APPENDIX K - SECURITY PLAN

Election Security and Action Plan

This plan gives guidance in the event of an emergency in Voter Registration and Elections. The plan has two purposes:

- To protect lives and property
- To preserve the organizational structure and ensure the continuing or early resumption of essential service.

ELECTION SECURITY

An effective emergency plan requires considerable thought: research, discussion and difficult choices should be made now. In addition to researching solutions, emergency preparedness involves identifying potential catastrophes. No geographical area is immune from emergencies. These also require planning in advance to avoid future confusion and misconceptions.

This document begins with an overview of basic security and planning concepts, and how they relate to election security. Following this is a more detailed document on the requirements for election day/night security.

THE BASICS

Security for an election is a combination of preservation and protection of *personnel, property* and *information assets*.

Security can also be broken down into three fundamental principles:

- Deterrence
- Detection
- Recovery

DETERRENCE

Personnel deterrence involves having all authorized personnel readily identifiable. Voter Registration and Elections (VRE) will use name badges with pictures for all permanent employees. Temporary employees will have a bright yellow badge without their picture. Visitors are required to register when entering the facility and are to wear the dated “visitor” badge while on the premises. Election night workers will be given color coded wrist bands to wear.

Property deterrence includes placing physical barriers and controlling access to sensitive locations. VRE will place crowd control barriers where appropriate. This includes establishing a ballot counting reviewing area for media and the public which will not impede the processing of ballots on election night. C-Cure door locks will be placed on VRE’s most sensitive rooms and access will be controlled, monitored, and recorded during all election periods. Where security is most critical, such as in the ballot counting and storage areas, cameras have been installed so activity can be monitored and recorded.

APPENDIX K - SECURITY PLAN

Information Assets deterrence is associated with changing passwords frequently. VRE generates and manages user log reports for the department's computer systems. Firewall protections are updated on a regular basis as required by County standards. Network access is restricted to authorized personnel only. All personnel who are granted access are required to complete the required County authorization and agreement forms.

DETECTION

Personnel breach detection happens when, as an example, an unidentified person fails to sign in when requested or does not wear a visitor badge. Any visitor without the appropriate visitor badge will be requested to return to the lobby and complete the sign-in process or they may be required to leave the facility. Permanent and temporary staff that lose their employee badge will be required to pay a fee to obtain a replacement badge.

Property breach detection is associated with a broken fence, non-identifiable vehicles, or unauthorized entrance into a secure room.

Information Assets breach detection can be determined by unauthorized use of passwords, a firewall violation, or unauthorized network access.

RECOVERY

Recovery is the ability to repair a detected breach and return to a planned environment.

Personnel recovery can be as simple as assigning a badge to a person that does not have one to having an unauthorized individual arrested for trespassing.

Property recovery may involve mending broken fences, redirecting unauthorized vehicles, or conducting a search of a room that has had an unauthorized network access.

Information Assets recovery could run the gamut from identifying and noting security breaches to a full investigation of firewall violations or unauthorized network access.

INTERDEPARTMENTAL COMMUNICATION

Partnerships are crucial to success. A spirit of cooperation goes a long way to break down communication barriers in any emergency situation. VRE has met with:

- The Department of Homeland Security (DHS) which includes both the Sheriff's department and FBI staff, to access the department's security plan.
- The Countywide Services Agency's (CMO), who is responsible for immediate media notification of any issues that arise during the course of the election.
- The Department of Technology (DTECH) for computer and telecommunications support in the event of any type of system failure.

APPENDIX K - SECURITY PLAN

SECRETARY OF STATE DEDICATED SECURITY CONTACT NUMBERS FOR ELECTION DAY

On site Security Command Center 24/7 Station 916-657-2166

These numbers are specifically for the sole purpose of reporting any voting period security issue that needs to be immediately brought to the attention of state officials (the Office of Homeland Security, the Office of Emergency Services, or VRE).

EMERGENCY PREPAREDNESS PLAN
Groups need to communicate during an emergency and will have the ability when the need arises

COMMUNICATIONS WITH VOTE CENTERS
All Precincts Operations phone bank staff will have a list of vote center locations, landline telephone numbers (if available), and cell phone numbers for each vote center and each of the coordinators. This information is vital to law enforcement and emergency responders. A phone tree will be used to ensure all polls have the information necessary for responding to the specific emergency or issue. This could be anything from keeping the polls open past 8 p.m. on Election Day to providing additional ballot stock to one or more vote centers.

COMMUNICATIONS WITH THE MEDIA
A media center will be established on-site during the voting period that will be staffed by the VRE's media officer. This will enable immediate information sharing between the media and our office on any issue or emergency that may arise during the election.

COMMUNICATIONS WITH IT STAFF
IT staff will establish a phone bank during the voting period specifically for assisting vote centers with voting system problems. This phone bank will be available all hours a vote center is open and from 6 am through 9 pm on Election Day. The contact number will be provided in the vote center training manual and to office staff.

COMMUNICATIONS WITH SECURITY
Management staff will be provided an emergency contact phone list to be used to contact emergency personnel, such as the Sheriff, Fire Department, and Homeland Security. Any contact will also be reported to the County Executive, CSA Agency Administrator and the Board of Supervisors. In addition, any election-related emergency will be reported to the Secretary of State's office.

ORDER OF EMERGENCY NOTIFICATION

VOTE CENTER EMERGENCY
In the event there is an emergency that affects the operation of the Vote Centers or ballot drop box locations, both the Precinct Operations phone bank and the IT phone

APPENDIX K - SECURITY PLAN

bank will be utilized to contact all the technical support rovers, Ballot Transporters, and/or Vote Center Inspectors and inform them of the emergency and the actions they are to take. The Media Officer will work with the Registrar to prepare a statement for the media as well as an information alert to be sent to the Board of Supervisors, the County Executive and the Chief Deputy County Executive.

LAW ENFORCEMENT EMERGENCY AT THE OFFICE

In the event that there is a situation requiring the immediate intervention of an emergency responder (sheriff, fire, ambulance, etc.), the first action is to call 9-911 and report the emergency. Then, refer to your emergency procedures manual for the proper way to handle the specific emergency. Alert any staff that may be in the area of the emergency, as well as, the Facility Coordinator and the Registrar and the Media Officer. The Facility Coordinator will take the necessary steps to address the emergency including evacuating the facility if necessary. The Media Officer will provide information to the media regarding the emergency and the County's response. The Registrar and Media Officer will prepare an information alert to be sent to the Board of Supervisors, the County Executive and the Administration Services Agency.

VOTING PERIOD / ELECTION DAY EMERGENCY PLAN

GENERAL DIRECTIVES

- The safety and protection of individuals is the highest priority
- Preservation of ballots, equipment and facilities is the second priority

OFFICE SECURITY

- The working areas of the office are to be locked at all times except during regular business hours and at times directed by the Registrar
- Because the warehouse is used for the security of election equipment, records and ballots, the warehouse area of the department is to be locked at all times except when authorized staff are in the area
- To report any break ins, notify the Registrar and the Safety Coordinator, and call Facilities Management at 916-875-6221 or the Sheriff's Department

BALLOT SECURITY

- All ballots, including voted, spoiled, and unused ballot stock, are to be secured in one of the appropriate ballots storage facilities. Each facility has an intrusion alarm and video surveillance camera
- No ballot may be left in an unsecured area unless two or more employees of VRE are present
- If any ballots are missing or unaccounted for, the Registrar must be advised immediately
- Ballots being transported to/from designated Ballot Drop Box locations will be secured and transported in accordance with Secretary of State Ballot Retrieval Regulations.

APPENDIX K - SECURITY PLAN

- Ballot stock will be recorded using logs as outlined in the Secretary of State Ballot Printing Regulations and all ballots will be accounted for during the canvass period.

VOTE CENTERS

- In the event of an emergency in a Vote Center in which human life is endangered, the incident must be reported immediately to the proper authorities, through the 911 call center
- At an appropriate time, VRE must be advised of the emergency situation and the steps taken to respond to the emergency
- If necessary, VRE will take necessary steps to open an alternate voting site for the affected Vote Center to allow voting to continue with the least amount of interruption possible. Any actions, particularly during a statewide election or an election involving a state office, should be coordinated through the Elections Division of the State, the County Executive and/or Board of Supervisors and other appropriate authority including VRE's Media Officer.

ELECTIONS OFFICE

- In the event of an emergency in which human life is endangered, the incident must be reported immediately to the proper authorities, through the 911 call center and to the Registrar and the Department Safety Officer
- Other emergencies or situations must be reported to the Registrar, Department Safety Officer and appropriate manager
- If evacuation is ordered, even during ballot counting, everyone must evacuate immediately and report to the designated staging area

WHAT IFS ON ELECTION DAY

Planning means identifying the "what-ifs", and then taking measures to reduce the unknowns of how to respond. What if you were to receive a phone call on Election Day that there was a bomb in one of your vote centers, what would you do?

What if you had to move one of your Vote Centers on or before the voting period / Election Day, how would you do it?

The emergency procedure should include:

- Halt all voting immediately
- Evacuate the facility as quickly as possible
- People who are waiting to vote shall not be given ballots
- Voters who have voted ballots shall deposit them in the ballot box
- Unmarked ballots may be returned to the Election Officer at the Vote Center location
- Anyone in a voting booth should be encouraged to finish as quickly as possible
- Election Officers shall seal all ballots that were cast before the declaration of the emergency, in the usual manner followed at the close of polls.

APPENDIX K - SECURITY PLAN

- Election Officers should retain all the voted ballots from a ballot box, including Vote by Mail and Provisional ballots, a check-in laptop, and the blank ballot stock with a Ballot on Demand printer, if possible, when evacuating
- Election Board members shall follow instructions from the Election Office, Technical Support teams or Law Enforcement
- These instructions may include complete evacuation of the facility and establishing a temporary Vote Center in a nearby location, with directional signage (as available) to alert voters of the change in location

Remember the safety of the staff, Election Officers, and the voters must always be the first priority. **Emphasize to your election workers that their safety always comes first.**

APPENDIX K - SECURITY PLAN

WHAT TO DO IF SOMEONE TRIES TO TAMPER WITH THE VOTING EQUIPMENT
Immediately remove the person from the Vote Center and if possible detain them. Have another Election Officer contact the Precinct Operations phone bank and alert them of the situation. VRE staff will contact the sheriff's department and will have a new voting unit delivered to replace the unit that was tampered with. Have all voters who were waiting to vote place their ballots in the auxiliary bin until the new unit arrives.

IF AN EMERGENCY KEEPS THE VOTE CENTER(S) FROM CONTACTING THE OFFICE DURING THE VOTING PERIOD
In the event that the VRE office is unable to be reached during the voting period (loss of telephone service, forced emergency evacuation, etc.), election officials should use the precinct operations staff cell phones. The Registrar, Facility Coordinator and Media Officer will be alerted to any emergency affecting VRE office communications and will work with County offices and the media to make the public aware of the issue and work towards a resolution of the emergency.

ELECTION NIGHT SECURITY

- The Sheriff will be contracted to provide protective services for the VRE office and election night personnel
- All parking around the perimeter of the building will be restricted
- All staff members, the media and election night workers must wear ID at all times
- Key VRE staff members will have cell phones with them on election night
- Sheriff or local City Policy protective services may be at offsite receiving centers, as needed
- There will be restricted access during operations at the VRE office
- VRE will work with DTECH to perform a sweep of the facility and surrounding area for any wireless activity. This sweep may be a one-time operation or may continue throughout election night
- DTECH will be on-call to assist with any computer or telephone related problems or emergencies
- Media may be asked to announce any wireless devices upon arrival

APPENDIX K - SECURITY PLAN

VBM Emergency Procedures

SECURITY MEASURES TO PRESERVE ELECTION

In the event of an emergency requiring building evacuation, these procedures are to be followed:

- The Vote by Mail Manager will ensure that all Vote by Mail staff is accounted for and all customers are evacuated from the Front Lobby.

- If time permits in the case of a fire/flood or after the fact:

- Obtain tarps from the warehouse to cover ballots if needed.
- Relocate voted ballots to a safe location or cover with tarp
- Cover ballots with tarp if time allows for fire and water damage.
- Cover PC's and heavy machinery if needed (envelope opener, printers, etc.)

- To ensure that an election can be conducted due to evacuation or destruction to the building, a list of the vendors to contact will be kept by the Vote by Mail Manager outside of the office to duplicate or reorder any needed election supplies.

Vendor information- Contact names, telephone numbers and addresses for:

Burks Printing- VBM envelopes	(916) 344-0652
Runbeck Election Services- Ballots and Mailing Services	(602) 230-0510
Merrill Printers- Voter Information Guides	(714) 690-2294

APPENDIX K - SECURITY PLAN

VOTING SYSTEMS AND TECHNOLOGY

In the event of an emergency the following procedures are to be followed:

The Manager of Voting Systems and Technology will ensure the following:

All voting systems and technology staff have been accounted for

A pre-designated staff member will be responsible to secure the Iron Mountain container with a numbered seal. The sealed Iron Mountain container shall be removed from the server room with the current election data and immediately be taken to the group evacuation area. The election material will be stored and updated through the election process. The Iron Mountain box will contain the following as described in our current policy and procedure manual:

- A USB external hard drive with data and applications loaded as listed below:
  - Voting System Application
  - Current Election Data (Voting System Database)
  - PDF of election ballots
  - Voter Information Guide Application
  - Voter Information Guide
  - PDF of Voter Information Guide

- One Zip Disk containing the election definition to load on a 650 central scanner.
- Ten (10) blank PCMCIA cards
- One (1) Omni Drive to burn the PCMCIA cards
- Three (3) blank zip drives for the 650 central scanners
- One (1) external zip drive to upload the zip disk
- Two (2) lap tops loaded with the voting system application.
- Upon reentry into the VRE facility all VST staff will meet in the VST cubical area for a final group inspection of the c-cure system, server room and the ballot tabulation room.
- Two designated staff members will assist VRE department staff with any potential computer related issues.

2. <u>In the event of power loss, the following procedures are to be followed:</u>

The Manager of Voting Systems and Technology will ensure the following:

- All voting systems and technology staff have been accounted for
- A designated staff member has been assigned to the ballot tabulation room in non election mode, when an election is in process, two people will be assigned to this room
- A designated staff member has been assigned to check on the server room
- A designated staff member has been assigned to check on the c-cure system
- All designated staff members are to advise the Manager of VST, of their status upon first inspection and every fifteen minutes there after by using the Nextel radios.
- Upon restoration of power, each designated staff member will ensure their respective areas of responsibility are functioning properly.
- After each staff member has conducted a final inspection of their respective area, they will report their findings to the Manager of VST.

APPENDIX K - SECURITY PLAN

- If the building was evacuated – Refer to Item #1
- Two designated staff members will assist VRE department staff with any potential computer related issues.

3. <u>In the event of power loss and the VST area has generator power, the following procedures are to be followed:</u>

The Manager of Voting Systems and Technology will ensure the following:

- All voting systems and technology staff have been accounted for
- A designated staff member has been assigned to the ballot tabulation room in non-election mode; when an election is in process, two people will be assigned to this room
- A designated staff member has been assigned to check on the c-cure system
- All designated staff members are to communicate and confirm they have power in their respective areas and the functions of each area are working properly.
- All designated staff members are to advise the Manager of VST, their status upon first inspection and every fifteen minutes there after by using the Nextel radios.
- Upon restoration of power, each designated staff member will ensure their respective areas of responsibility are functioning properly.
- Two designated staff members will assist VRE department staff with any potential computer related issues.

APPENDIX K - SECURITY PLAN

CAMPAIGN SERVICES

Due to an unforeseen emergency or disaster, it may be necessary to evacuate our office for a period of time, and unable to return. We must be prepared to carry on our normal functions in another location. To ensure that the "Election Must Go On" we will outline what items we need to function outside our office, and complete the nomination process.

Upon the notification that the building must be evacuated, the following items must be taken when evacuating, if time and personal safety allows:

- Money Tray and Receipts
- A copy of the CFMR001 (Candidate Proof List) (located in red binder on front counter)
- The Candidate files/folders (located in file carts which are located next to supervisor's cubicle during filing)
- The CD File located in the Emergency Binder, which contains Candidate Guide, Nomination Forms, Index of Elected Officials, and Election/E-date Calendars. (located in the cities' file cart)
- Measure Folders (located Manager's office)
- Election Folder (located in cities' file cart next to supervisor's cubicle)
- The Proof Book, which contains the items received by VST (located on 3 tier file cabinet behind supervisor's cubicle)
- Petition in Lieu Log Book (located on counter attached to cubicle 129E)
- Petition in Lieu/Nomination Signatures clip board, 2 wire baskets signatures to be verified/completed (located VBM /Campaign Services counter)
- File Stamp and time clock (located at the front counter)
- County seal stamp and Jill LaVine stamp (located in top right hand drawer at counter)

The above documents and files will ensure that staff could process candidates at another location, on the assumption that we had DFM available through a PC. We would file candidates conditionally, at that time advising them that we will be calling them if they were not qualified to run (Live out of the area, etc.). Once back on line with (DFM), can print documents and enter candidates into system, we would be able to resume normally in just a few days.

Starting at E-83 staff will create an emergency binder with the above items. This binder will be located in cities' file cart.

Other items will be also gathered at the time of incident if personal safety permits.

APPENDIX K - SECURITY PLAN

REGISTRATION & OUTREACH SERVICES

In the event of an emergency requiring building evacuation, these procedures are to be followed:

The Registration and Outreach Manager will ensure that all Registration and Outreach staff is accounted for and evacuated from the building.

If time permits in the case of a fire/flood or after the fact:

- Cover the computers with a tarp or heavy plastic
- Cover the most current affidavits of registration that have not been scanned and entered into the Election Management Database
- Cover any petition that is in house for certification
- Gather all video equipment, IPads, and a red supply bag for Outreach
- Other items will also be gathered and covered or taken at the time of the incident if personal safety permits

APPENDIX K - SECURITY PLAN

PRECINCT OPERATIONS

In the event of an emergency requiring building evacuation on or before the voting period, due to fire, bomb, flood, etc., these procedures are to be followed:

1. All employees (permanent and temporary) are to immediately leave the building and report to the designated meeting site (**Burlington Building – North Sidewalk**).

2. The following items are to be procured prior to departing the building, in order of importance, if time and personal safety allows:
   - **Thumb drive on a lanyard**, located in the cabinet nearest the fire extinguisher/fax machine, with the following information saved:
     - Equipment Delivery & Drop Box /Pick-up vendor contact information
     - Inventory List (From Warehouse, most recent version)
     - Records Storage List (From Warehouse, most recent version)
     - Complete list of Vote Centers & Ballot Drop Box locations, with contact information
       - Complete list of Election Officers *Update to thumb drive at E-15 and again at E-5*
   - **Tablet (or Laptop) from storage area**
   - **Verizon "Hot Spot" air card from tablet storage area, for internet/EIMS access**

   It is the responsibility of the Election Supervisor to ensure all of the reports/information on the thumb drive is current and relevant for the upcoming election.

3. Once safely at assembly area, the Precinct Operations Manager or Supervisor will load the thumb drive on to the tablet or laptop.

4. The Precinct Operations Manager will then divide the list of Vote Center Inspectors for staff to call, in conjunction with VST and their technical support teams. Ensure the Inspectors are given the following information:
   - Precinct Operations Manager's cell phone number.
     - Current Manager, Courtney Bailey: **(916) 704-8389**
   - Alternate drop box site location(s) for ballot and/or equipment returns
   - Alternate phone number(s) to call for assistance at the Vote Centers

   Election Officers will follow the instructions in the Election Officer Manual unless otherwise instructed by technical support teams or office personnel.

Non-election specific evacuations will require the procurement of the tablet and Verizon air card for internet and EIMS access. Precinct Operations Manager has VPN remote access.

APPENDIX K - SECURITY PLAN

WAREHOUSE SECTION

Florin Station Evacuation: In the event of an emergency requiring building evacuation, the following procedures shall be followed:

1. Make designated assembly area knows to all personnel (**Burlington Building – North Sidewalk**)

2. Warehouse Supervisor to procure the sign-in sheet used for temporary staff and assist the Precinct Operations Manager in accounting for all personnel in the building that day.

3. If time and safety permits, the Warehouse Supervisor will oversee the following:
   - Remove Forklifts and Pallet Jacks from building to a safe location
   - List of election material and documents to be removed, in order of importance:
     - Official Ballots
     - Voted Ballots
     - Roster Books
     - Blue Files
     - Historical Records
     - Personnel Records
     - Fiscal Records
     - Watermarked Paper (from SOS, for Mello Roos)

Loss of Florin Station facility: In the event of an emergency where the Florin Station facility is unusable, the following are possible facilities to accommodate election processing and returns:

- Sears Parking Lot at Florin Road and 65th Street
- DHHS Parking Lot at 7001 East Parkway
- North Corporation Yard at 5026 Don Julio Blvd

Wherever an alternate location is established, that site shall accept and secure the following election materials:

- Official Ballots
  - Voted Ballots will be delivered from Transport vans, including Vote by Mail and Provisional ballots
  - Blank ballot stock
- Additional election supplies and equipment

While safely at alternate location:

- Coordinate with Sheriff's Department for Security
- Coordinate with equipment delivery vendor for transportation, including the need for 2 extra trailers to handle Florin Station equipment returns.
- Coordinate with Delivery vendor for possible rescheduling of pick-up of election equipment

In the absence of storage equipment (Pallets, Hampers, Carts, Pallet Jacks, Forklifts, Big Boys, Shopping carts, Postal Cages) all election supplies and equipment will be transferred by hand.

APPENDIX K - SECURITY PLAN

Off Site Equipment Storage: After Logic and Accuracy testing has been completed, Warehouse staff will coordinate with VST to deliver ballot tabulators to be securely stored at Sacramento County Office of Emergency Services. Stored equipment will be picked up after the canvass period is complete.