**Elections Division Checklists**

**Record of Changes**

| **Change Number** | **Section Changed** | **Date** | **Author** | **Description / Notes** |
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**SCOPE** – The scope of this plan applies to all staff within the **XXX**. The plan provides for continuity of management and decision making in the event that managers or supervisors at any level are not available.

**ASSUMPTIONS** – It is every individual’s responsibility to be accountable for their own actions and to take action in concert with emergency staff to provide for their own safety and the safety and preparedness of their families during emergencies. In large-scale disasters, however, it may be necessary to draw on people’s basic capacities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency. Efforts normally required of those functions may be redirected to accomplish the emergency responsibilities to maintain vital services and essential functions.

**ACTIVATION OF THE PLAN** – Emergencies vary in size and severity which makes it important to have a way to ensure the appropriate measures are used. Most emergencies will fit into one of the following categories: 1) natural disasters, 2) technological/man-made disasters. The **Managers** will decide which level applies based on an initial assessment. Activation of the plan will be determined by the **XXX** following an event. Once **XXX** is activated or activates this plan following an incident or event, all **XXX** employees will be notified of the activation by the best means possible.

**Division Activation Checklist**

| **DONE** | **Step** | **Action***(what & how)* | **Role** *(Who)* | **Notes** |
| --- | --- | --- | --- | --- |
| [ ]  | 1 | Assess the situation and status of each program/operation: |  |  |
|  |  | [ ]  Program A [ ]  Program B[ ]  Program C[ ]  [ ]  [ ]  [ ]   |  |  |
| [ ]  | 2 | Staff accounted for and available |  | Check to see who is OK and who might need assistance |
| [ ]  | 3 | Assess operational availability |  | What is working and what is not? |
| [ ]  | 4 | Report status of programs to **Managers** |  | When conditions change continue to update **Managers** |
| [ ]  | 5 | Review program plans and modify to suit the situation/event: |  | Make sure that programs can adjust to the situation |
|  |  | [ ]  Program A[ ]  Program B[ ]  Program C, Etc.[ ]  [ ]  [ ]   |  |  |
| [ ]  | 6 | Prioritize recovery of programs: |  | Which programs need to be recovered first? What assistance can others provide? |
|  |  | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]   |  |  |
| [ ]  | 7 | Assess resource level for recovery of programs: |  |  |
|  |  | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]   |  |  |
| [ ]  | 8 | Develop continual staffing plans for each program: |  | Schedule staff according to availability and needs |
|  |  | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  |  |  |
| [ ]  | 9 | Report to **Manager** the updated status of programs: |  | Continue to update the ECC as conditions change |
|  |  | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]   |  |  |
| [ ]  | 10 | Assess and report the needs of programs to **Manager** |  | Get more detailed information on program needs |
|  |  | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]   |  |  |
| [ ]  | 11 | Ongoing assessment of programs availablitly: |  | Continue to assess program’s recovery as incident progress. |
|  |  | [ ]  [ ]  [ ]  [ ]  [ ]  [ ]   |  |  |

**Division Essential Functions Checklist**

| **XXX EF #** | **Division EF Task #** | **DONE** | **Essential Function – Division Recovery Tasks** | **Dependent On****/****Contact** |
| --- | --- | --- | --- | --- |
|  |  | [ ]  | Voter Registration (for example) |  |
|  |  | [ ]  |  |  |

**Division Vital Records**

This is a list of all vital records **XXX** is responsible for. Some may be involved in essential functions; others may simply need to be protected during an emergency event.

| **Vital File, Record or Database** | **Form of Record** | **Location** | **Backup Exists?** | **Requires Protection?** | **Essential Function #** |
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**Division Event Management Procedure Checklist**

| **DONE** | **Step** | **Action***(what & how)* | **Role** *(Who)* | **Notes** |
| --- | --- | --- | --- | --- |
| [ ]  | 1 | Check on division leadership |  | Who is available? |
| [ ]  | 2 | Check on division personnel & families |  | Families OK and who is available? |
| [ ]  | 3 | Communicate agency & division status |  | To division staff who will be responders |
| [ ]  | 4 | Assess the status of division operations |  |  |
| [ ]  | 5 | Essential Function staffing |  | Do we have qualified staff to fill? |
| [ ]  | 6 | Status of interdependencies |  | Level of operational capability |
| [ ]  | 7 | Formulate Report |  | Gather required information |
| [ ]  | 8 | Establish communications with **Managers** |  |  |
| [ ]  | 9 | Advise **Managers** of service status |  | Provide notification to customers |
| [ ]  | 10 | Communicate with operational units |  | Provide support and gather information |
| [ ]  | 11 | Develop request as necessary |  | Needed resources |

**Division Essential Function Details**

**Essential Function: X**

| **DONE** | **Step** | **XXX Essential Function-** | **Dependent On/ Contact** |
| --- | --- | --- | --- |
| [ ]  | 1 |  |  |
| [ ]  | 2 |  |  |
| [ ]  | 3 |  |  |
| [ ]  | 4 |  |  |
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**Division Roles & Responsibilities for COOP**

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| --- | --- |
| **Role** | **Responsibility** |
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**XXX Staff Plan**

| **Name** | **Role** | **Description** |
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**Division Order of Succession**

| **Position** | **Successors** |
| --- | --- |
|  |  |

**Division Phone Tree**

| **This Role Calls** | **These Roles** |
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**Division Staff Roster**

Responder Phone List

| **Name & Title** | **Contact Information** | **Office** | **Emergency Contact** |
| --- | --- | --- | --- |
|  | Land Line |  |  |
|  | Mobile Phone |  |  |
|  | Email |  |  |
|  | Land Line |  |  |
|  | Mobile Phone |  |  |
|  | Email |  |  |
|  | Land Line |  |  |
|  | Mobile Phone |  |  |
|  | Email |  |  |
|  | Land Line |  |  |
|  | Mobile Phone |  |  |
|  | Email |  |  |

**Leadership Team**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff** | **Office** | **Home** | **Cell** | **Other** |
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**Team X**

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| **Staff** | **Office** | **Home** | **Cell** | **Other** |
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**Team X**

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| **Staff** | **Office** | **Home** | **Cell** | **Other** |
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**Team X**

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**Team X**

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**Team X**

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| **Staff** | **Office** | **Home** | **Cell** | **Other** |
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