

EMERGENCY PROCEDURES

A Declaration of Emergency due to a disaster or extreme weather can only be declared by the office of the Iowa Secretary of State. In consultation with the County Auditor, that office has the authority to:

- Order modifications to the method of conducting the election, or
- Postpone the date of the election, unless candidates for federal office are on the ballot, in which case the election cannot be postponed or delayed.

If the County Auditor tells you the election has been postponed:

- Close the doors to the polling place and halt all voting immediately.
- Close and seal the optical scan machines without printing any election results.
- Do not give ballots to voters who are waiting to vote.
- Have voters who have already marked their ballots deposit them in the ballot scanner.
- Have voters with unmarked ballots return them to the precinct election official.
- Seal all voted ballots in secure containers.
- Mark the containers containing voted ballots "Ballots from the Postponed Election."
- If it is safe to do so, the chairperson(s) shall transport or designate one of the precinct election officials to transport the ballot containers, election register, Tally List and other election supplies to the County Auditor's office.
- If it is unsafe to travel to the County Auditor's office, the chairperson(s) or designee shall securely store the ballots, election register and Tally List until it is safe to return them to the County Auditor.

If an emergency causes you to evacuate the polling place:

- Keep people safe.
- Secure and protect the ballots, election register, election equipment, and other election documents and materials.
- Notify the County Auditor as soon as possible.

If an emergency causes the polling place to be relocated

- Post a sign on the outside door of the former polling place as soon as possible.
- If it is unsafe or impossible to post the sign on the exterior door of the former polling place, post the sign in some other visible place at or near the site of the former polling place.