SECURITY AND EMERGENCY ACTION PLAN

**VOTER REGISTRATION AND ELECTIONS**

**COUNTY OF SACRAMENTO**

**TABLE OF CONTENTS**

SECTION 1 VRE EMERGENCY TELEPHONE NUMBERS

*Staff telephone numbers: home, work-desk & cell and email addresses*

SECTION 2 COUNTY OF SACRAMENTO EMERGENCY NUMBERS & Email Addresses

*Board of Supervisors*

*County CEO, Media Officer and other departments*

*IT Chief Information Officer*

*Janitorial Services*

*Other County Emergency Numbers; i.e. Sheriff, Fire,*

*Highway Patrol, SOS contacts, County Counsel, Support Contacts for E-Day Support*

SECTION 3 CITY COUNCILS, MANAGERS, and PUBLIC INFORMATION OFFICERS

SECTION 4 VENDOR TELEPHONE NUMBERS

Voting System vendor, software and services providers, ballot printers, Post Office Representative, Equipment Delivery

SECTION 5 VST CONTACT LIST

*County IT Dept, Ballot Printer, Sample Ballot Printer, Ballot on Demand, SOS, Precinct Status Tracker – RFID, BPro*

SECTION 6 MEDIA CONTACTS

*Local TV stations, Associated Press, Local Newspapers*

SECTION 7 SECRETARY OF STATE SECURITY CONTACTS and STAFF DIRECTORY

SECTION 8 SECURITY AND EMERGENCY ACTION PLAN

POLICIES AND PROCEDURES

*Attached for your information – also breaks down by each VRE section*

SECTION 9 EMERGENCY PREPAREDNESS

SOS MEMO - EMERGENCY SITUATIONS THAT MAY AFFECT THE CONDUCT OF ELECTIONS IN CALIFORNIA – MAY 2012

*Emergency Preparedness document attached for your information.*

*SOS Memo attached for your information*

SECTION 10 POLLING PLACE LIST *with phone numbers*

SECTION 11 EMERGENCY SITE LOCATION MAPS

VRE EVACUATION MAP

*Map of Office of Emergency Services*

*Maps showing locations of sites Sacramento Elections have an agreement*

*with to work from in case of an emergency. MOU attached for your information.*

SECTION 12 VRE STAFF RESIDENCE MAP

SECTION 13 EMAILS TO and FROM HOME

Instructions to receive and send emails from home computer

SECTION 14 A FEDERAL EMPLOYEE’S EMERGENCY GUIDE

*Attached for your information*