

**UNITED STATES
ELECTION ASSISTANCE
COMMISSION**

PREPARING FOR ELECTION DAY

**CONTINGENCY PLANNING:
VOTING SYSTEMS**

**CONSULT AND
PARTNER WITH YOUR
LOCAL EMA DIRECTOR**

COMMUNICATIONS!
COMMUNICATIONS!
COMMUNICATIONS!

Cell Phones

Poll Land Lines

Poll Fax Lines

Poll E Mail Addresses

Emergency Numbers

Call Tree

PLAN PLAN PLAN

- **IDENTIFY SIGNIFICANT RISKS AND FAILURE POINTS**
 - **Mitigate Where Possible**
- **IDENTIFY RESOURCES**
- **SOLICIT SUPPORT**
- **INFORM PARTNERS**

EMERGENCY **COORDINATORS**

- **One or two persons per poll**
- **Clearly identify notifying authority**
- **Advise all others**
- **Provide identification credentials**
- **Train thoroughly**
- **Provide checklists**

TWO TYPES OF EMERGENCIES

- **Catastrophic**
 - No chance of resumption
 - Prioritize key materials to be protected or saved
 - Focus on mission critical
 - Human safety issues
 - Limited response time
 - Establish drop off points
 - Minimize loss

- **Temporary**
 - Identify extent of problem
 - Assign Solution
 - Plan for resumption
 - Relocate or temporary in place solution
 - Prioritize key materials to be saved or re-generated
 - Focus on mission critical
 - Manage resumption

EMERGENCY SHUTDOWN PROCEDURES

- Follow manufacturer guidelines for emergency shutdown
- CHECKLIST
- Save data first...then hardware if possible
- Secure data
- Inventory materials

BACKUP EQUIPMENT

- Appropriate amount
- Staged and ready
- Backup cards
- Programming (checklist)
- Know where resources are located

PLAN YOUR WORK...

...WORK YOUR PLAN

RESOURCES

■ **DISASTER RECOVERY JOURNAL**

www.drj.com

■ **DISASTER RECOVERY WORLD**

www.disasterrecoveryworld.com