Arkansas Emergency and Disaster Contingency Planning

Having a contingency plan in place in the case of an emergency is vital to the Election Day planning process. The following are suggestions to help prepare a contingency plan should an emergency arise.

1. Develop and put in writing a line of succession for staff in the election office.

2. Designate staff responsible for each task in the event of a disaster.

3. Compile emergency contact information to include key personnel and after hours contact information for:
   a. County Emergency Management (OEM)
   b. Law Enforcement
   c. Fire Department
   d. Power Company
   e. Phone Company
   f. Internet Provider
   g. Health Department
   h. Election Commissioners
   i. Local media

4. Have a second polling location on stand-by should the primary location be destroyed or become unusable. If a polling site needs to be relocated due to emergency or disaster please see the attached checklist to help make the transition as smooth as possible.

5. Talk to the County Emergency Management and try to determine how many generators may be available should a polling site lose power for an extended period of time. Contact information for each County Office of Emergency Management can be found below and at www.adem.arkansas.gov.

6. Have alternate poll workers on stand-by should any location have an unexpected shortage of poll workers.

7. Should roads be closed due to an emergency, County Clerk and Election staff should have first responder ID’s to ensure that they can access polling locations.

8. Have an adequate supply of paper ballots on hand should the iVotronics fail or a lengthy power outage occurs and drains the batteries on the iVotronics.

9. Should you have to relocate polling locations, have announcements made to voters through local radio, police social media sites or any other local entity that is widely viewed or listened to within the county.

10. Please find the attached Arkansas OEM County contact list. Their information can also be found at www.adem.arkansas.gov.
Polling Location Relocations Checklist

1. **Is there an immediate threat to the safety of the voters and election judges?**
   
   If so, evacuate voters and judges, then call 911 immediately.

2. **If there is not an immediate safety threat:**
   
   ____ Contact the County Clerk/Election Administrator at (insert phone number)________________
   
   ____ Evacuate voters in a calm manner. Let voters who have a ballot finish voting, unless threat is imminent.
   
   ____ Seal and secure ballots for transport
   
   ____ Before you turn off voting machines, note the number of ballots on each machine so that the number can be verified at the new location.
   
   ____ Secure voting equipment and prepare for transport.
   
   ____ Post Polling Location Replacement Signs where they can be easily seen at evacuated polling site.
   
   ____ Set up machines, ballots and other supplies at the new polling place.
   
   ____ Verify that seals on equipment and ballot boxes are intact.
   
   ____ After voting machines are turned on, verify that the number of ballots on each machine is the same.
   
   ____ Resume voting as quickly as possible
   
   ____ Contact the County Clerk/Election Administrator when relocation is complete.
<table>
<thead>
<tr>
<th>County</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arkansas</td>
<td>Shanda Harris</td>
<td>(870) 673-3730</td>
<td><a href="mailto:shanda.harris@adem.arkansas.gov">shanda.harris@adem.arkansas.gov</a></td>
<td>312 South College St. Stuttgart, AR 72160</td>
</tr>
<tr>
<td>Ashley</td>
<td>Tawana Miller</td>
<td>(870) 853-2004</td>
<td><a href="mailto:ashleyoem@sbcglobal.net">ashleyoem@sbcglobal.net</a></td>
<td>205 East Jefferson #13 Hamburg, AR 71646</td>
</tr>
<tr>
<td>Baxter</td>
<td>Jim Sierzchula</td>
<td>(870) 481-6252</td>
<td><a href="mailto:bcoem@centurytel.net">bcoem@centurytel.net</a></td>
<td>170 Dillard Drive Midway, AR 72651</td>
</tr>
<tr>
<td>Benton</td>
<td>Robert McGowen</td>
<td>(479) 271-1004</td>
<td><a href="mailto:Robert.McGowen@bentoncountyar.gov">Robert.McGowen@bentoncountyar.gov</a></td>
<td>215 East Central Avenue #7 Bentonville, AR 72712</td>
</tr>
<tr>
<td>Boone</td>
<td>Mike Smithyman</td>
<td>(870) 741-2950</td>
<td><a href="mailto:oemdirector@windstream.net">oemdirector@windstream.net</a></td>
<td>400 East Prospect Harrison, AR 72601</td>
</tr>
<tr>
<td>Bradley</td>
<td>Robin Scott</td>
<td>(870) 226-8470</td>
<td><a href="mailto:roblove96@sbcglobal.net">roblove96@sbcglobal.net</a></td>
<td>101 East Cedar Warren, AR 71671</td>
</tr>
<tr>
<td>Calhoun</td>
<td>Chris Evans</td>
<td>(870) 798-4817</td>
<td><a href="mailto:calhounco@adem.arkansas.gov">calhounco@adem.arkansas.gov</a></td>
<td>P.O. Box 566 Hampton, AR 71744</td>
</tr>
<tr>
<td>Carroll</td>
<td>Nick Samac</td>
<td></td>
<td><a href="mailto:carrollcountydem@carrollcoar.com">carrollcountydem@carrollcoar.com</a></td>
<td>210 W. Church Avenue Berryville, AR 72616</td>
</tr>
<tr>
<td>Chicot</td>
<td>Mike Morgan</td>
<td>(870) 265-8014</td>
<td><a href="mailto:chicotco.leme@adem.arkansas.gov">chicotco.leme@adem.arkansas.gov</a></td>
<td>108 Main Street Lake Village, AR 71653</td>
</tr>
<tr>
<td>Clark</td>
<td>Mikki Hastings</td>
<td>(870) 246-0013</td>
<td><a href="mailto:mikki@clarkoem.com">mikki@clarkoem.com</a></td>
<td>401 Clay Street Arkadelphia, AR 71923</td>
</tr>
<tr>
<td>Clay</td>
<td>Travis Boyd</td>
<td>(870) 598-5365</td>
<td><a href="mailto:clayoem@centurytel.net">clayoem@centurytel.net</a></td>
<td>151 S. 2nd Avenue Piggott, AR 72454</td>
</tr>
<tr>
<td>Cleburne</td>
<td>Greg Carr</td>
<td>(501) 362-2911</td>
<td><a href="mailto:cleburnecountyoem@yahoo.com">cleburnecountyoem@yahoo.com</a></td>
<td>2319 Hwy 110 W. Suite A Heber Springs, AR 72543</td>
</tr>
<tr>
<td>Cleveland</td>
<td>Tammie Moore</td>
<td>(870) 325-6591</td>
<td><a href="mailto:Tammi.Moore@adem.arkansas.gov">Tammi.Moore@adem.arkansas.gov</a></td>
<td>P.O. Box 447 Rison, AR 71665</td>
</tr>
</tbody>
</table>
**Columbia**
Name: Larry Taylor  
Phone: (870) 235-3730  
Email: columbiaco@adem.arkansas.gov  
Address:  
1 Court Square  
Magnolia, AR 71753

**Desha**
Name: Ricky Terry  
Phone: (870) 222-4158  
Email: deshaoes@yahoo.com  
Address:  
306 Crooked Bayou  
McGehee, AR 71654

**Conway**
Name: Johnathan Trafford  
Phone: (501) 354-3577  
Email: jtrafford@conwaycounty.org  
Address:  
P.O. Box 119  
Morrilton, AR 72110

**Drew**
Name: Michael Frisby  
Phone: 870-460-6203  
Email: drewoem@att.net  
Address:  
210 South Main Street  
Monticello, AR 71655

**Craighead**
Name: David Moore  
Phone: (870) 933-4575  
Email: dmoore@craigheadcounty.org  
Address:  
511 Union, Room 005  
Jonesboro, AR 72401-2836

**Faulkner**
Name: Shelia McGhee  
Phone: (501) 450-4935  
Email: smcghee@oem911.net  
Address:  
801 Locust St.  
Conway, AR 72034

**Crawford**
Name: Dennis Gilstrap  
Phone: (479) 471-3260  
Email: ccdem@crawford-county.org  
Address:  
1820 Chestnut Street  
Van Buren, AR 72956

**Franklin**
Name: Fred Mullen  
Phone: (479) 667-4909  
Email: fc_oem@hotmail.com  
Address:  
300-A Airport Road  
Ozark, AR 72949

**Crittenden**
Name: Ronny Rogers  
Phone: (870) 739-3534  
Email: semronny@crittco.com  
Address:  
100 Court Street  
Marion, AR 72364

**Fulton**
Name: Darrell Zimmer  
Phone: (870) 895-2120  
Email: vfd_503@yahoo.com  
Address:  
P.O. Box 278  
Salem, AR 72576

**Garland**
Name: Joy Sanders  
Phone: (501) 767-3911  
Email: DEM47A@gmail.com  
Address:  
401 Mid America Blvd  
Hot Springs, AR 71913

**Grant**
Name: Randy Pruitt  
Phone: (870) 942-3333  
Email: randy.pruitt@adem.arkansas.gov  
Address:  
130 Grant 74  
Sheridan, AR 72150

**Cross**
Name: Rusty McClain  
Phone:  
Email: rusty6289@gmail.com  
Address:  
705 East Union, Rm. 4  
Wynne, AR 72396

**Dallas**
Name: Cary Dunn  
Phone: (870) 352-8303  
Email: carydunn717@yahoo.com  
Address:  
P.O. Box 191  
Fordyce, AR 71742
<table>
<thead>
<tr>
<th>County</th>
<th>Name</th>
<th>Phone</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Greene</td>
<td>Shelly Hood</td>
<td>(870) 239-6300</td>
<td><a href="mailto:greeneoem@gmail.com">greeneoem@gmail.com</a></td>
<td>320 W. Court #107, Paragould, AR 72450</td>
</tr>
<tr>
<td>Hempstead</td>
<td>Jessica Hardin</td>
<td>(870) 722-5408</td>
<td><a href="mailto:hempsteadem@sbcglobal.net">hempsteadem@sbcglobal.net</a></td>
<td>P.O. Box 1420, Hope, AR 71802</td>
</tr>
<tr>
<td>Hot Spring</td>
<td>David Ratcliffe</td>
<td>(501) 332-4911</td>
<td><a href="mailto:dratcliffe@hotspringdem.org">dratcliffe@hotspringdem.org</a></td>
<td>215 East Highland Street, Malvern, AR 72104</td>
</tr>
<tr>
<td>Howard</td>
<td>A. D. &quot;Sonny&quot; Raulerson</td>
<td>(870) 845-7524</td>
<td><a href="mailto:hcoem5201@sbcglobal.net">hcoem5201@sbcglobal.net</a></td>
<td>421 N. Main, Nashville, AR 71852</td>
</tr>
<tr>
<td>Independence</td>
<td>Glen Willis</td>
<td>(870) 793-8816</td>
<td><a href="mailto:inoes@sbcglobal.net">inoes@sbcglobal.net</a></td>
<td>130 S 4th Street, Batesville, AR 72501</td>
</tr>
<tr>
<td>Izard</td>
<td>Sonia Estes</td>
<td>(870) 368-4113</td>
<td><a href="mailto:oemdirector@izardcountyar.org">oemdirector@izardcountyar.org</a></td>
<td>P.O. Box 327, Melbourne, AR 72556</td>
</tr>
<tr>
<td>Jackson</td>
<td>Don Ivie</td>
<td>(870) 523-6011</td>
<td><a href="mailto:jacksonoem@suddenlinkmail.com">jacksonoem@suddenlinkmail.com</a></td>
<td>P.O. Box 155, Diaz, AR 72043</td>
</tr>
<tr>
<td>Jefferson</td>
<td>Karen Quarles</td>
<td>(870) 541-5470</td>
<td><a href="mailto:Karen.Quarles@adem.arkansas.gov">Karen.Quarles@adem.arkansas.gov</a></td>
<td>101 West Barraque St., Pine Bluff, AR 71601</td>
</tr>
<tr>
<td>Johnson</td>
<td>Josh Johnston</td>
<td>(479) 754-6383</td>
<td><a href="mailto:jjohnston@jcdem.org">jjohnston@jcdem.org</a></td>
<td>P.O. Box 546, Clarksville, AR 72830</td>
</tr>
<tr>
<td>Lafayette</td>
<td>James Barnes</td>
<td>(870) 921-4856</td>
<td><a href="mailto:lafcoem@yahoo.com">lafcoem@yahoo.com</a></td>
<td>#5 Courthouse Square, Lewisville, AR 71845</td>
</tr>
<tr>
<td>Lawrence</td>
<td>Creston Hutton</td>
<td>(870) 886-2525</td>
<td><a href="mailto:lawrencecountyoes@gmail.com">lawrencecountyoes@gmail.com</a></td>
<td>315 West Main St., Rm. 1, Walnut Ridge, AR 72476</td>
</tr>
<tr>
<td>Lee</td>
<td>Tony Bond</td>
<td>(870) 298-2762</td>
<td><a href="mailto:coplb@cablelynx.com">coplb@cablelynx.com</a></td>
<td>15 East Chestnut, Marianna, AR 72360</td>
</tr>
<tr>
<td>Lincoln</td>
<td>Shelia Magness</td>
<td>(870) 628-5595</td>
<td><a href="mailto:sheliamagness@adem.arkansas.gov">sheliamagness@adem.arkansas.gov</a></td>
<td>203 Liberty Street, Civic Center, Star City, AR 71667</td>
</tr>
<tr>
<td>Little River</td>
<td>Don Hale Jr.</td>
<td>(870) 898-7203</td>
<td><a href="mailto:kb5ssw-1@sbcglobal.net">kb5ssw-1@sbcglobal.net</a></td>
<td>351 North 2nd Street, Suite 4, Ashdown, AR 71822</td>
</tr>
</tbody>
</table>
Little Rock
Name: Matt Burks
Phone: (501) 569-4130
Email: mburks@littlerock.org
Address:
7000 Murray Street
Little Rock, AR 72209

Logan
Name: Don Fairbanks
Phone: (479) 963-3218
Email: loganoem@maptel.com
Address:
Logan County Training Center
205 East Maple St.
Paris, AR 72855-4443

Lonoke
Name: Kathy Zasimovich
Phone: (501) 676-3054
Email: kathleen.zasimovich@adem.arkansas.gov
Address:
210 N. Center
Lonoke, AR 72086

Madison
Name: Lori McConnell
Phone: (479) 738-7606
Email: lorimc3@madisoncounty.net
Address:
PO Box 1321
Huntsville, AR 72740

Monroe
Name: Philip K. Norman
Phone: (870) 747-3921
Email: normank@hotmail.com
Address:
123 Madison
Clarendon, AR 72029

Montgomery
Name: Jerry Elizandro
Phone: jelizandro@msn.com
Address:
43 Memory Lane
Mt. Ida, AR 71957

Nevada
Name: Jim Cross
Phone: (870) 871-2418
Email: oem66a@centurytel.net
Address:
4131 Highway 371
Rosston, AR 71858

Newton
Name: Patricia Mills (Pattie)
Phone: (870) 446-2966
Email: pmills.ncoem@gmail.com
Address:
P.O. Box 435
Jasper, AR 72641

North Little Rock
Name: Rick Ezell
Phone: (501) 340-5365
Email: rezell@northlittlerock.ar.gov
Address:
1206 Sycamore
N. Little Rock, AR 72114

Ouachita
Name: Andrea Tippit
Phone: (870) 837-2206
Email: *Email format error*
Address:
P.O. Box 644
Camden, AR 71701

Perry
Name: Mary Ann Offield
Phone: (501) 889-1566
Email: PerryCo.LEMC@adem.arkansas.gov
Address:
P.O. Box 281
Perryville, AR 72126
Phillips
Name: Mike Burchett
Phone: (870) 338-5530
Email: pcoem@sbcglobal.net
Address:
620 Cherry Street, Suite 106
Helena, AR 72342

Pike
Name: Steven Conly
Phone: sconly@hnrg.com
Email: sconly@hnrg.com
Address:
P.O. Box 518
Murfreesboro, AR 71958

Poinsett
Name: Frank Kraft
Phone: (870) 578-4455
Email: poinsett.4oem@pcsii.com
Address:
110 East Street
Harrisburg, AR 72432

Polk
Name: James Reeves
Phone: (479) 394-8141
Email: polkcoem@sbcglobal.net
Address:
507 Church Ave.
Mena, AR 71953

Pope
Name: David Freeman
Phone: (479) 968-1800
Email: pope911@suddenlinkmail.com
Address:
#4 Emergency Lane
Russellville, AR 72801

Prairie
Name: Sandra Patterson
Phone: (870) 256-4851
Email: sandra.patterson@adem.arkansas.gov
Address:
605 Highway 38 East
Des Arc, AR 72040

Pulaski
Name: Andy Traffanstedt
Phone: (501) 340-6911
Email: attraffanstedt@co.pulaski.ar.us
Address:
3200 Brown
Little Rock, AR 72204

Randolph
Name: Marty Cagle
Phone: (870) 892-5264
Email: martyc@cityofpocahontas.com
Address:
107 West Broadway
Pocahontas, AR 72455

Saline
Name: Terrell Burks
Phone: (501) 303-5649
Email: tburks@countyofsaline.org
Address:
102 South Main Street, Level B
Benton, AR 72015

Scott
Name: James Forbes
Phone: (479) 372-2103
Email: scottcountyjudge@yahoo.com
Address:

Searcy
Name: Charmaine Seaton
Phone: (870) 448-5089
Email: searcyco_ec@yahoo.com
Address:
P. O. Box 555
Marshall, AR 72650

Sebastian
Name: Jeff Turner
Phone: (479) 783-3932
Email: jturner@co.sebastian.ar.us
Address:
8400 South Zero
Fort Smith, AR 72903

Sevier
Name: Walter Smith
Phone: (870) 642-4292
Email: *Email format error*
Address:
115 North 3rd
Dequeen, AR 71832

Sharp
Name: Gene Moore
Phone: (870) 994-9675
Email: gamoore001@centurytel.net
Address:
P.O. Box 97
Ash Flat, AR 72513
St. Francis
Name: Shane Dallas
Phone: (870) 261-1764
Email: stfrancisco.lemc@adem.arkansas.gov
Address:
313 South Izard Street, Suite 1
Forrest City, AR 72335

Stone
Name: Glen Crymes
Phone: (870) 269-6611
Email: stoneco@adem.arkansas.gov
Address:
P.O. Box 1976
Mountain View, AR 72560

Union
Name: Vacant
Phone: (870) 864-1901
Email: unionco.lemc@adem.arkansas.gov
Address:
101 N. Washington, Suite 101
El Dorado, AR 71730

Van Buren
Name: Jeana Williams
Phone:
Email: vlemc@adem.arkansas.gov
Address:
P.O. Box 60
Clinton, AR 72031-0060

Washington
Name: John Luther
Phone: (479) 444-1722
Email: jluther@co.washington.ar.us
Address:
105 North Mill Avenue
Fayetteville, AR 72701

White
Name: Tamara Jenkins
Phone: (501) 279-6277
Email: tjenkinsoem@gmail.com
Address:
2301 East Line Road
Searcy, AR 72143

Woodruff
Name: Brenda Byerly
Phone: (870) 347-5206
Email: bkbwoodruffcty@yahoo.com
Address:
P.O. Box 300
Augusta, AR 72006

Yell
Name: Jeff Gilkey
Phone: (479) 229-1359
Email: yelloem@centurytel.net
Address:
108 Union Street, Suite 101
Dardanelle, AR 72834