

FACILITIES OFFICER/GREETER

OVERVIEW OF THIS ROLE	CONTENTS OF THIS BINDER:
<p>GENERAL DUTIES & RESPONSIBILITIES</p> <p>Most Facilities tasks are pre & post polling hours, while the Greeter role is ongoing during the voting day. As such they will share responsibilities of both roles.</p> <p>In occasions where only 1 officer is assigned the Facilities Officer will serve both roles.</p> <p><u>The Facilities Officer</u> is responsible for the set-up of signage and traffic flow outside prior to opening the voting day.</p> <p>Prior to Election Day the Electoral Board will have delivered signage and supplies to the polling place, marked the “Prohibited Area” at the entrance (when allowed), and basically arranged the tables in the interior.</p> <p>Prior to the polls opening in the morning, It is your responsibility to mark the Prohibited Area, the handicap parking space, the “Drive-Up” voting space outside with signage and traffic cones. The needed cones & signs will be inside the entrance door of the polling place.</p> <p><u>The Greeter’s role</u> is to ensure the interior is properly set-up, welcome voters, guide them to the check-in area; and encourage voters to get their ID ready. Additionally, they should direct voters to signs and other information such as sample ballot items before voters check in. We suggest a “greeter’s table” be set up near the entry to display voter information that is used.</p> <p>At poll closing, all materials will be collected/taken down and placed just inside door for next morning pickup.</p> <p>In situations where only 1 officer is assigned both roles, they serve both roles.</p>	<p>Inside Front Cover</p> <p style="text-align: center;">Election Specific Notices</p> <ol style="list-style-type: none"> 1) Overview <ol style="list-style-type: none"> a) Facilities Officer b) Greeter 2) Election Day Instructions <ol style="list-style-type: none"> a) Setting up the exterior – <ol style="list-style-type: none"> i) Parking & Signage ii) Curb Side Voting b) Setting up the interior <ol style="list-style-type: none"> i) Voter Flow ii) Voter Assistance iii) Poll Watchers c) Closing the polls 3) Polling Place Instructions 4) Precinct Diagrams <ol style="list-style-type: none"> a) Diagram 5) Emergency Procedures <p>Inside Rear Cover</p> <p style="text-align: center;">Election Specific Forms &Copies</p>
<p><u>PRIMARY ELECTIONS:</u> Voter Registration in Virginia does not request nor require a party designation. Primary Elections can be for one specific party, or a “dual” party primary. In a dual primary, there will be different ballots for each (2) party. In essence, this is two separate elections.</p> <p>IF the event of a Primary Election, an addendum to these instructions, providing specific policies & procedures for that election, will be placed in the front pocket of this binder</p>	

FACILITIES OFFICER/GREETER

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ELECTION OFFICER TRAINING

FACILITIES OFFICER & GREETER

OVERVIEW

These instructions contain steps that need to be taken in setting up the Polling place interior and exterior for the voting day. It consists of step by step suggestions, along with diagrams and ariel photos to better enable you to do so.

FACILITIES:

The general role of the Facilities Officer is to ensure the setup of the polling place exterior.

More specifically:

- Ensuring voter accessibility to the Polling Place with the least amount of confusion regarding where to enter upon arrival.
- To establish and mark the “Prohibited Area” of 40 feet from the Polling Place entrance.
- To ensure the accessibility and parking areas for handicap voters, and establish the “Drive-Up” voting area.

GREETER:

The general role of the Greeter is to provide voter hospitality and support during their visit to the polling place.

More specifically:

- The greeter welcomes voters to the Polling Place and directs them to the check-in area or table(s).
- The Greeter will be responsible for disseminating any election specific instructions to the voter upon arrival. (Example: Clarification of the TYPE of election being held)
- Specific instructions are found on the following pages of this Binder

NOTE: In some instances the position of Greeter may not be staffed. As such the Facilities Officer carries the responsibility for both.

With a separate Greeting Officer they will share all tasks and work together in set-up and take-down of the polling place

ELECTION OFFICER TRAINING

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ELECTION OFFICER TRAINING

FACILITIES OFFICER & GREETER

BEFORE THE POLLING PLACE OPENS

Reference Included Exterior Diagrams (see Tab 5)

Note: Set-up responsibilities are shared by both the Facilities Officer & the Greeter. In situations when only the Facilities role is staffed, all fall to the Facilities Officer.

SETTING UP POLLING PLACE EXTERIOR:

The day before the election, the County will deliver materials to each Polling Place. Where applicable, they will paint a dotted line marking the 40' "prohibited Area" outside the Polling Place entrance. All signage, cones, and materials will be found just inside the front door.

- a. Post signs outside the polling place as provided & indicated on diagram.
- b. Set up "Polling Place" and "Vote Here" signs at most visible sites.
- c. Post "Prohibited Area" signs at 40-foot line from each polling place entrance or in the area designated by the electoral board.
- d. Post "Disabled Parking/Entrance" signs and cones as needed.
- e. Set up "Drive-Up" Voting space as most appropriate, to include the notification 'doorbell' obtained from the Chief Officer. A specific set of instructions for Curbside voting are located further in this binder.
- f. Traffic cones are provided for this use, along with signs which can be inserted in the cone's top

CURBSIDE VOTING SIGN AND DOORBELL

Note that the sign is on top of a vinyl post that is fitted into a base. The system is collapsible and originally came packed in a box as shown on the next page. **The base is filled with gravel to keep the sign post stable. The filled base weights 25 – 30 pounds and may require two people to carry outside and set up.** The Board has assembled the signpost to the base, and you will find it assembled when you arrive at the polling place to set up on Election Day.

DO NOT DISASSEMBLE THE BASE, SIGNPOST, AND SIGN AT THE END OF THE DAY

ELECTION OFFICER TRAINING

FACILITIES OFFICER INSTRUCTIONS

SETTING UP THE CURBSIDE VOTING SIGN AND DOORBELL

The two photos below are for your information only showing the sign system as it was originally configured. *Yours will not be in the box! The sign & post will already be assembled.*

DO NOT DISASSEMBLE AT THE END OF THE DAY.



Curbside voting is available at all precincts. Each precinct is provided with (1) a "CURBSIDE VOTING" sign and (2) remote doorbell system that allows voters to press a doorbell button outside and call Officers of Election to assist them with curbside voting. Below are photos of the curbside voting alert system.

COMPONENTS OF THE CURBSIDE VOTING SYSTEM



A Fully assembled Curbside voting sign on its stand. This is the way you will find the stand when you set up your polling place before 6:00 AM Election Day.



The box contains the doorbell system. This box will be inside the precinct's TOTE BAG. As of this writing, we are looking for plastic boxes to replace the battered cardboard boxes.

ELECTION OFFICER TRAINING

FACILITIES OFFICER INSTRUCTIONS

SETTING UP THE SIGN AND TESTING THE DOORBELL

Setting up the sign is a simple matter:

- With the Precinct Chief, walk around your parking lot and entry area. Decide where the curbside voting is best to be located.
 - The area must accommodate at least one parked vehicle.
 - The area must be readily visible when someone enters the parking lot.
- Given the weight of the sign, two people should take the sign and the doorbell system outside.
- After the curbside voting sign is in place outside, you may want to put a few orange traffic cones at the curbside voting location to direct traffic away from the area. This will vary from precinct to precinct depending on your precinct's traffic pattern.

COMPONENTS OF THE DOORBELL SYSTEM

The doorbell and ringer system consists of two parts. The **doorbell push button** (outside) and the **ringer** (inside). All systems are tested before the election.



Doorbell pushbutton (used outside), front and rear – note the Velcro on the back. There should be a matching Velcro patch on the sign. Attach the doorbell to the sign.



Doorbell ringer (used inside polling place) – note that the ringer must be plugged into an electrical outlet inside the Polling Place

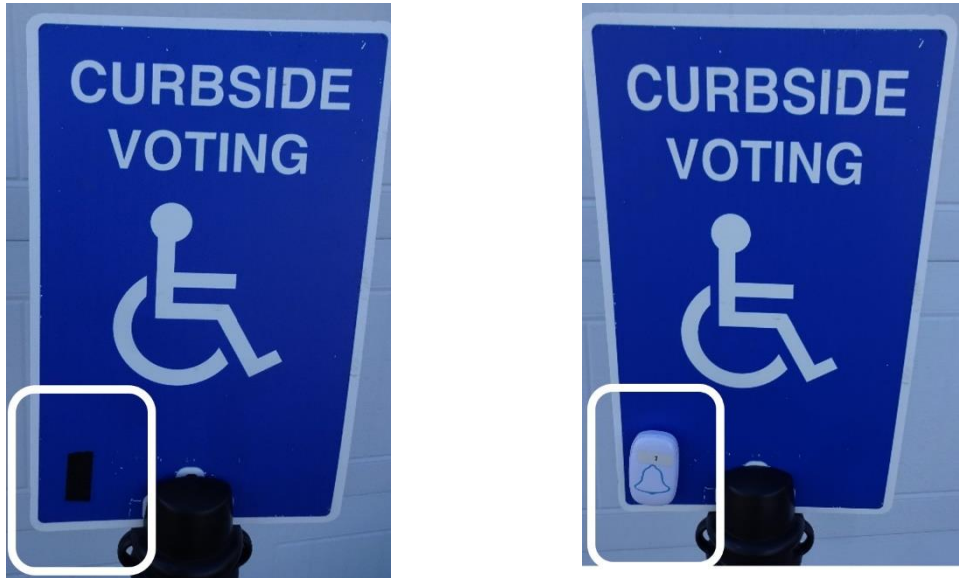
ELECTION OFFICER TRAINING

FACILITIES OFFICER INSTRUCTIONS

MOUNTING & TESTING THE DOORBELL

Note Photos Below: The mounting area for the Door Bell button is indicated by the white outline.

The photo on the left shows the curbside voting sign having Velcro affixed to the lower left corner. The photo on the right shows the doorbell push button attached to that Velcro patch using the Velcro on the back of the button.



After the sign is in position and the doorbell push button attached, one person should take the doorbell ringer, go inside, and plug the ringer into an outlet. **THIS OUTLET MUST BE CLOSE TO THE POLLPAD STATION OR THE BALLOT STATION SO, WHEN A PERSON RINGS THE DOORBELL, OFFICERS OF ELECTION CAN HEAR IT AND RESPOND TO THE CURBSIDE VOTING LOCATION.**

Testing the doorbell system – NOW – one person is outside at the curbside voting location; one person is inside and has plugged the ringer into an outlet. The outside person should press the doorbell button to ensure the ringer sounds inside. Test a few times. IF THE SYSTEM DOES NOT WORK:

- Ensure the ringer is plugged into a live electrical outlet.
- Try again.
- If still not working, call the Registrar's office – we have a spare as well as fresh batteries for the pushbutton.

ELECTION OFFICER TRAINING

FACILITIES OFFICER INSTRUCTIONS

SETTING UP POLLING PLACE INTERIOR: (PRIOR TO POLLS OPENING)

- Tables, chairs, signs and other equipment should have been delivered and placed the prior day. Re-arrange as needed.
- Set up voting booths (tabletop); tables for Poll Pads; signage as needed. You may need to rearrange what exists. Work with your Chief and other Officers to find the most workable arrangement.
- Voter privacy and flow through the polling place are crucial. Situations have existed where voter flow led to a degree of confusion. Arrange tables and chairs for best flow of traffic. A "sample" floor plan has been provided following these instructions
- Voting materials or equipment must be placed in a way that no voters, officers or observers will walk behind any voter where they can see (even unintentionally) how the voter is voting. The voter's perception of privacy in voting is as important as actual privacy.
- Post signs inside the polling place: It is best to post signs at eye level for all voters to make them more accessible.
- Place "Line Starts Here" signs 10 feet from the Poll Book table.
- Place "Virginia Voters' Election Day Complaint Form" (Rev 7/2014) where they are easily accessible.
- Place the folded table-top display on a table adjacent to the entrance with any handout materials provided. It will already contain:
 - Place the "Sample Ballots".
 - Voter Rights and Responsibilities" poster.
 - "Attention All Voters" ID sign (Rev 7/2014).
 - "Explanation of Political Party Abbreviations" sign.
 - Ensure a supply of Voter Request for Assistance forms (Dept. of Elections form ELECT-649) are available. Copies are in the rear pocket of this binder.

OPEN THE POLLING PLACE

- Consulting with the Chief and other Officers, verify the correct time. At exactly 6:00 a.m., step outside the entry and announce loudly and clearly, "This polling place is now open."

ELECTION OFFICER TRAINING

FACILITIES OFFICER INSTRUCTIONS

VOTING STATIONS AND VOTER FLOW

See the drawing on the next page. Establishing smooth voter flow through the voting process within the room can greatly simplify that process.

While each Polling Place has its own unique layout, that space needs to be utilized to its optimal configuration. This is most easily accomplished by setting voting stations, tables and equipment in order of their utilization by the voter. Follow these steps:

1. Upon entry there should be a table , staffed to greet the voter, containing the table-top display board, and associated information. This can act as your “home base” while the polls are open.
2. The 1st stop for the voter following entry is the Poll Pad Station or Check-in Table. Most precincts need this set for two Poll Pad check-in stations. One 8’ table should be in place.
3. Once checked in, the next station is the Ballot Station where they receive their ballot. Again, there should be an additional 8’ table adjacent to the Poll Pad Station.
4. Each precinct will have 4-6 table top “Privacy Booths” for completion of individual ballots. They can be placed in most any configuration but must ALWAYS be set in a manner that maximizes voter privacy in filling out their ballot.
5. Ballot Scanner & Ballot Box. This being the final station prior to the voter leaving the polling place, it should be placed near the exit, but in a manner that it does not interfere with arriving voters access.

In most cases, the Electoral Board set-up team will have set up these stations and tables. Feel free to adjust as needed for optimal function.

ELECTION OFFICER TRAINING

FACILITIES OFFICER & GREETER

WHILE THE POLLING PLACE IS OPEN

- a. During voting hours, you serve as the “greeter” welcoming voters and directing them to the check-in area.
- b. You can encourage voters to refer to signs that list options for acceptable forms of ID, and other voter and polling site information.
- c. Assist voters having mobility or access questions **only upon request**. See Dept. of Elections form ELECT-649, Request for Assistance, and it's use instructions below. Some blank forms are In the rear pocket of this binder
- d. See the last page of these instructions for specific “Greeter” responsibilities.

REQUEST FOR VOTER ASSISTANCE: (Sample Form follows)

It is imperative that assistance to a voter is provided ONLY UPON REQUEST by the voter. The individual may take such an offer as insulting of their abilities.

In such instances. ELECT Form 649, ***Request for Assistance***, is to be completed in all instances. This applies to any situation in which a voter is requesting assistance in completing their ballot, in all cases, whether it is a family member accompanying them, or you or any other Election Officer. See Section B of the form. Your Chief has a supply.

Requests for directions, how to utilize the voting equipment do not fall into this requirement, If unsure of the circumstance, ask your Chief Officer for assistance.

POLL WATCHERS & AUTHORIZED REPRESENTATIVES

(See Dos & Don'ts which follows – extra copies in rear pocket)

Interested voters are NOT considered Poll Watchers. Va. Code has specific guidelines for Campaigners, Candidates, and Authorized Representatives within the Polling Place and 40' Prohibited Area.

They fall into two categories:

- A. Campaigners - Candidates and their representatives
- B. Authorized Representatives

Reference the Dos & Don'ts sheet which summarizes guidelines.

ALL individuals (other than a Candidate) shall provide a Letter of Authorization. When a Poll Watcher enters, REFER THEM TO CHIEF.

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ELECTION OFFICER TRAINING

FACILITIES OFFICER & GREETER

CLOSE THE POLLING PLACE

- a. Verify the correct time, and at 6:45 p.m., announce outside the polling place entrance loudly and clearly, "***This polling place will close in 15 minutes.***"
- b. At exactly 7:00 p.m., announce outside the polling place entrance loudly and clearly, "***This polling place is officially closed.***"
- c. ALL voters in line when polls close **MUST** be allowed to vote.
If all waiting voters are inside the polling place at that time, stand at the door, advising any late arrivals of the polls being closed, and allowing exiting voters to leave.
If it is only a small (<5 voters) number of voters, take a position at the end of the line ensuring no additional arrivals will be in line.
If there is a larger number of voters waiting to vote you may record names of those voters, starting the list with the name of the last person in line and work forward. An Officer will then take a place at the end of the line as well.

AFTER THE POLLS ARE CLOSED

- a. Remove all signs (interior & exterior) and return to appropriate containers.
- b. Collect cones (if used) and place inside door of polling place for next day pick-up.
- c. Un-plug, collapse and take down the voting privacy table top booths.
- d. Pack up and secure all non-voting equipment as instructed by Chief Officer. You are not responsible for, however may assist, with voting equipment.
- e. Pack election materials in the supply container and return as instructed by Chief Officer.
- f. Leave polling place and inside of 40' prohibited area clean and organized the same as it was upon arrival.

ELECTION OFFICER TRAINING

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Warning: Intentionally making a materially false statement or entry on this form shall constitute the crime of election fraud, which is punishable under Virginia law as a Class 5 felony. Violators may be sentenced to up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2500.

OFFICER OF ELECTION

Precinct #/name: _____

Date: _____

A. REQUEST OF VOTER

I hereby affirm, subject to penalty of law, that I require assistance to vote my ballot by reason of either blindness, physical disability, or inability to read or write, or I need the ballot translated into another language.

I request that the person signing the agreement below in Section B enter the voting booth or voting machine enclosure to assist me or to vote my ballot in accordance with my instructions.

Signature of voter: _____ Printed name: _____
Required

B. AGREEMENT OF ASSISTANT

I hereby affirm, subject to penalty of law, that:

- I will vote this voter's ballot as the voter instructs.
- I will not solicit or attempt to influence how the voter votes.
- I will not disclose or indicate how the voter votes on any office or question.
- I am not serving in this polling place today as an authorized representative of a political party or candidate or as a neutral observer authorized by the electoral board. (See § 24.2-604 for additional information)
- I am not the voter's employer or agent of that employer, or an officer or agent of the voter's union. (This provision does NOT apply if the voter is blind.)

Signature of assistant: _____ Printed name: _____

Required

Required

Residence address: _____ City/state: _____ zip: _____

Required

Required

Required

C. IF VOTER ASKS OFFICER TO TRANSLATE BALLOT (AS ASSISTANT)

See § 24.2-649(C) for additional information. Any party or candidate interpreter must sign below before observing. (Attach additional forms if necessary.)

I hereby affirm, subject to penalty of law, that:

- I will not solicit or attempt to influence how the voter votes.
- I will not disclose or indicate how the voter votes on any office or question.

Signature: _____ Printed name: _____ Representing: _____

Signature: _____ Printed name: _____ Representing: _____

INSTRUCTIONS IF VOTER IS UNABLE TO SIGN OR MAKE THEIR MARK:

For a voter who is blind, the Officer of Election must:

- ☐ Write on the *Signature of Voter* line (Section A), "**blind voter**" (A blind voter is NOT required to sign or make their mark);
- ☐ Print the voter's name on the line below the signature line (Section A); and
- ☐ Have the assistant sign and complete Section B.

For a voter who is otherwise unable to sign, the assistant must:

- ☐ Write on the *Signature of Voter* line (Section A): "**voter unable to sign**";
- ☐ Print the voter's name on the line below the signature line (Section A); and
- ☐ Sign and complete Section B.



GUIDELINES FOR CAMPAIGNERS AND AUTHORIZED REPRESENTATIVES (REPS)

§§ 24.2-310, 24.2-604, et seq., of the Code of Virginia

CAMPAIGNERS (INCLUDES CANDIDATE) - OUTSIDE POLLING PLACE AND PROHIBITED AREA

- Must be outside 40 feet of any entrance to the building in which voting takes place . Only Electoral Board can authorize limited exceptions.
- No limit to the number of campaigners allowed outside the polling place and prohibited area.
- Cannot hinder or delay a person from entering or leaving a polling place.
- Loudspeakers cannot be used within 300 feet of any polling place.
- Campaign materials, including sample ballots:
 - Must be distributed outside the polling place and prohibited area.
 - Must contain a statement indicating who paid for/authorized the printing (see ELECT website, Campaign Finance)
 - Subject to a civil fine for failure to properly identify any campaign material.
- Sample ballots cannot be printed on white paper and must contain the words "Sample Ballot".

AUTHORIZED REPRESENTATIVES (REPS) - INSIDE POLLING PLACE AND PROHIBITED AREA

- ◆ Must be a qualified Virginia voter.
- ◆ Must present to the chief officer of election a "letter of authorization" signed by the independent or primary candidate or party chair entitled to representation (see below) if list of reps not previously provided. A copy of the signed "letter of authorization" is acceptable.
- ◆ No campaigning is permitted by anyone inside the polling place building without Electoral Board exception.
- ◆ Cannot hinder or delay any officer of election or voter.
- ◆ Cannot sit at the check-in table with officer of election but must be positioned to see and hear the check-in table and what is occurring. (rep may appeal to the local electoral board if dissatisfied with the chief officer's decision on placement.)
- ◆ May create their own list of voters and mark their own list (an officer cannot provide any list to reps).
- ◆ Cannot provide assistance to any voter or wear any indicator that he is available to assist any voter inside the polling place or within 40 feet of any entrance to the polling place.
- ◆ Officers of election have authority to remove any representative who does not adhere to above guidelines.

BEFORE POLLS OPEN §24.2-639	WHILE POLLS ARE OPEN §24.2-604	ASCERTAINING THE VOTE §24.2-655
<p>One rep of each political party having a nominee on the ballot in this election</p> <p>One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [may be the candidate]</p>	<p>Candidates may enter polling places only to vote, or to visit for no longer than ten (10) minutes per day per polling place</p> <p>For each pollbook in use in the precinct:</p> <ul style="list-style-type: none"> • One rep of each political party having a nominee on the ballot in this election • One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [cannot be the candidate] *** <p>If less than three (3) pollbooks in use, the Officers of Election, at their discretion, may allow a maximum of three reps whether or not the pollbook is divided.</p>	<p>Two reps of each political party having a nominee on the ballot in this election</p> <p>One rep of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [may be the candidate] ***</p> <p>The representative cannot leave the polling place nor relay in any manner the results of the election until after final results are ascertained and chief officer of election has opened doors and announced the results. There are no exceptions to this rule.</p> <p>Representatives may witness the counting and ascertainment of results and make their own notes but may not touch or handle any ballot, voting equipment or official document, or interfere in any manner.</p>

ELECTION OFFICER TRAINING

FACILITIES OFFICER INSTRUCTIONS

Setting up the Curbside Voting Sign and Doorbell

The two photos below are for your information only showing the sign system as it was originally configured. *Yours will not be in the box! The sign & post will already be assembled.*

DO NOT DISASSEMBLE AT THE END OF THE DAY.



Curbside voting is available at all precincts. Each precinct is provided with (1) a “CURBSIDE VOTING” sign and (2) remote doorbell system that allows voters to press a doorbell button outside and call Officers of Election to assist them with curbside voting. Below are photos of the curbside voting alert system.

Components of the curbside voting system



A Fully assembled Curbside voting sign on its stand. This is the way you will find the stand when you set up your polling place before 6:00 AM Election Day.

The box contains the doorbell system. This box will be inside the precinct's TOTE BAG. As of this writing, we are looking for plastic boxes to replace the battered cardboard boxes.

ELECTION OFFICER TRAINING

FACILITIES OFFICER INSTRUCTIONS

Note that the sign is on top of a vinyl post that is fitted into a base. The system is collapsible and originally came packed in a box as shown on the next page. **The base is filled with gravel to keep the sign post stable. The filled base weights 25 – 30 pounds and may require two people to carry outside and set up.** The Board has assembled the signpost to the base, and you will find it assembled when you arrive at the polling place to set up on Election Day.

DO NOT DISASSEMBLE THE BASE, SIGNPOST, AND SIGN AT THE END OF THE DAY.

SETTING UP THE SIGN AND TESTING THE DOORBELL

Setting up the sign is a simple matter:

- With the Precinct Chief, walk around your parking lot and entry area. Decide where the curbside voting is best to be located.
 - The area must accommodate at least one parked vehicle.
 - The area must be readily visible when someone enters the parking lot.
- Given the weight of the sign, two people should take the sign and the doorbell system outside.
- After the curbside voting sign is in place outside, you may want to put a few orange traffic cones at the curbside voting location to direct traffic away from the area. This will vary from precinct to precinct depending on your precinct's traffic pattern.

Components of the Doorbell system

The doorbell and ringer system consists of two parts. The **doorbell push button** (outside) and the **ringer** (inside). All systems are tested before the election.



Doorbell pushbutton (used outside), front and rear – note the Velcro on the back. There should be a matching Velcro patch on the sign. Attach the doorbell to the sign.



Doorbell ringer (used inside polling place) – note that the ringer must be plugged into an electrical outlet inside the Polling Place

ELECTION OFFICER TRAINING

FACILITIES OFFICER INSTRUCTIONS

Mounting & Testing the Doorbell

Note Photos Below: The mounting area for the Door Bell button is indicated by the white outline.

The photo on the left shows the curbside voting sign having Velcro affixed to the lower left corner. The photo on the right shows the doorbell push button attached to that Velcro patch using the Velcro on the back of the button.



After the sign is in position and the doorbell push button attached, one person should take the doorbell ringer, go inside, and plug the ringer into an outlet. **THIS OUTLET MUST BE CLOSE TO THE POLLPAD STATION OR THE BALLOT STATION SO, WHEN A PERSON RINGS THE DOORBELL, OFFICERS OF ELECTION CAN HEAR IT AND RESPOND TO THE CURBSIDE VOTING LOCATION.**

Testing the doorbell system – NOW – one person is outside at the curbside voting location; one person is inside and has plugged the ringer into an outlet. The outside person should press the doorbell button to ensure the ringer sounds inside. Test a few times. **IF THE SYSTEM DOES NOT WORK:**

- Ensure the ringer is plugged into a live electrical outlet.
- Try again.
- If still not working, call the Registrar's office – we have a spare as well as fresh batteries for the pushbutton.

EMERGENCY PROCEDURES

(Not Location Specific)

1) YOUR PRIORITIES

- a) Safety of Personnel and Voters
- b) Security of the Ballots and Equipment
- c) Personal property and supplies

2) LOSS OF POWER

- a) Continue Voting. Pollbooks and scanners will continue to operate for up to four hours, the printer will not.
- b) Call the Registrar's Office at 580-4655.
- c) The Board members will contact the appropriate emergency service to have a generator and necessary electric cables delivered.

DO NOT TURN THE Poll Pads, SCANNER OR TOUCH WRITER OFF.

Doing so will cancel all reporting functions

3) ABANDONMENT OF POLLING SITE

- a) The person closest to the door will restrict entrance and direct all voters outside escorting them a safe distance from the building. Tell voters that the precinct has been temporarily closed.
- b) Ask all voters holding ballots to wait outside and they will be able to vote their ballots, once the equipment is outside.

4) Specific Role Responsibilities:

- a) Pollbook/Poll Pad Operators: Unplug and carry equipment/book outside. Do not accept any additional voters until a temporary site has been set up or the polling site has been moved to its emergency location.
- b) The Ballot Officer: Collect and carry out all unused ballots.
- c) The Equipment Officer: With the assistance of the Facilities Officer and any available persons, unplug the scanner and carry it and the ballot box outside. DO NOT "CLOSE" THE POLLS.
- d) The Chief Officer will collect all Provisional, void and spoiled ballots and a cell phone and carry them outside.
- e) Ensure all people have evacuated to a safe distance from the building and the staff is providing collective oversight of all equipment and ballots.
- f) The Chief will call:
 - i) 911 in case of fire or a medical emergency.
 - ii) The Registrar's Office and explain the situation.
 - iii) The contact for the alternative polling site.

Registrar's Office (804) 580-4655

EMERGENCY PROCEDURES

(Not Location Specific)

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FACILITIES OFFICER INSTRUCTIONS

Callao, Va. Precinct 1

Callao VFD

(Refer to the illustration at the end of the instructions)

40 FOOT LIMIT:

No campaigning is allowed within 40 feet of the entrance to a polling place. When the Electoral Board sets up the polling place, they spray paint a 40-foot semi-circle on the gravel outside the voter entrance, when allowed, as indicated on the accompanying illustration.

The Yellow dotted line marks the approximate 40-FOOT LIMIT.

POLL DISTANCE MARKER NO ELECTIONEERING BEYOND THIS POINT. You will have several short orange cones with signs that insert into the top of each cone. Place these small cones as indicated by an **ORANGE DOT** on the graphic. Be certain to place the cones where they do not obstruct vehicle traffic.

The evening before the election, the political parties set up “tents” to greet voters. These should be where marked on the illustration.

HANDICAPPED PARKING SPACES

Using orange traffic cones and signs provided, set up two handicapped parking spaces as indicated by the **BLUE BOX marked HC** on the illustration.)

DRIVE UP VOTING:

See the graphic for the approximate location of the DRIVE-UP Voting space as indicated by the **BLUE BOX marked DU**.

See the separate sheet on installing the “Doorbell” along the left side of this space, convenient to the driver window/door.

FACILITIES OFFICER INSTRUCTIONS

Heathsville, Va. Precinct 2 St. Stephens Church

(Refer to the illustration on next page)

40 FOOT LIMIT

No campaigning is allowed within 40 feet of the entrance to a polling place. When the Electoral Board sets up the polling place, they spray paint a 40-foot semi-circle on the gravel outside the voter v indicated on the accompanying illustration.

The Yellow dotted line marks the approximate 40-FOOT LIMIT.

POLL DISTANCE MARKER NO ELECTIONEERING BEYOND THIS

POINT. You will have three short orange cones with signs that are inserted into the top of the cone. Place these small cones as indicated by an **ORANGE DOT** on the illustration. Be certain to place the cones where they do not obstruct vehicle traffic.

The evening before the election, the political parties set up “tents” to greet voters. These should be where marked on the illustration.

HANDICAPPED PARKING SPACES

Using orange traffic cones and signs provided, set up two handicapped parking spaces as indicated by the **BLUE BOX marked HC** on the illustration. (NOTE: Only one box is shown in the graphic – place 2nd space in close yet convenient proximity)

DRIVE UP VOTING:

See the graphic for the approximate location of the DRIVE-UP Voting space as indicated by the **BLUE BOX marked DU**.

See the separate sheet on installing the “Doorbell” along the left side of this space, convenient to the driver window/door.

FACILITIES OFFICER INSTRUCTIONS

Burgess, Va. Precinct 3 Fairfields Methodist Church

NOTE: There are 2 pages of instructions, each with separate illustrations.

(Refer to illustration 1 on next page)

40-FOOT LIMIT

No campaigning is allowed within 40 feet of the entrance to a polling place. A line is not painted on the paved drive or parking area, however, is indicated on the accompanying illustration.

The Yellow DOTTED LINE marks the approximate 40-FOOT LIMIT.

You will have three short orange cones with signs that insert into the top of the cone. . Place these three cones as indicated by an **ORANGE DOT** on the illustration. Be certain to place the cones where they do not obstruct vehicle traffic.

The evening before the election, the political parties set up “tents” to greet voters. These should be where marked on the illustration.

HANDICAPPED PARKING SPACES

The church parking lot is well-marked with two handicapped parking spaces close to the church. Using orange traffic cones and signs provided, set up two handicapped parking spaces as indicated by the **BLUE BOX marked HC** on the illustration. (NOTE: Only one box is shown in the graphic – place 2nd space in close yet convenient proximity)

DRIVE UP VOTING:

See the graphic for the approximate location of the DRIVE-UP Voting space as indicated by the **BLUE BOX marked DU**.

See the separate sheet on installing the “Doorbell” along the left side of this space, convenient to the driver window/door.

Continued Instructions and Illustration 2 following

FACILITIES OFFICER INSTRUCTIONS

Burgess, Va. Precinct 3 Fairfields Methodist Church

(Refer to the illustration 2 on next page)

RESTRICTIONS ON CAMPAIGN SIGNS

The church does not permit campaign signs on the lawn on the church side of the parking lot. Campaign signs ARE PERMITTED on the grassy area to the left of the entrance off Highway 360. If you find signs in the prohibited area, pull them out and move them to the permitted area. If any candidate or party representative complains, explain the church's prohibition; if they continue to complain, call the Registrar.

Candidates and the political parties go around the night before the election placing campaign signs around the polling places.

The Democratic and Republican parties will also erect canopies near the voter entrance. Check to ensure they are not blocking the semi-circular drive that some drivers use to drop off passengers.

**NOTE ON THE ACCOMPANYING ILLUSTRATION OF THE AREA
WHERE NO CAMPAIGN SIGNS ARE ALLOWED.**

FACILITIES OFFICER INSTRUCTIONS

Wicomico Church, Va. Precinct 4 Wicomico Parish Church

NOTE: There are 2 pages of instructions, each with separate illustrations.

REFER TO ILLUSTRATION 1 ON NEXT PAGE

Voter Entrance & Exit

Refer to illustration one. Notice the location of the main church building and the old house on the Burgess side of the church that serves as church offices.

The driveway between the church and the old house is the **ENTRANCE**. The driveway on the side of the old house away from the church is the **EXIT**. At the Kilmarnock end of the church is an old driveway that is now **BLOCKED**; however, some voters still try to exit using that driveway. The entrance and exit are marked by small signs that are not readily visible, requiring you to enhance voter access to the polling place.

There will be six large VDOT traffic cones at the church. There will also be two VOTER ENTRANCE signs and two EXIT signs that fit on top of these cones. Note the direction of the arrows on the VOTER ENTRANCE signs.

VOTER ENTRANCE ➡	VOTER ENTRANCE ⇐	EXIT ⇐
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Install these signs on each of the four tall traffic cones.

- Place one VOTER ENTRANCE sign at the entrance to the driveway, on the church side of Hwy 200, next to the small entrance sign, with the arrow pointing into the parking lot so it is visible for voters coming from the Kilmarnock side of the church.
- Place the other VOTER ENTRANCE sign across Hwy 200 with its arrow pointing toward the entrance, visible to voters coming from the Burgess side of the church. These locations are indicated by a **red number 1 on illustration 1**.
- Install the EXIT signs, with arrows, on two tall traffic cones. Place them as indicated by the **red number 2 on illustration 1**. These signs direct voters leaving the parking area to the exit driveway. Place these signs as you think best to direct voters out the exit drive.

Place two tall cones as indicated by the **red number 3 on illustration 1** so they block the old driveway.

FACILITIES OFFICER INSTRUCTIONS

Wicomico Church, Va. Precinct 4

Wicomico Parish Church

REFER TO ILLUSTRATION 2 ON NEXT PAGE

40-FOOT LIMIT

No campaigning is allowed within 40 feet of the entrance to a polling place. At Wicomico Church, the 40-foot limit corresponds to the white posts that separate the church's rear lawn from the parking lot.

You will have several short orange cones with signs that insert into the top of the cone *POLL DISTANCE MARKER NO ELECTIONEERING BEYOND THIS POINT*. Place these cones as indicated by an orange dots on the illustration. Place these cones with signs on the parking lot side of the white posts.

The Democratic and Republican parties will erect canopies near the voter entrance. These should be outside this 40' limit.

HANDICAPPED PARKING SPACES

Located on the right side of the walkway from the parking lot to the church are two handicapped parking spaces marked by blue handicapped parking signs. Using orange traffic cones and signs provided, outline these two handicapped parking spaces as indicated by the **BOXES MARKED HC** on the illustration.

DRIVE UP VOTING:

See the graphic for the approximate location of the DRIVE-UP Voting space as indicated by the **BOX MARKED DU**.

See the separate sheet on installing the "Doorbell" along the left side of this space, convenient to the driver window/door.

FACILITIES OFFICER INSTRUCTIONS

Reedville, Va. Precinct 5 Fairfields VFD

(Refer to the illustration on next page)

40-FOOT LIMIT -

NO ELECTIONEERING BEYOND THIS POINT.

No campaigning is allowed within 40 feet of the entrance to a polling place.

The fire department asked that we not paint lines on the driveway. You will have several short orange cones with signs that insert into the top of the cone to mark the approximate 40-FOOT LIMIT.

Place the poll distance marker cones as indicated by The **YELLOW DOTTED LINE** on the photo. Extend the line of cones so at least one cone is on the grass lawn in front of the station. In case of a fire call, the cones must be placed so they do not interfere with the trucks exiting, or even better, if there is a fire call, remove the cones and replace them after the fire engines have left the station.

Place these cones as indicated by **ORANGE DOTS** on the photo. Be certain to place the cones where they do not obstruct vehicle traffic.

The Democratic and Republican parties will erect canopies near the voter entrance. These should be outside this 40' limit.

HANDICAPPED PARKING SPACES

Using orange traffic cones and signs provided, set up two handicapped parking spaces as indicated by the **BLUE BOX marked HC** on the photo.

DRIVE UP VOTING:

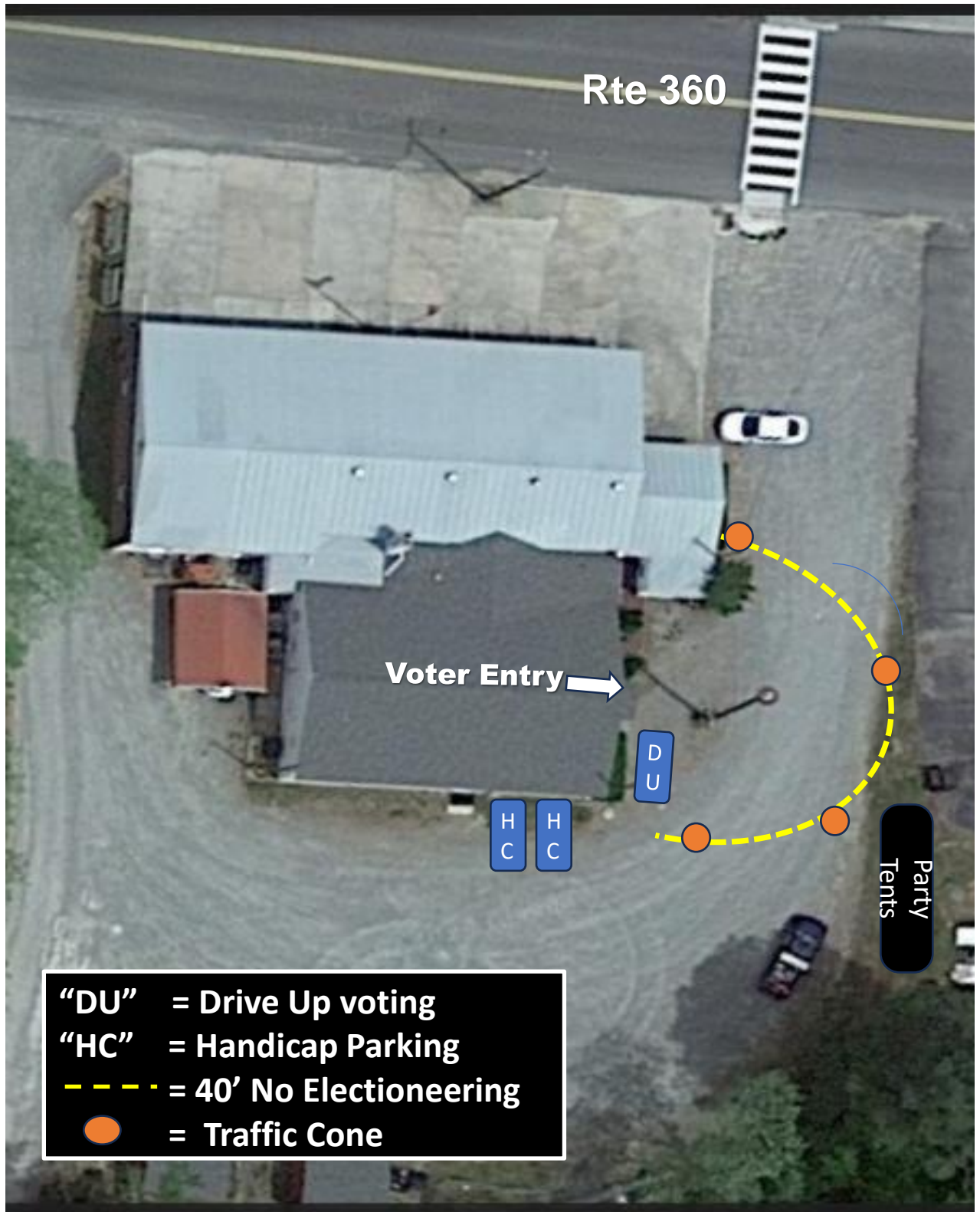
See the graphic for the approximate location of the DRIVE-UP Voting space as indicated by the **BLUE BOX marked DU**.

See the separate sheet on installing the "Doorbell" along the left side of this space, convenient to the driver window/door.

Callao, VA. Precinct 1

Callao VFD

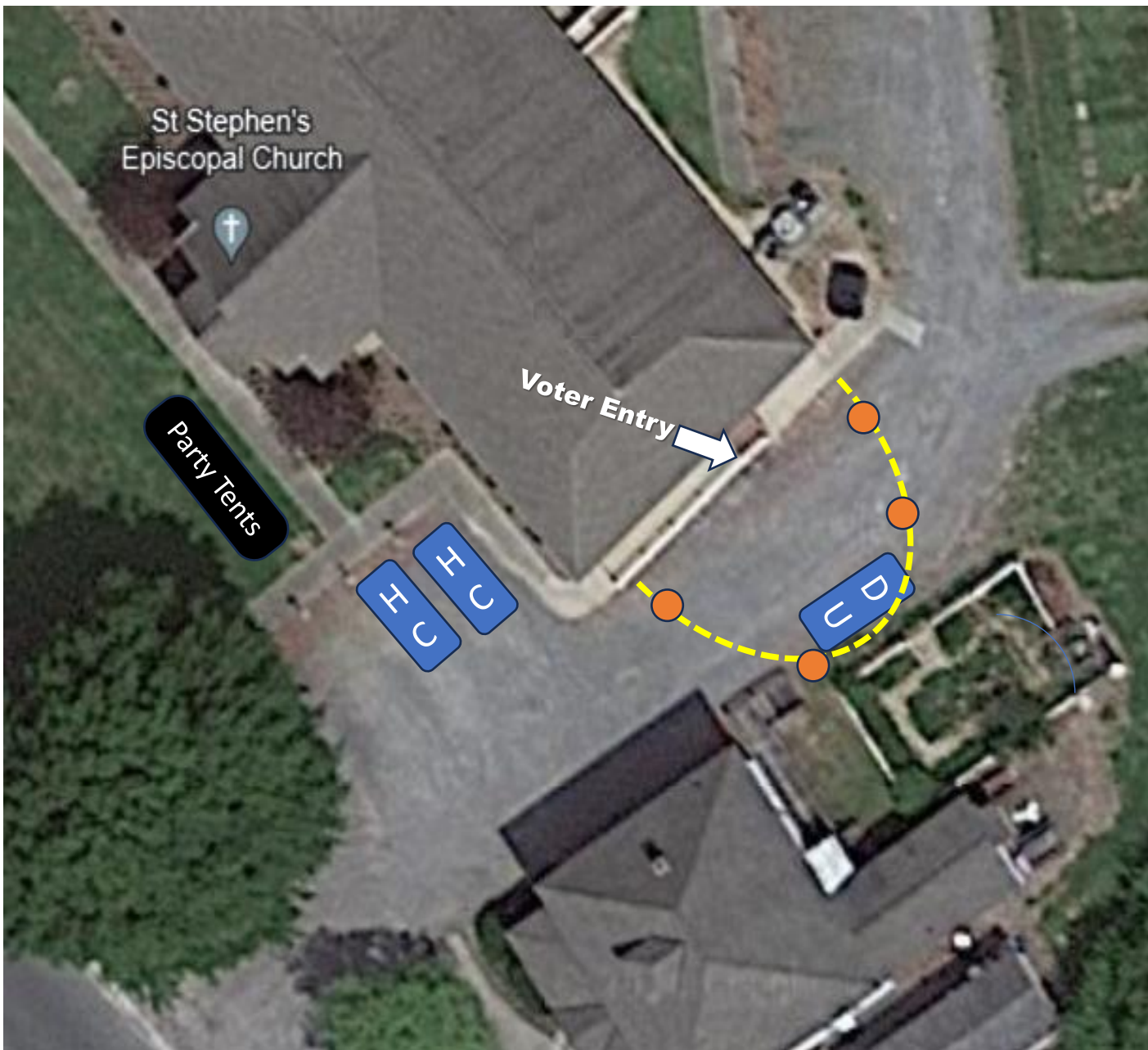
(Refer to the layout instructions on previous page)



Heathsville, VA. Precinct 2

St. Stephens Church

(Refer to the layout instructions on previous page)



“DU” = Drive Up voting

“HC” = Handicap Parking

- - - = 40' No Electioneering

● = Traffic Cone

Burgess, VA. Precinct 3

Fairfields Methodist Church

Illustration 1

(Refer to the layout instructions on previous page)



Burgess, VA. Precinct 3

Fairfields Methodist Church

Illustration 2

(Refer to the layout instructions on previous page)

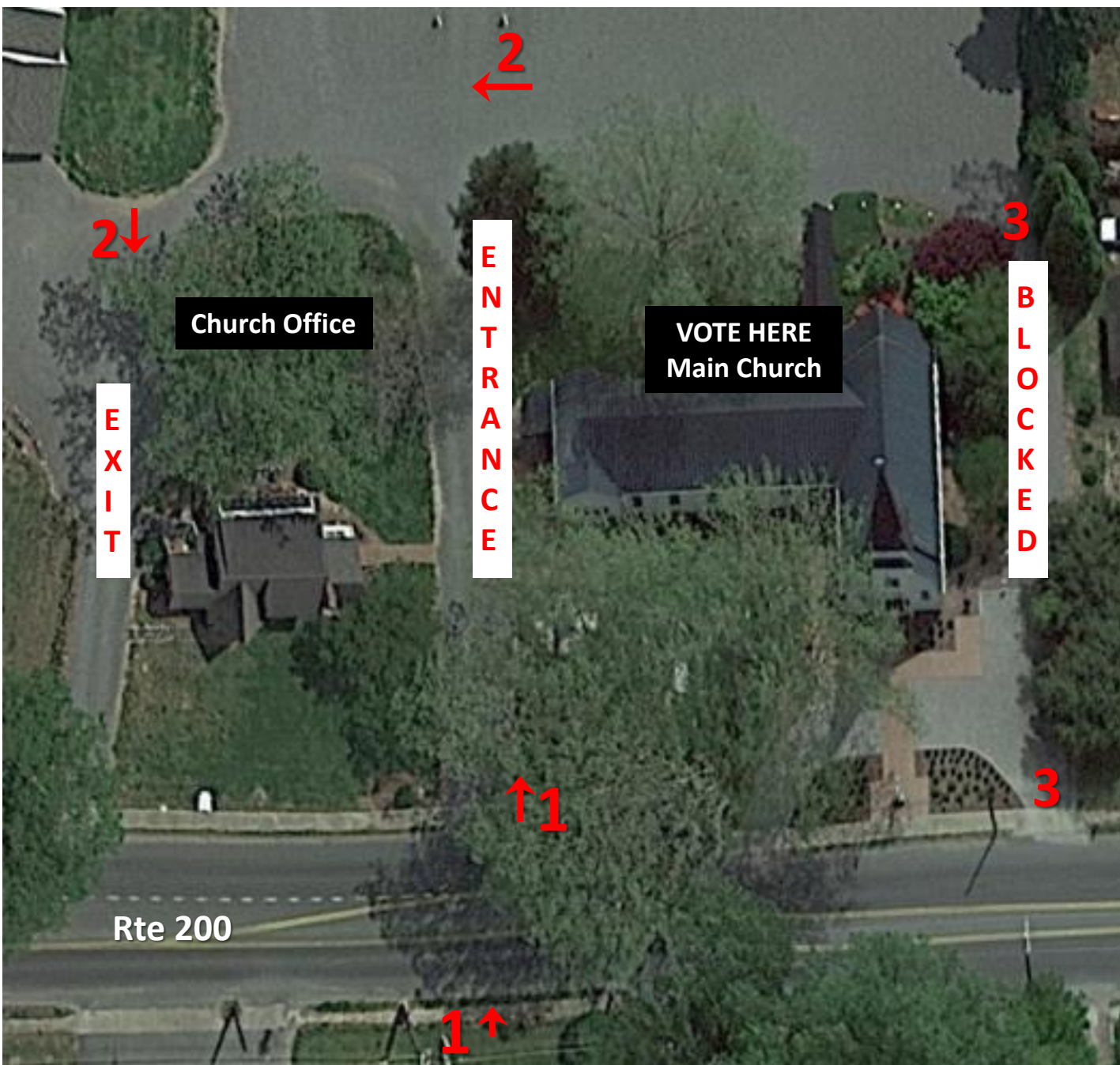


Wicomico Church, VA. Precinct 4

Wicomico Parish Church

Illustration 1

(Refer to the layout instructions on previous page)



Wicomico Church, VA. Precinct 4

Wicomico Parish Church

Illustration 2

(Refer to the layout instructions on previous page)



"DU" = Drive Up voting
"HC" = Handicap Parking
- - - = 40'
● = Traffic Cone

Reedville, VA. Precinct 5

Fairfields VFD

(Refer to the layout instructions on previous page)

