

CITY OF ANNAPOLIS
2013 MUNICIPAL ELECTIONS
PREPARATION PLAN



Primary Election: September 17, 2013

General Election: November 5, 2013

Operational Period on Both Dates

5:30 a.m. To 9:00 p.m.

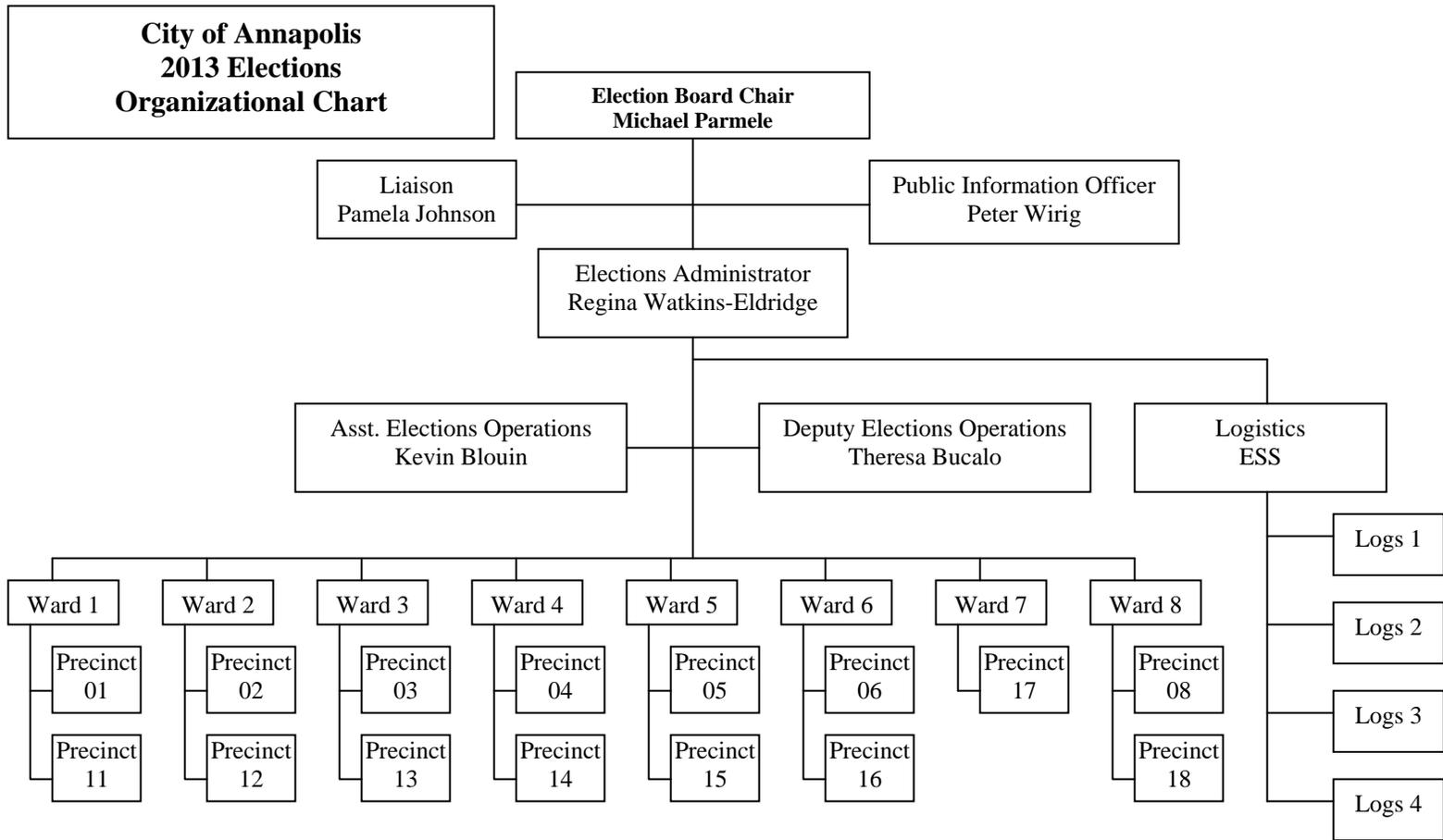
INCIDENT OBJECTIVES (ICS 202)

1. Incident Name: 2013 Elections Preparation Plan	2. Operational Period: 9/17/13 & 11/5/13 Time From: 5:30 a.m. Time To: 9:00 p.m.
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- 3. Objective(s)** (in priority order):
1. Provide for safety of election workers and citizens of Annapolis.
 2. Disseminate information to public when needed.
 3. Be prepared and handle law enforcement issues.
 4. Be prepared to provide emergency medical services to voters.
 5. Develop a working communications plan.
 6. Respond to any unforeseen crisis.

EPARM to provide severe weather update to the Elections Administrator.

ICS 202	Date/Time:
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GENERAL MESSAGE (ICS 213)

1. To (Name and Position): Elections Administrator (Operations Chief)		
2. From (Name and Position): Regina Watkins-Eldridge, Elections Administrator		
3. Subject: 2013 Municipal Elections	4. Date: 4/30/2013	5. Time: 2:00 p.m.
6. Message:		
<ul style="list-style-type: none">• Maintaining an open line of communication in case of an incident at the polls.• Handling unforeseen problems at the polls.• Working closely with the Judges to make sure the election goes smoothly and according to election practices.• Updating the Board of Supervisors of Elections throughout election day regarding any security issues.		
7. Approved by: Name: <u>Regina Watkins-Eldridge</u> Signature: _____		
8. Reply:		
9. Prepared by: <u>David Mandell</u> Signature: _____		
ICS 213	Date/Time: 5/2/2013 11:00 a.m.	

GENERAL MESSAGE (ICS 213)

1. To (Name and Position): Board of Supervisors of Elections			
2. From (Name and Position): Regina Watkins-Eldridge, Elections Administrator			
3. Subject: 2013 Municipal Elections		4. Date: 4/30/2013	5. Time: 2:00 p.m.
6. Message:			
<ul style="list-style-type: none">• Be available to answer any questions regarding Election Day Practices. • Appointing a Communications Officer to handle phone calls and any media related information. Any media interactions should be reported to the Public Information Officer. • Aid in the prosecution of all crimes and offenses regarding election practices as stated in title 4 of the City of Annapolis Charter.			
7. Approved by: Name: <u>Regina Watkins-Eldridge</u> Signature: _____			
8. Reply:			
9. Prepared by: _____ <u>David Mandell</u> Signature: _____			
ICS 213		Date/Time: 5/2/2013 11:00 a.m.	

GENERAL MESSAGE (ICS 213)

1. To (Name and Position): Chief Judge (Ward Leaders)		
2. From (Name and Position): Regina Watkins-Eldridge, Elections Administrator		
3. Subject: 2013 Municipal Elections	4. Date: 5/3/2013	5. Time: 2:00 p.m.
6. Message:		
<ul style="list-style-type: none">• Report any problems to Elections Administrator Regina Watkins-Eldridge immediately.• Maintain physical security over the voting units and follow procedures for securing the polling place.• Check the polling place the day before the election.• Maintain public order and protect the integrity of the voting process.• Report any suspicious activity and record any incidents in the Election Day Log.• Immediately report any security issues.		
7. Approved by: Name: <u>Regina Watkins-Eldridge</u> Signature: _____		
8. Reply:		
9. Prepared by: <u>David Mandell</u> Signature: _____		
ICS 213	Date/Time: 5/2/2013 11:00 a.m.	

GENERAL MESSAGE (ICS 213)

1. To (Name and Position): Elections Administrator Regina Watkins-Eldridge			
2. From (Name and Position): Police Chief Michael Pristoop			
3. Subject: 2013 Municipal Elections		4. Date: 5/8/2013	5. Time: 2:00 p.m.
6. Message:			
<ul style="list-style-type: none">• The Annapolis Police Department will have more than six officers available who will be responsive to any needs or concerns arising during the operating times.• Capt. Scott Williams is the contact person for APD for the 2013 Municipal Elections.• A field supervisor will provide officers' contact information in advance of the Elections.			
7. Approved by: Name: <u>Regina Watkins-Eldridge</u> Signature: _____			
8. Reply:			
9. Prepared by: <u>David Mandell</u> Signature: _____			
ICS 213		Date/Time: 5/8/2013 2:00 p.m.	

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name: City of Annapolis 2013 Elections	2. Operational Period: 9/17/13 & 11/5/13 Time From: 5:30 a.m. Time To: 9:00 p.m.
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3. Safety Message/Expanded Safety message, Safety Plan, Site Safety Plan:

- If you witness an emergency, call 911 immediately first. Then notify Elections Administrator Regina Watkins-Eldridge.

- Do not intervene in any physical altercations.

- Report any unattended packages or bags immediately to 911. Do not touch them.

- Report any suspicious activity.

- Do not leave sensitive elections equipment unattended.

9. Prepared by: David Mandell	Signature: _____
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ICS 208	Date/Time: 5/3/2013 2:00 p.m.
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MEDICAL PLAN (ICS 206)

1. Incident Name: City of Annapolis 2013 Elections	2. Operational Period: Time From: 9/17/13 & 11/5/13 Time To: 530 2100
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3. Medical Aid Stations:			
Name	Location	Contact Number(s)	Paramedics on Site
<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Transportation (indicate air or ground):			
Ambulance Service	Location	Contact Number(s)	Level of Service
<input type="checkbox"/>			<input type="checkbox"/> ALS <input type="checkbox"/> BLS
<input type="checkbox"/>			<input type="checkbox"/> ALS <input type="checkbox"/> BLS
<input type="checkbox"/>			<input type="checkbox"/> ALS <input type="checkbox"/> BLS
<input type="checkbox"/>			<input type="checkbox"/> ALS <input type="checkbox"/> BLS

5. Hospitals:							
Hospital Name	Address Latitude & Longitude if helipad	Contact Number(s)/ Frequency	Travel Time		Trauma Center	Burn Center	Heli-Pad
			Air	Ground			
<input type="checkbox"/> AAMC		Main Number (443) 481-1000			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>					<input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Special Medical Emergency Procedures:

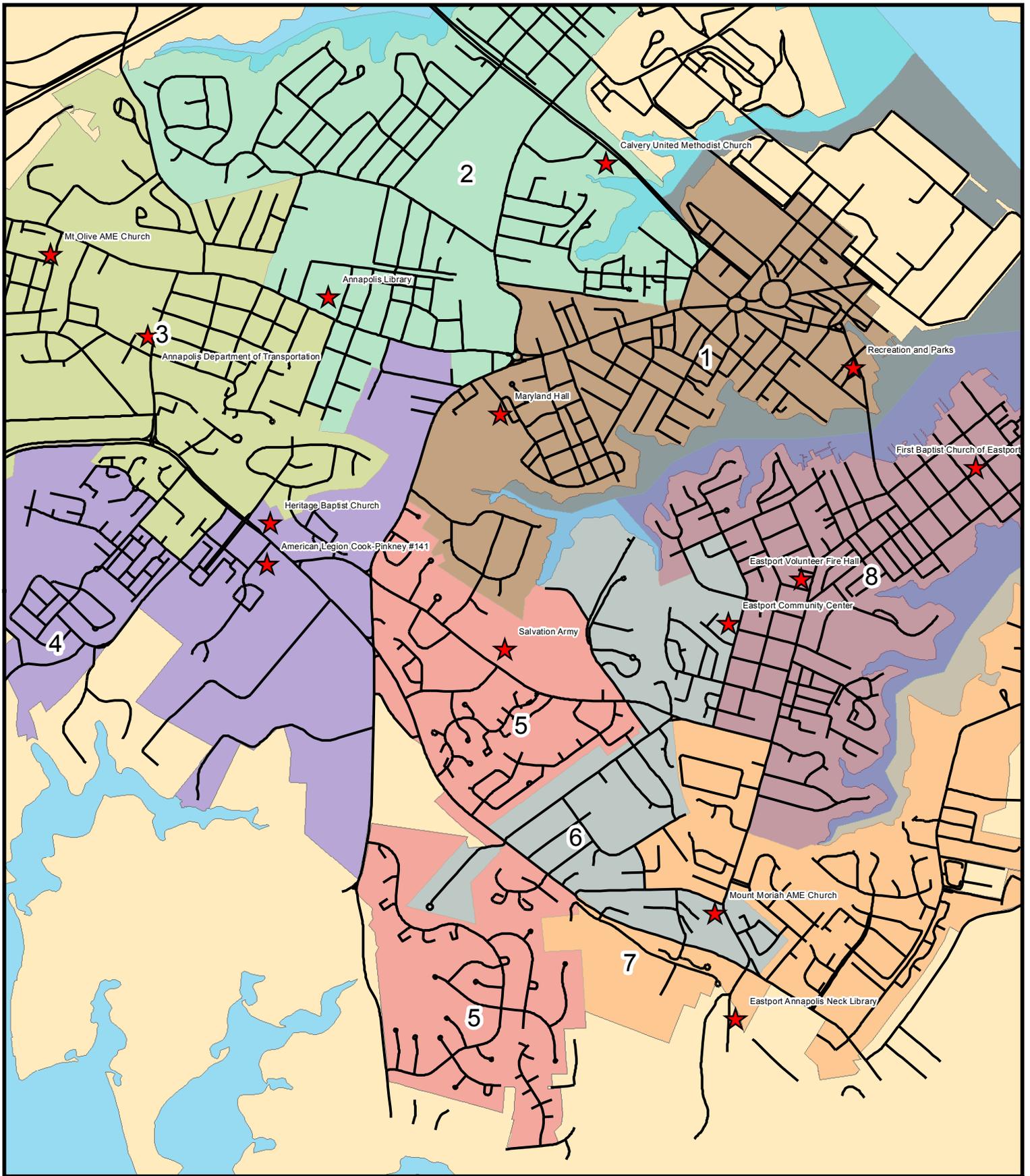
- Call 911 in case of serious injury.
- Notify the Ward Leader and Elections Administrator Regina Watkins-Eldridge in case of all injuries.

Check box if aviation assets are utilized for rescue. If assets are used, coordinate with air operations.

7. Prepared by: David Mandell Signature: _____

8. Approved by (SOFR): Regina Watkins-Eldridge Signature: _____

ICS 206 Date/Time: _____



	Proposed Precinct Locations	Shawn Wampler	City Clerk
	City of Annapolis MIT GIS		


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