

**SUBJECT: ELECTION DAY SECURITY RECOMMENDATIONS FOR SCHOOLS**

East Syracuse Minoa Central School District buildings may be used as polling places. In an effort to maintain security in these facilities while not interfering with the voting process, school administrators are advised of the following security recommendations. Nothing in these recommendations should be interpreted as discouraging voter access to designated polling locations.

- 1) To ensure unlimited access to vote, provide clearly marked areas to indicate the location of the designated polling place in the school. If possible, the remainder of the school facility, other than the designated polling area, should be inaccessible from the polling place.
  - a. Maintain a single point of entry specifically for voting activities.
  - b. Post signs notifying the public that they are not permitted to access other areas of the school. If possible, designate a restroom near the voting area for voters and poll workers.
  - c. Ensure that poll supervisors are fully aware of this policy.
- 2) Remind school personnel of the procedures for handling school bomb threats. Keep a bomb threat question card by all telephones in the school.
- 3) Monitor the school facility and grounds (including designated voting areas) for unattended suspicious packages and objects. Do not touch or handle any such object - contact local law enforcement immediately.
- 4) Review school lockdown and lockout procedures with faculty and staff prior to Election Day. Include local emergency responders in planning, exercising, and evaluating lockdown, lockout, and other emergency response procedures.