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DONAL CAMPBELL
COMMISSIONER

January 10, 2005

ADMINISTRATIVE REGULATION
NUMBER 329

OPR: OPERATIONS

FIRE AND EMERGENCY EVACUATION PLAN

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for institutional/facilities fire and emergency evacuation plans.

II. POLICY

The Warden/Director of each institution/facility shall be responsible for the development of a fire and emergency evacuation plan addressing all areas of the institution/facility; the plan shall be reviewed and updated on an annual basis.

III. DEFINITION(S) AND ACRONYM(S)

- A. State Fire Marshal: The official assigned to represent state government in all matters governing fire prevention and building construction safety in state operated institutions.
- B. Evacuation Diagram: An illustration (schematic) presenting the fire evacuation routes. The evacuation diagram should be posted in normally occupied buildings. If the building is a multi-story structure, this should be reflected on the evacuation diagram.
- C. Facility Safety Officer (FSO): The facility employee assigned to conduct inspections of fire extinguishers/equipment during each drill.
- D. Fire and Emergency Evacuation Plan: The written evacuation scheme for the premises used in conjunction with the evacuation diagram.
- E. Fire Plan: A carefully arranged and systematic program of action furnished beforehand for attaining the organized evacuation of the premises over a period of time.

IV. RESPONSIBILITIES

- A. Wardens/Division Directors are responsible for developing their institutional/division Standard Operation Procedures (SOPs), as necessary, for the implementation of AR 329, Fire and Emergency Evacuation Plan.
- B. All ADOC employees and contract personnel are responsible for complying with this regulation.

V. PROCEDURES

- A. The Central Office safety program is the responsibility of the Deputy Commissioner of Operations/designee.
- B. The Warden shall appoint an FSO to inspect fire extinguishers/equipment. This employee shall inspect all fire extinguishers/hoses, posted fire plans, and other equipment at least once each month during a practice drill.
- C. Each institution/facility shall develop a written fire and emergency evacuation plan including diagrams of each building/room with the following:
 - 1. Location of exits and directional arrows for traffic flow to exits.
 - 2. Location of fire extinguishers and hose stations, where applicable.
 - 3. Available for review at all times.
- D. The FSO will ensure that the appropriate evacuation diagrams and instructions are posted in each occupied building. Evacuation diagrams should reflect the actual floor arrangement and should be displayed with the actual direction of the exits.
- E. The FSO will assist the Shift Commander/Facility Director in training all employees regarding institutional/facility emergency evacuation plans and the usage of safety equipment. This training shall be included in the institutions'/facilities' orientation program for new employees, and retraining shall occur at least annually.
- F. Fire drills shall be conducted at least once each month:
 - 1. The Shift Commander shall initiate the drills. The Shift Commander conducting the drill, shall ensure that drill operations are conducted and documented according to the fire and emergency evacuation plan. All staff shall be knowledgeable about the procedures to be followed in conducting the drills.
 - 2. The drill begins when the fire alarm is sounded and is considered complete when all individuals are evacuated, with the exception of special housing units, which are simulated. Procedures to account for all occupants after emergency evacuation has been completed shall be included. Emergency fire evacuation should be completed four (4) minutes or less.

3. The Shift Commander shall implement a ADOC Form 302, Incident Report, for all fire drills conducted and the Captain and Warden/designee shall be forwarded a copy to be maintained.
- G. Institutional fire plans shall be developed and approved according to ADOC AR 330, Contingency Plans.
- H. Evacuation diagrams and emergency evacuation procedures and evacuation drills for the Central Office are the responsibility of the Deputy Commissioner of Operations/designee. A business resumption plan shall be developed by the Central Office to address the temporary evacuation of premises due to any emergency situation that may arise.

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 by this regulation.

VIII. SUPERCEDES

This being a new regulation it does not supercede any other regulation at this time.

IX. PERFORMANCE

Code of Alabama, 1975, Sections 14-1-1 and 14-1-2



Donal Campbell, Commissioner