

Evacuation Threats

Quick Reference Guide for Election
Offices and Voting Locations



STEP ZERO

***Call 911/law enforcement immediately.
Do not investigate alone.***

Most threats are hoaxes intended to disrupt voting—but every threat must be treated seriously and reported immediately.

HOW WAS THE THREAT RECEIVED?

Phoned threat

Stay calm. Do not hang up.

Signal a coworker to listen in & alert the Site Decision Maker.

Note exact wording, caller's voice/background sounds, and caller ID if shown.

Record the call if possible.

Written note or package

Do NOT touch, move, open, or smell it.

Do NOT use cell phones/radios near the item.

Clear and isolate the immediate area around the item.

Note where/when it was found.

Email, text, or social media

Do NOT log out or delete anything.

Screenshot the message, sender info, and time stamp.

After taking screenshots, leave the device and account open. Do not close, forward, or reply.

SHARED NEXT STEPS: ALL THREAT TYPES

1. **Notify the Site Decision Maker** or Election Official in charge.
2. **Call your designated law enforcement contact.** Tell them everything you noted above.
3. **Do not announce or evacuate on your own**—wait for guidance unless there is obvious immediate danger.
4. **Keep voters calm** and, if safe, keep the line moving or holding outside. Do not disclose threat details to voters.
5. **Do not close the polling location** unless law enforcement directs it. Be prepared to offer provisional ballots if voting is interrupted.
6. **Assign one point of contact** for updates to poll workers, voters, and press—see back of card.

This card summarizes guidance from CISA/FBI/IACP "What to Do: Bomb Threats," the National Explosives Task Force, and the Partnership for Large Election Jurisdictions. It does not replace your jurisdiction's official emergency plan or law enforcement instructions.

Key Contacts & Resources

JURISDICTION:

911 is always your first call!

ROLE	NAME	PHONE	EMAIL
Local Law Enforcement <i>Non-emergency</i>			
Election Response Team <i>Law Enforcement Liaison</i>			
County or Municipal Attorney			
District Attorney <i>Prosecutor's Office</i>			
State Election Security Contact			
Site Decision Maker <i>On-site lead</i>			
Back-up Site Decision Maker			
Jurisdiction Communications			

JURISDICTION NOTES & LOCAL PROTOCOL

ADDITIONAL RESOURCES:

CISA: "What to Do: Bomb Threats"

CISA: Bomb Threat Checklist

National Explosives Task Force:
Suspicious Package Indicators

CSSE: "Mitigating Election Disruption:
Bomb Threats and Hoaxes"

TRIPwire

PLEJ: Polling Place Closures Toolkit

Access these
resources
and more:



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