



MINUTES OF MEETING
 All Hazards Non-Typical Transportation Evacuation
 Committee Meeting
 September 17, 2007



Meeting Date: September 17, 2007
Location: DelDOT Administration Building (Dover, DE)
Purpose: All Hazards Non-Typical Transportation Evacuation Committee Meeting

List of Meeting Attendees:

Last Name	First Name	Agency	Email
Barton	Terry	Office of Management and Budget	terry.barton@state.de.us
Benson	Bonita	DHSS/DSAMH	bonita.benson@state.de.us
Campbell	Ruth	Division of Social Services	Ruth.Campbell@state.de.us
Duckett	Kisha	Orth-Rodgers & Assoc., Inc. (ORA)	kduckett@orth-rodgers.com
Henry	Lisa	DHSS/DPH	lisa.henry@state.de.us
Littleton	Bruce	Orth-Rodgers & Assoc., Inc. (ORA)	blittleton@orth-rodgers.com
Love	Ron	Department of Education	rlove@doe.k12.de.us
McCann	Anne	DEMA	Anne.mccann@state.de.us
O'Hea	Timothy	Public Health/Division of Social Services	Timothy.o'hea@state.de.us
Pickering	Joe	FEMA	robert.pickering@dhs.gov
Sarro	Loretta	Dept. of Labor/Div. of Voc. Rehab	loretta.sarro@state.de.us
Smith	Melissa	DHSS/DSAMH	melissa.a.smith@state.de.us
Thomas	Joe	Sussex County EOC	jthomas@sussexcountyde.gov
Toscano	Mario	Orth-Rodgers & Assoc., Inc. (ORA)	mtoscano@orth-rodgers.com
Twiss	Patrick	FEMA	patrick.twiss@dhs.gov
Valle	Daniel	American Red Cross of Delmarva Peninsula	dvalle@redcrossdelmarva.org
Whaley	Chris	Del. State Housing Authority	chrisw@destatehousing.com
Wingate	Dallas	DE National Guard	Dallas.wingate@de.ngb.army.mil

Handouts provided during the meeting:

1. Agenda
2. "Strawman" All Hazards Non-Typical Transportation Evacuation Plan Outline
3. Updated Responsibility Matrix
4. Minutes of August 14, 2007 Meeting

I. Opening Remarks

Gene Donaldson (DelDOT) thanked everyone for attending the All Hazards Non-Typical Transportation Evacuation Committee Meeting and began the meeting with brief introductions. Gene Donaldson also indicated that the minutes had been revised with all the comments that were received. The meeting was conducted in an open discussion format.



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II. Project Overview

1. Transportation Needs Matrix

Anne McAnn noted that the matrix is too large to be printed in one sheet at a readable scale. Bruce Littleton indicated that the matrix will be sent in two sheets the next time it is printed or transmitted.

Tim O'Hea mentioned that the matrix changed since the last time it was presented to the group. He proposed to use a color coding for the non-typical individuals with medical needs. The color coding would be similar to the color coding that is used for triage purposes at hospitals (red, yellow, and green). Red, for example, would refer to a priority one medical patient. It was agreed during the meeting that ORA would email the matrix to DHSS. DHSS will modify the matrix to adjust some of the checkmarks that relate individuals with their required evacuation transportation needs and will modify the matrix to add the triage color coding. Also, DHSS will look into the patient to attendant ratio and modify it accordingly. In addition, it was agreed to remove the bottom row from the matrix (not mobile without assistance) because it appears to be redundant.

Joe Thomas indicated that EMT attendants cannot administer IV's so the chart may need to be revised. Tim O'Hea will be reviewing this issue as part of their review of the matrix.

Gene Donaldson reminded the Committee that the focus of this meeting and the All Hazards Non-Typical Transportation Evacuation Plan is the transportation evacuation component. Determining the specific types of vehicles and attendants is of extreme importance for the Plan.

Joe Thomas said that in order to dispatch the adequate team the details about each individual need to be known. Bruce Littleton added that a database that compiles all these details will need to be created that is accessible by those providing non-typical transportation during an evacuation. Additional help from of some emergency responders might be required when the database is being developed.

Lisa Henry asked if casualty transportation will be part of the plan (black in the color coding that was mentioned previously). Gene Donaldson indicated that the All Hazards Non-Typical Transportation Evacuation Committee needs to define the different categories that will require transportation during the evacuations.

Tim O'Hea indicated that using a color coded system, essentially performing triage at time of transport would significantly cut down or eliminate the need to double transport individuals as they would be transported to the appropriate shelter or required facility on the first move.

The point was made that the right vehicle needs to be sent with the right attendant. Joe Thomas said that advanced and basic life support should be considered Priority I.

Tim O'Hea thinks that the attendant to patient ratio shown in the responsibility matrix might not be needed. Bruce Littleton pointed that the ratio was added after the previous meeting because there might be situations in which some individuals might be transported in a bus and single attendants



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may not be able to help the non-typical individuals if they need something. Also, depending on the situation, the transportation evacuation attendants might stay at the shelter to provide help.

Lisa Henry added that the State mandated attendant to patient ratios do not apply during State of Emergency. Joe Thomas mentioned that the State of Emergency can be declared at the statewide or localized levels.

Tim O'Hea pointed out that there might be a need to evacuate non-typical individuals outside their respective county during localized State of Emergency situations. Bruce added that defining the origins and destinations accurately will be of utmost importance to assure the success of the All Hazards Non-Typical Transportation Evacuation Plan. Tim also mentioned that the State of Emergency allows DHSS to set up interpreters for several different interpreter needs. Joe Thomas said that 911 has an interpreting service under contract that helps them in situations when an interpreter is needed.

Anne McAnn asked if individuals with learning disabilities will be included in the All Hazards Non-Typical Transportation Evacuation Plan. Those individuals will be included as part of the group with communications limitations.

Joe Thomas said that 911 must send an ambulance when they get a call for help. The ambulance crew is responsible for assessing the situation and requesting additional/different response individuals if necessary including calling the police to determine the best course of action.

Ruth Campbell mentioned that transportation during the evacuation might be provided without all the amenities that would be expected under normal circumstances. Children who are evacuated from a school are the responsibility of the school staff until the children are given back to the parents/legal guardians/child services. In the event that parents are not locatable, that can trigger the Kids Department to open an unattended children's center.

Anne McCann mentioned that dispatching a van to evacuate pets at the same time the non-typical individual's evacuation is performed is worth exploring. Houses tend to be locked up after the residents are evacuated and that makes the pet evacuations difficult. SPCA owns 30 vans statewide that can be used to evacuate pets in the event of an emergency. DEMA is looking into purchasing vans or retaining contracted services to evacuate pets. Pets that are evacuated with their owners will not be allowed to go in the shelter with their owners. This further supports the need for collocated shelters. FEMA is in the process of defining household pets; mutual aid will be key. Constrained animals need to be transported in the same state. Bruce Littleton mentioned that pet carriers may need to be part of what gets provided through the use of staging areas for the evacuation.

DEMA is working with representatives to set up a Mid-Atlantic mutual aid program for the housing of displaced animals.

Lisa Henry indicated that a State of Emergency could overrule the evacuation mandate that states that individuals need to be evacuated to a like facility (i.e., hospital to hospital).



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Gene Donaldson said that the number of vehicles that are required to effectively perform the All Hazards Non-Typical Transportation Evacuation needs to be determined accurately. Separate meetings will probably be required when the All Hazards Non-Typical Transportation Evacuation is written.

2. All Hazards Non-Typical Transportation Evacuation Plan Outline

Mario Toscano reviewed the outline with the committee and the recommended changes were provided.

Gene Donaldson mentioned that the group should begin thinking about how to identify the population being moved, and what the transportation requirements for those individuals are. Key issues include performing a gap analysis between what vehicles and services are available and what is needed to handle an evacuation. This includes indentifying what contracted services exist and what is needed.

3. Next Meeting

The meeting agenda indicates that the next meeting will be held on October 16, 2007. Because of conflicts with this date it was decided to reschedule the meeting. The next meeting has been tentatively rescheduled for Friday October 19, 2007 from 10:00 AM to 12:00 PM in the Farmington Room at the DelDOT Administration building.

Action Items

- ORA will email the responsibility matrix and current plan document to DHSS. *COMPLETED ON 9/17/07*
- DHSS will modify the responsibility matrix and will provide comments regarding the plan document outline and relevant sections that apply to their involvement in the non-typical evacuations. DHSS will email the matrix and the document to ORA.
- State Police will be invited to join the All Hazards Non-Typical Transportation Evacuation Committee.
- Separate meetings will need to be held:
 - Deaf and Hard of Hearing Community to determine their specific needs
 - Kyle Hodges is the state administrator for CODE (The Council on Deaf and Hard of Hearing)
 - OMB to determine their capabilities
 - DelDOT, DTC, OMB, DHSS, and 911 IT Departments to get their input about their database development involvement
 - Fire School to get additional details about their response procedures.



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- DEMA to get additional details about their pet evacuation planning efforts
- DHSS to get additional details about the All Hazards Non-Typical Transportation Evacuation Plan document

We believe the foregoing minutes to be an accurate summary of the meeting and related decisions. Failing written notification to the contrary, after ten (10) days of receipt, these minutes will be recorded as a statement of facts.

Minutes prepared by:
Orth-Rodgers & Associates, Inc.

cc: All Meeting Attendees