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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