

ELECTION DAY EMERGENCY RESPONSE GUIDE



Developed by the New Jersey Secretary of State with support from the U.S. Department of Homeland Security's Election Security Initiative (August, 2019)

IMPORTANT CONTACT INFORMATION

STATE CONTACTS



New Jersey Division of Elections (DOE)
(609) 292-3760



New Jersey Office of Homeland Security and Preparedness (OHSP)
1-866-4-SAFE-NJ or tips@njohsp.gov



New Jersey Cybersecurity and Communications Integration Cell (NJCCIC)
1-833-4-NJCCIC

FEDERAL CONTACTS



FBI Field Offices

- Newark (973) 792-3000
- Philadelphia (215) 418-4000



National Cybersecurity and Communications Integration Center (NCCIC) (888) 282-0870

WHEN IN DOUBT, CALL THE DIVISION OF ELECTIONS (DOE)



Cybersecurity Incident RED FLAGS*

- Unsolicited request from a voting machine vendor providing a flash drive with instructions to install a critical software update
- Email containing long hyperlinks and/or attachments with no additional information
- Email message from an unrecognized sender trying to persuade you to click on a link or open an attachment
- Unexplained or unauthorized activities occur on election system software
- Software operates slower than usual or frequently freezes or crashes

* List not exhaustive



Severe Weather RESPONSE STEPS

1. Secure ballots and voting equipment.
2. Stay updated on natural hazards by following the New Jersey Office of Emergency Management on social media.
3. Hurricane - stay indoors and keep away from windows or other breakable objects.
4. Blizzard - remain indoors and seal cracks in doors or windows.
5. Call 9-1-1 if a life-threatening emergency occurs.
6. Stay in contact with DOE.



Violent Incident RESPONSE STEPS

1. When, or if it is safe to do so:
 - Evacuate the building.
 - Call 9-1-1.
 - Secure ballots and voting equipment.
 - Notify DOE.
2. For bomb threat or suspicious object:
 - Keep everyone away from the object.
 - Call 9-1-1.
 - Notify OHSP and DOE.
3. For active shooter: ensure staff is trained - RUN, HIDE, FIGHT.

Report any suspicious activity to local law enforcement and to OHSP.



Fire/Fire Alarm RESPONSE STEPS

1. Proceed to evacuation route.
2. Proceed to designated assembly location.
3. Call 9-1-1.
4. Take a head count. Take note of, and report any missing people to emergency response personnel.
5. If safe, secure ballots and voting equipment.
6. Notify DOE.



Cybersecurity Incident RESPONSE STEPS

1. Report incident to local law enforcement, the NJCCIC, DOE, FBI Field Office, and the NCCIC.
2. Take compromised device(s) offline—disconnect from the internet and from Wi-Fi. Do not power off device(s).
3. Remember any information entered into a fraudulent website.
4. Change passwords by logging in from a different, non-compromised device.
5. Record unauthorized/unusual activity.

