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JOHN Q. HAMM
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ADMINISTRATIVE REGULATION
NUMBER

010

OPR: MEN'S AND WOMEN'S
SERVICES

DISASTER PREPAREDNESS PLAN

I. GENERAL

The purpose of this regulation is to outline the operating procedures to be utilized in the event of a natural or man-made disaster (i.e., fire, tornado, hurricane, flood, earthquake, or other disaster) and in emergency situations.

II. POLICY

It is the policy of the Alabama Department of Corrections (ADOC) to establish emergency response procedures that utilize the National Incident Management System (NIMS) guidelines and model.

III. DEFINITIONS AND ACRONYMS

- A. **Disaster Preparedness Plan**: A document maintained by correctional facilities describing the operation plan for responding to a wide variety of potential hazards.
- B. **National Incident Management System (NIMS)**: Guidelines that provide for all levels of government, nongovernmental organizations, and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents.
- C. **State Emergency Operations Center (SEOC)**: A location at the AEMA that is activated as a central coordinating and control facility during state emergency incidents. The SEOC is located at 5898 County Road 41 in Clanton, AL 35046.

IV. **RESPONSIBILITIES**

- A. The Commissioner/Designee is responsible for:
 - 1. The security and proper operations of all facilities within the ADOC in the event of an emergency.
 - 2. Declaring or ending a **"STATE OF EMERGENCY"** in emergency situations.
- B. The Deputy Commissioner(s) of Men's and Women's Services/Designee are responsible for coordinating the overall functions of the ADOC when responding to requests for relief under the Alabama Emergency Management Agency's (AEMA) Plan.
- C. The facility Warden is responsible for developing and updating the facility disaster preparedness plan.

V. **PROCEDURES**

- A. DISASTER:
 - 1. When requested by the AEMA, the ADOC EMA Designee, will report to the State Emergency Operation Center in Clanton, AL.
 - 2. Wardens/Regional Directors/Designees will act as Disaster Assistance Plan Coordinators at the local facility level in less severe disasters.
 - 3. The major support of the ADOC will be inmate manpower. Inmate labor may be utilized with the approval of the Commissioner/Designee. Inmate labor will be under the supervision of ADOC personnel when utilized.
 - 4. The Deputy Commissioner(s) for Men's or Women's Services, may suspend certain operations, including but not limited to farming, construction, movement of inmates, work release, and other inmate jobs, and may authorize the use of Departmental equipment and personnel during a disaster.
 - 5. Wardens/Directors/Designees will maintain accurate records of the type and amount of equipment and/or personnel assistance rendered by the Department during a disaster.
- B. A STATE OF EMERGENCY:
 - 1. The ADOC Commissioner/Designee may declare a "STATE of EMERGENCY" upon a determination that the orderly function and/or

security of any facility is threatened by a specific occurrence or circumstance.

2. During a declared "STATE OF EMERGENCY", the Commissioner/Designee has the authority to temporarily suspend all normal activities, including but not limited to, policy and procedure directives, job and shift assignments, leave, Standard Operation Procedures and Administrative Regulations, until such time as the Commissioner/Designee determines all conditions have returned to normal and the "STATE OF EMERGENCY" can be declared ended.
3. During a "STATE OF EMERGENCY", reasonable effort will be made to protect the legal rights of all personnel and inmates.
4. When, in the opinion of the Commissioner/Designee conditions warrant, the Commissioner/Designee will declare that the "STATE OF EMERGENCY" has ended, and all functions of the Department will resume their normal operations in timely manner.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

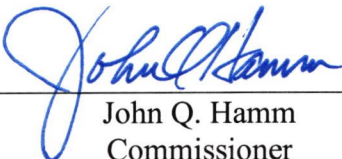
There are no forms prescribed in this AR.

VIII. SUPERSEDES

This Administrative Regulation supersedes AR 010, *DOC Disaster Assistance and "State of Emergency" Plan*, dated January 19, 2000, and any related changes.

IX. PERFORMANCE

Code of Alabama 1975 § 14-1-1.1 *et seq.*



John Q. Hamm
Commissioner