



Town of Perry
 Mary L. Price, Clerk
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Polling Place Contingency Plan

In the event that the Town of Perry Polling Place, located at 10084 CTH A, is required to close at any time during Election Day this Contingency Plan will become effective.

Events that may require closing include natural disasters, i.e. power outage, tornado, etc. or closing ordered by the Dane County Clerk's office, the Dane County Sheriff's Dept. and/or the Mt. Horeb Fire Dept.

This Contingency Plan provides an immediate response to enable voters to exercise their right to vote.

The Town of Perry Polling Place will be transferred to the Town of Perry Garage located at 1386 STH 78.

Responsibility	Action
Town Clerk	Receives or issues order to close polling place, informs Town Patrolman and Election staff immediately.
Chief Inspector and Town Clerk	Pack Poll Lists, Ballots and other Election materials for move. Post Notice – sign boards, website, Dane Co. Clerk.
Election Officials	Clear Town Hall, assist move to Town Garage.
Town Patrolman + election staff	Transfer Voting equipment + table and chairs via truck to Town Garage.
Chief Inspector and Town Clerk	Unpack Poll Lists, Ballots and other Election materials at Town Garage.
Election Officials	Prepare office and storeroom for use as voting booths.
Chief Inspector and Town Clerk	Re-open Polls and resume voting. Record actions on Incident Statement.
Town Clerk	Contact Circuit Court judge to order extended hours as needed.

cc: Dane Co. Clerk; Dane Co. Sheriff's Dept.; Mt. Horeb Fire Department.

Approved by Town Board – October 15, 2008