Members:

Attached is the Danbury Emergency plan for your approval. We are required to submit the attached plan in accordance with State Statute 9-174a.

We must submit a copy of the plan, along with your approval, by March 28, 2013 to the Secretary of the State.

We would appreciate your prompt attention to this matter.

Sincerely,

Mary Ann Doran  
Republican  
Registrar of Voters

Margaret Gallo  
Democratic  
Registrar of Voters

Lori Kaback  
Town Clerk



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REGISTRAR OF VOTERS  
CITY OF DANBURY, STATE OF CONNECTICUT  
EMERGENCY PLAN

### **Poll Workers**

Poll workers are trained and assigned duties, time and location of Election Day work.

Moderators/Assistant Registrars are given a list of all their workers with phone numbers and instructed to call them on Sunday before election. The purpose is to confirm the Poll Worker is set to work the assigned shift.

A list of trained 'standby' workers is available in the event someone is unable to work their shift.

Moderators are given the discretion of changing a poll workers job or relieving them of all duties and asking for a replacement worker.

### **Polling Locations**

Moderators and Assistant Registrars prepare the Polling Places the day before the election. They make sure that the Emergency Exits are not blocked and all workers know the closest exit.

Polling locations are located within Danbury schools. In the event a school was not available because of an emergency situation we would work with the Board of Education to have another school in the area available.

Moderators are given the name and phone number of the school custodian, Police and Fire Departments as well as the Registrars work, home and cell number.

### **Emergency Management**

Work with the City's Civil Preparedness Director during storms, disasters, etc. to make sure that all polling locations are available or find a suitable new location. We are notified via the City of Danbury's Connect-Cty System of pending severe weather conditions so we may be properly prepared. In the event poll workers, due to weather conditions are unable to get to polls the Civil Preparedness Director will be contacted to assist with transportation needs.

### **Loss of Power**

In the event that the polling location loses power, the moderator shall:

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- Alert everyone present to the situation.
  - Contact the facility management staff for the polling location to determine whether they can assist with addressing the outage
  - Notify Power company and Registrars
  - Use flashlights provided with the emergency provisions
  - Contact Civil Preparedness Director regarding generators if none are available at school

### **Evacuation procedure**

In the event that a polling location needs to be evacuated by a public safety official, fire alarm, etc. the moderator shall perform each of the following:

- Alert all individuals present of the emergency situation and direct them to the predetermined assembly point.
- Get a headcount and use this headcount to make certain everyone present is evacuated from the polling location.
- Identify any individuals with disabilities and ensure that they receive assistance, if needed, to evacuate the polling location.
- Secure voting equipment and materials according to Moderator training
- If the emergency situation has been resolved, consult with the emergency personnel and the registrars of voters to determine if the polling location can be re-entered.
- If the polling location can be re-entered, first notify the poll workers to return. Then, notify the voters that they can enter the polling location.
- If it is determined that an alternate location should be utilized, provide poll workers and any voters who have not yet voted with the address of the alternate location.
- Post on entry doors new location of Polling location.

### **Ballots**

- Keep an hourly check on the number of voters crossed off and ballots used/spoiled.
- If running short, check to see if Town Clerk has extra ballots from Absentees.
- Make copies of ballot and bring to Polling location if they are needed. (Copies should be placed in Auxiliary bin for hand counting)

### **Moderator's Handbook**

Always refer to Moderator's Handbook and Moderator's Guide provided by the Registrars