

Personal Physical Safety Checklist for Election Workers

At Work

- Vary the route you take to and from work every day. If possible, vary your routine as well.
- Leading up to and during the election, do not park in your labeled parking spot (if applicable), and change the parking spot you use every day.
- Be mindful of your phone's location services. Turn the location services off for apps with public interfaces when traveling to and from work or school, or your family members' workplace or school, to ensure strangers can't track your movements. You can do this while leaving them on for a specific app, which may be helpful so family members can see where you are.
- Remove identifying information from the exterior and interior of your car (such as bumper stickers or parking passes that identify the workplace or school of yourself and family members).
- Refrain from wearing or carrying items that have identifying information on the exterior.
 - Ex. If you have a briefcase with identifying information on it, take that information off.
- Do not hesitate to have a security guard walk you to and from your car if one is present.
- If possible, go with a buddy when completing tasks like transporting ballots.
- If you're doing offsite tasks like picking up ballots, identify trusted police departments on your route in advance so you can drive straight there if you're being followed. Check that the police department is staffed at the time you perform these tasks.
- If you see something, say something and generally be aware of your surroundings. Identify the nearest exit and/or secure space in your workplace. Tell staff to report anyone watching, following or taking notes on vehicles or license plates.
- Communicate with your supervisor and colleagues about a response plan so you know how to proceed if an incident occurs. Ensure you have the phone numbers of key people, including law enforcement if you are comfortable, stored in your phone.
- Communicate with your supervisor about any after hours or offsite work where building security might not normally be present.
- Have a code word or phrase that will alert others that you feel unsafe or that someone is being aggressive. The word will sound normal to the aggressor but will trigger a response from a colleague.

At Home

- Assess your home security.
 - Do you have intruder alarms? Cameras? Put up signage noting that you do, even if you do not. Signs indicating the use of home security and cameras can be a deterrent.
- Be consistent in locking your doors, parking in your garage if available, and pulling your blinds down at night.
 - Put timers on some lights in the house so that you don't come home to a dark house.
 - If your risk is elevated, consider installing a security system.
 - Adding additional lighting to the exterior of your home can be a deterrent.
- Ask a trusted neighbor or close friend to keep an eye on your neighborhood and home. Ask them to tell you if anything suspicious occurs.
- Talk to family members about their safety. Ask them to remove identifying information from their vehicles and to be aware of their surroundings.
- If you have school-aged children and bring them to and from school, consider varying the route you take.
- Identify a place you and your family can stay if you feel unsafe at your home, and make an exit plan.
 - Put together a 'go-bag' for you and family members, with the things you would need in order to leave the house quickly if necessary.
- Lock down your and your family's social media accounts and online presence to make it harder for anyone to find your personal information.
- Speak to local police. They may be able to route a patrol past your house periodically or provide other protective services.
- If you live in an area with spotty cell coverage, consider installing a landline that could be used for emergency calls.
- Have a code word or phrase that will alert others that you feel unsafe or that someone is being aggressive. The word will sound normal to the aggressor but will trigger a response from a family member.

Additional Reading

- Security Positive and The Elections Group, [Defending Democracy: Protecting Election Officials from Digital Threats](#)
- EAC, [Personal Security for Election Officials: Protecting Yourself Online](#)
- EAC, [Memo: Removing Personal Identifying Information \(PII\) from a Google Search](#)
- Pen America, [Online Harassment Field Manual](#)
- CISA, [Non-Confrontational Techniques for Election Workers Training](#)
- CISA, [Election Security – Physical Security of Voting Locations and Election Facilities](#)
- The Elections Group, [Running Elections Without Fear: Ensuring Physical Safety for Election Personnel](#)
- CISA and the FBI, [Security Resources for the Election Infrastructure Subsector](#)
- CISA, [Election Security Training and Exercise Offerings](#)
- Committee for Safe and Secure Elections, [Five Steps to Safer Elections](#)