

**TOWN OF ANSON**  
**Chippewa County**

**RESOLUTION 2025-01**

**Election Day Operations**  
**Contingency Plan**

The Town of Anson has a single polling site at the Anson Town Hall 13836 County Highway S South, Jim Falls, WI 54748. This Policy provides guidance to Town Officials and Election Inspectors for immediate response to Election Day emergencies, which may or may not be at the polling site, and the continuation of the Election Day operations.

In case of a change of venue, the location will be the Anson Fire Department 13830 County Highway S South Jim Falls, WI 54748. *Other tentative locations are: the United Methodist Church 13883 County Highway S South Jim Falls, WI 54748 Office: (715)382-4191 or The Lions Club 14046 County Highway S South Jim Falls, WI 54748, Contact: Sandy Crosby (715)382-4740.*

**Worldwide Terrorism Event**

In the event of terrorist activity, the Federal Government may have a preliminary plan in place for moving activities of election days. All elections will continue unless Federal or State officials have ordered otherwise. If there is no police order to take cover or remain indoors, all operations of the polling places can remain intact. If you are notified to evacuate the polling place, secure ballots and voting equipment and proceed with the Change of Polling Location instructions.

**Active Shooter**

Active shooter situations are unpredictable and evolve quickly. Because active shooter situations are often over within 10 – 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. U.S. Homeland Security recommends these best practices 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.
- 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!

**Workplace Violence**

Be aware of the possibility of an incident occurring at your voting location:

- All threats of violence must be taken seriously.
- Report any threats to the Chief Inspector to make a determination as to the next course of action.
- For any situation that involves an immediate threat of violence, an Inspector should notify local law enforcement.

Dial 9-1-1.

- 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.

### **Fire or Fire Alarms**

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 to make the evacuation a necessity. In the event that a fire or fire alarm has disturbed the activities of the polling place, the following steps can help to effectively continue election processes.

- Stay Calm and Dial 9-1-1.
- The evacuation and safety of human life is the first concern. Inform any voters to evacuate the building at the nearest EXIT.
- Secure ballots and voting equipment.
- Proceed to follow the Change of Polling Place instructions.
- Take a head count and note any missing people. Report any missing people to emergency personnel.
- Stay at 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/Natural Disaster**

During inclement weather, the Fire Department and Police Department will be kept apprised of the severity to alert the Clerk of possible situations that require action.

- If a natural disaster such as a tornado warning occurs, which requires inspectors and voters to take cover, all unvoted ballots and poll lists will be secured by the Chief Inspector. The Voting Equipment/Ballot Box can remain unplugged and locked. No ballots will be allowed in the Voting Equipment/Ballot Box and no unvoted ballots will be issued. When regular business resumes, the Chief Inspector should note the time from beginning to end on the Inspectors' Statement.
- If a tornado is reported or seen in the immediate area, seek shelter immediately in the nearest secure location (interior rooms, such as the furnace room and/or bathrooms). 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 a head count. 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.
- 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 without clearance from emergency personnel.

### **Threatening Phone Call/Bomb Threat/Suspicious Object**

If you have received 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 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 verbal or written threat, parcel, or suspicious object.

### **Hazardous Leaks or Spills**

Hazardous substances are transported daily. A leak or a spill is a possibility and a concern.

- If you are the first person to identify a hazardous leak or spill, dial 9-1-1 to report the situation.
- The Fire Department and County Emergency Government will be the emergency personnel to assess the situation.
- Remain at the polling place unless otherwise notified by emergency personnel. Close the doors and windows if the hazardous leak or spill is outside of your facility.
- Secure ballots and voting equipment if necessary.

### **Power Outage**

Voting equipment contains power supply backups that will continue to operate in the event of a power outage for approximately 3 – 4 hours. Turn off the voting equipment and have voters deposit their ballots in the equipment's auxiliary compartment. Note the time of the power outage on the Inspectors' Statement and contact the clerk immediately. The Clerk/Town Board should deliver flashlights and any other supplies needed. When the power is restored, turn the voting equipment back on and process any voted ballots in the auxiliary compartment through the equipment. If power is not restored before the end of the Election Day, secure all of the voted ballots in a ballot bag and bring all of the election supplies to the change of venue location. Ballots will be processed there.

In the event of a long-term power outage, a change of venue will be required. If there is a municipality-wide power outage, ballots should be secured with the Inspectors at the polling location until 8:00 p.m.

If a power outage should occur:

- Remain calm.
- Provide assistance to visitors and staff in your immediate area.
- If you are in an area that does not have windows, proceed with caution to an area with emergency lighting.
- The tabulator prom pack will retain all data in its memory and can be restarted after a power outage.
- All efforts shall be made by the Clerk/Town Board to obtain a generator so that the regular Election Day process can resume.

### **Medical Emergencies**

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

- Dial 9-1-1 immediately. Give the operator the location and type of emergency.
- Unless it is a life-threatening emergency, do not render first aid until a qualified individual arrives.
- Do not offer to move a person who has fallen
- Try to obtain from the injured person 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 employee injury to the clerk.

### **Change of Polling Location**

When it has been determined by the Clerk, Chief Inspector or emergency personnel that a polling place needs to be moved to effectively respond to a disaster of any kind, the following process should be followed:

- The 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, such as notices and signs.
- The Clerk will report to the polling location to facilitate the move.

- All Inspectors will assist the Clerk in securely moving the election materials to the transport vehicle(s).
- The voting equipment/ballot box(es) will remain locked at all times.
- The voting equipment/ballot box(es) will be escorted to the change of venue location and the Clerk and/or Chief Inspector will remain in view of the voting equipment/ballot box(es) at all times.
- 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 inspector during the change of location.
- A sign should be posted on the front entry doors at the original location designating the new polling place. If possible, a notice should be placed on the Public Access Channel, or the local TV & radio stations directing voters to the new location.
- Inspectors should note the change of location on the Inspectors' Statement.

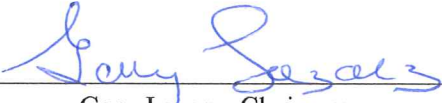
### **Staffing and Training**


Ensuring that polling locations have adequate numbers of trained chief inspectors and poll workers on Election Day – particularly in high turnout elections – is critical to the smooth operation of the polling place and

- Efforts should be made to have alternate chief inspectors and back-up poll workers, who are trained and knowledgeable about Election Day procedures on call in the event of illness, emergency or a higher than anticipated voter turnout.
- Regular and proper training for chief inspectors is a crucial starting point for ensuring the smooth and competent handling of both normal and extraordinary Election Day events.
- Clerks must document the training taken by chief inspectors and poll workers to ensure compliance with state training requirements. Documentation should include the term, names, dates and number of hours for each of their chief inspectors and poll workers.
- Training should cover procedures to allow poll workers to properly operate and troubleshoot problems on the voting equipment, including the accessible voting equipment. Poll workers should be able to turn on the equipment, clear paper jams, calibration problems and the ability to answer questions about how the equipment operates. Clerks should provide poll workers with additional contact information if more complex issues arise.
- Clerks should share contingency plans with poll workers during pre-election training sessions.
- Clerks should arrange to have poll workers visit the polling location prior to Election Day and are familiar with the building evacuations and shelter procedures.
- Clerks should purchase or download the most recent version of the Election Day Manual and have it available at the polling place for reference. The Manual contains a form to list emergency contact numbers. Clerks should ensure this section is accurately filled in and election inspectors are aware of the information.
- Election inspector training should instill the importance of accurate, detailed recordkeeping and all irregular activities should be recorded on the EL-104, Inspectors' Statement.

ADOPTED this 9<sup>th</sup> day of January, 2025, by the Town Board of the Town of Anson, Chippewa County, Wisconsin.

VOTED: For: 3 Opposed: 0 Absent: 0

  
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Gary Lazarz, Chairman

  
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Scott Schemenauer, Supervisor

  
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Stacy Steinke, Supervisor

Signed and dated this 9<sup>th</sup> day of January, 2025.

*Affidavit of Posting* - I hereby certify that the forgoing Resolution was duly adopted by the Anson Town Board, Chippewa County, Wisconsin, at a legal meeting on the 9<sup>th</sup> day of January, 2025, and was posted at the Anson Town Hall and also on the Town's website [www.thetownofanson.com](http://www.thetownofanson.com) on the 9<sup>th</sup> day of January, 2025.

  
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Jennifer Jensen, Clerk

**TOWN OF ANSON**  
**Chippewa County**

**ELECTION DAY CONTACTS**

**\*\*UPDATE THIS SECTION BEFORE ELECTION DAY\*\***

**POLICE/SHERIFF/LAW ENFORCEMENT**

Emergencies: CALL 9-1-1  
Anson Fire Chief: Trevor Weiland (715)226-0345

**OFFICE OF THE MUNICIPAL CLERK**

Jennifer Jensen (715)579-1648

**OFFICE OF THE COUNTY CLERK**

Jacki Sadler (715)726-7980

**WISCONSIN ELECTIONS COMMISSION**

Phone: (608)261-2028  
Email: [elections@wisconsin.gov](mailto:elections@wisconsin.gov)  
Website: [elections.wi.gov](http://elections.wi.gov)

**CLEAR BALLOT (ELECTION MACHINES)**

Phone: (857)250-4961

**CHANGE OF VENUE**

United Methodist Church  
13883 County Hwy S South Jim Falls, WI 54748  
Office: (715)382-4191  
Emergency Contact:

**Lions Club**

14046 County Hwy S South Jim Falls, WI 54748  
Phone: (715)382-4740  
Emergency Contact: Sandy Crosby

**BUILDING MAINTENANCE**

Town Employee: Jim Peloquin  
Shop: (715)382-4840  
Cell: (715)379-0389  
Home: (715)404-7049

**TOWN BOARD MEMBERS**

Chairman: Gary Lazarz  
Cell: (715)382-3180  
Home: (715)382-4397  
Supervisor: Stacy Steinke  
Cell: (715)257-0321  
Supervisor: Scott Schemenauer  
Home: (715)382-4242  
Cell: (715)226-1318

**WISCONSIN EMERGENCY MANAGEMENT**

24-Hour Operations Center  
(800)943-0003