

City of Grand Rapids
ELECTION DAY EMERGENCY RESPONSE PLAN

This document is maintained by:

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INTRODUCTION

Purpose:

This document will serve as the emergency response/contingency plan in case of an unexpected circumstance that requires a change in the standard operating procedures on Election Day. The purpose of this document is to provide guidance for election staff and for the general safety of polling locations, all while maintaining the integrity of an election.

This document shall be reviewed with Election Judges. The document and its contents shall be considered sensitive in nature. City Clerks, as well as polling place property owners and facility managers, should be apprised of relevant aspects of these plans.

Polling Place Staffing, Hours of Operation, and Location(s)

Address of Polling Locations:

Precinct 1: Fire Hall
104 SE 11th Street

Precinct 2: Grand Rapids Library
140 NE 2nd Street

Precinct 3: Yanmar Arena
1401 NW 3rd Avenue

Precinct 4: Zion Lutheran Church
2901 US Highway 169 South

Emergency Polling Locations:

Precinct 1: PUC/PW Facility
500 SE 4th Street

Precinct 2: New Song Alliance Church
15 SE 3rd Street

Precinct 3: Grand Rapids City Hall
420 N. Pokegama Ave.

Precinct 4: ISD 318 Administration Bldg
650 SW 7th Ave.

Staffing:

Polling locations will have the following staff on site:

1 - Head Judge

1 - Assistant Head Judge

3 - Election Judges

Hours of Operation:

Voters may cast their ballots from 7:00 a.m. to 8:00 p.m.

Extended Polling Place Hours:

In the event of an emergency, polling place hours of voting may be extended.

EMERGENCY PROCEDURES

The City Clerk and Head Judges will ensure that Election Judges are made aware of these procedures and their responsibilities in advance of an election. Identifying duties and assigning them in advance may help alleviate stress and clarify responsibilities in case of an emergency.

A. WORLDWIDE TERRORISM EVENT

In the event of terrorist activity, the Federal Government may have a preliminary plan in place for moving activities on election days. All elections will continue unless Federal or State officials have ordered otherwise. If there are no police orders to take cover or to remain indoors, all operations of polling places can remain intact. If you are notified to evacuate the polling place, follow the instruction regarding evacuation in this plan (see Section E. Evacuation).

B. ACTIVE SHOOTER

Active shooter situations are unpredictable and evolve quickly. As a result, these situations may be over even before law enforcement arrives on the scene. Individuals must be prepared, both mentally and physically, to react to an active shooter situation. U.S. Department of Homeland Security recommends these best practices when 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 or are assigned to work as an Election Judge.
- 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!

C. WORKPLACE VIOLENCE / OTHER ACTS OF VIOLENCE

Be aware of the possibility of an incident occurring at your voting location. Treat all threats and warnings seriously.

- Report any and all threats to the Head Judge and City Clerk to make a determination as to the next course of action.
- **If a situation involves an immediate threat of violence to persons and/or the election process, dial 9-1-1.**
- In the event of a personal confrontation, do your best to stay calm.

D. THREATENING PHONE CALL/BOMB THREAT/SUSPICIOUS OBJECT

If you receive a written threat, phone threat, suspicious package, or find a suspicious object on the premises:

- Keep anyone from searching for, handling or going near the object in question as it 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 threat and/or finding/receiving the suspicious object.
- Depending on where the object is found (and in accordance with instructions from 9-1-1 operator/law enforcement), you may need to evacuate the polling place. If you are notified to evacuate the polling place, follow the instruction regarding evacuation in this plan (see Section E. Evacuation).

E. EVACUATION

Treat all threats and warnings seriously. If an evacuation becomes necessary (i.e., fire, fire alarm, etc.), the following steps can help keep people safe and effectively continue the election processes:

- Stay calm and dial 9-1-1.
- The evacuation and safety of human life is the first concern. Inform any voters at your location of the safety evacuation route.
- Secure election materials, if possible (voting equipment, ballots, inspectors' statements).
- Proceed to the designated area until/unless you are directed to do otherwise.
- Take accountability and note any missing people. Report missing people to emergency personnel.
- Stay in designated area until you are otherwise directed.

- Do not re-enter the building until authorized by emergency personnel.
- Do not speak to the media – refer them to the City Clerk or emergency personnel.

F. SEVERE WEATHER/NATURAL DISASTER

To ensure safety and security during inclement weather, the City Clerk shall monitor and be in communication with local law enforcement, emergency responders, and Head Judges. Safety of human life is the first concern.

- If a natural disaster occurs that provides ample time and requires inspectors and voters to take cover in the designated area, all unvoted ballots and polls lists will be secured by the Head Judge. The voting equipment/ballot box can be unplugged and locked in a secure storage area. No ballots shall be inserted into the voting equipment/ballot box, nor should any additional ballots be issued during this time.
- If a tornado is reported or seen in the immediate area, seek shelter in the designated area. 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 accountability and note any missing people.
 - 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 until/unless authorized by emergency personnel.
 - Report missing people to emergency personnel.

When regular business resumes, the Head Judge shall note the time from beginning to end that voting was suspended in the incident log.

G. ELECTRICAL OUTAGE

Turn off the voting equipment and have voters deposit their ballots into the equipment's auxiliary compartment. Note the time of the power outage in the incident log and contact the clerk immediately. If flashlights and/or emergency lighting are not already available at the polling location, clerks should reach out to the (department of public works and/or emergency management services) to deliver flashlights and any other necessary supplies.

When power is restored, turn the voting equipment back on and process any voted ballots located in the auxiliary compartment through the equipment. If power is not restored before the end of Election Day, secure all voted ballots in a ballot bag and bring them, along with all of the election supplies, to the clerk. Ballots will be processed at the alternate location as specified by the clerk.

In the event of a long-term power outage, a change of venue may be required (see Change of Polling Location, page 9). If there is a wide spread power outage, ballots should be secured with the Election Judges at the polling location until 8:00 p.m. In addition to the instructions listed above:

- Stay calm.
- Provide assistance to visitors and staff in the immediate area.
- If emergency lighting is available, proceed with caution to the area with lighting (perhaps this may be natural light from windows).
- Turn off the voting equipment. The tabulator memory device will retain all data in its memory and can be restarted after a power outage.

H. MEDICAL EMERGENCIES

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

- Stay calm and dial 9-1-1.
 - Provide your location and the nature of the emergency.
 - Answer all questions asked by the 9-1-1 operator.
 - Listen to and follow all instructions provided by the 9-1-1 operator.
- Do not move a person who has fallen.
- Unless it is a life-threatening emergency, do not render first aid until a qualified individual arrives or you are instructed to do so by the 9-1-1 operator.
- If possible, try to obtain from the injured person his/her name and what happened.
- Report any injury to the City Clerk (after the injured person is safe).
- Avoid unnecessary conversation about the ill or injured person.
- Do not speak to the media – refer them to the City Clerk or emergency personnel.

CHANGE OF VENUE (POLLING PLACE)

When it has been determined by the the City Clerk, that a polling location needs to be moved to effectively respond to a disaster/emergency, follow these guidelines:

- The Election Judges will assist in packing up all voting equipment, ballots, poll lists, registration materials, and all election forms and information that needs to be relocated (e.g., signs, notices, etc.).
- The City Clerk will organize transport vehicles and report to the polling location to help facilitate the move.
- All Election Judges will assist the City Clerk in moving the election materials/equipment to the transport vehicles.
- The voting equipment/ballot box(es) will remain locked at all times.
- The voting equipment/ballot box(es) will be escorted to a municipal vehicle or police vehicle, if available. A police officer will remain in view of the voting equipment/ballot box(es) at all times and take them to the Alternate Location. At this location, the polling place will be set up as normal.
- All unvoted ballots should remain in the presence of the Head Judge and at least one other Election Judge during the change of location.
- A sign should be posted on the front entry doors of the original polling location designating the new polling place (if the building is safe), or at a place as close to the entry doors as possible.
- Notify the County Auditor and Secretary of State immediately upon making the determination to relocate a polling place.
- Notice must be provided/posted to the municipal website, local Public Access Channel, local radio, social media, etc. to direct voters to the new location.
- Election Judges should document the change of venue and what time voting resumed in the incident log.
- Pursuant to MN Statute 204C.05, Paragraph (b): Hours of Voting: Polling place hours may be extended at the new polling place for one hour. The City Clerk will immediately provide notice to County Auditor, Secretary of State, Election Judges and voters of the extension of polling place hours. Election officials will request local media outlets publicly announce the extended polling place hours. Voters in the polling place or waiting in line at the door to register or to vote at the end of the extended polling place hours shall be allowed to vote pursuant to paragraph (a). Polling place hours will only be extended for the specific polling place(s) affected by the emergency and not for all four precincts within the City of Grand Rapids.
- In addition to the emergency polling locations identified on page 4, available space if sufficient in size, at current polling locations in adjacent precincts may be utilized to serve multiple polling places in the event of an emergency relocation.

EMERGENCY CONTACTS

Listed below are potential Election Day emergency contacts.

Municipal Contacts

City Clerk	Name: Kimberly Gibeau
	Daytime Phone Number: 218-326-7611
	After Hours Phone Number: 218-259-4415
	Email: kgibeau@grandrapidsmn.gov
City Administrator	Name: Tom Pagel
	Daytime Phone Number: 218-326-7626
	After Hours Phone Number: 218-398-0584
	Email: tpagel@grandrapidsmn.gov
Public Works Department	Name: Everette Baumgarner
	Daytime Phone Number: 218-326-7656
	After Hours Phone Number: 218-259-5132
	Name: Mike Randall
	Daytime Phone Number: 218-326-7628
	After Hours Phone Number: 218-259-5019
City Attorney	Name: Chad Sterle
	Daytime Phone Number: 218-326-9646
	After Hours Phone Number: 218-244-1696
Fire/Police/EMS	9-1-1
Fire/Police (non-emergency)	Fire: 218-326-7639 Police: 218-326-3464

County Contacts

Itasca County Auditor	Name: Austin Rohling
	Daytime Phone Number: 218-327-2860
	Email: austin.rohling@co.itasca.mn.us
Election Specialist	Name: Katherine Johnson
	Daytime Phone Number: 218-327-2849
	Email: katherine.johnson@co.itasca.mn.us
Fire/Police/EMS	9-1-1
Police/Fire (non-emergency)	218-326-3477

State Contacts

Minnesota Secretary of State	Elections: 651-215-1440 or 877-600-8683
	Email: secretary.state@state.mn.us