



**MINUTES OF MEETING**  
All Hazards Non-Typical Transportation Evacuation  
Committee Meeting  
January 9, 2008



**Meeting Date:** January 9, 2008  
**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 Mgmt. and Budget (OMB)	Terry.barton@state.de.us
Benson	Bonita	DSAMH	Bonita.benson@state.de.us
Briggs	Bob	Dept. of Safety & Homeland Security (SHS)	Robert.briggs@state.de.us
Campbell	Ruth	Division of Social Services (DHSS)	ruth.campbell@state.de.us
Carpenter	Dave	NCC	dcarpenter@nccde.org
Cook	Mark	FEMA Region III	Mark.cook@dhs.gov
Cox	Daniel	Delaware Office of Corrections (DOC)	Daniel.cox@state.de.us
Dawson	Darryl	DSCYF	darryl.dawson@state.de.us
Donaldson	Gene	DelDOT	gene.donaldson@state.de.us
Duckett	Kisha	ORA	<a href="mailto:kduckett@orth-rodgers.com">kduckett@orth-rodgers.com</a>
Emerson	Tom	Delaware National Guard (DNG)	Thomas.l.emerson@us.army.mil
Gano	John	DVR/IL	John.Gano@state.de.us
Griffin	Jennifer	Delaware State Police (DSP)	Jennifer.griffin@state.de.us
Hodges	Kyle	State Council for Persons with Disabilities	Kyle.hodges@state.de.us
Littleton	Bruce	ORA	blittleton@orth-rodgers.com
Love	Ron	Department of Education (DOE)	rlove@doe.k12.de.us
McCann	Anne	DEMA	anne.mccann@state.de.us
Metheny	Allen	Kent County	allenmetheny@yahoo.com
O'Hea	Timothy	Public Health/Division of Social Services	timothy.o'hea@state.de.us
Pack	Rosanne	DEMA	Rosanne.pack@state.de.us
Pauletta	Eileen	ORA	epauletta@orth-rodgers.com
Pinkett	Joyce	DMMA	Joyce.Pinkett@state.de.us
Riker	William	DART	William.riker@state.de.us
Roane	Greg	DMMA	Gregory.roane@state.de.us
Rodman	Cliff	DSCYF	Clifford.rodman@state.de.us
Rooks	Mercedes	DPH/PHPS	Mercedes.Rooks@state.de.us
Rose	Al	DDC	al.rose@state.de.us
Twiss	Patrick	FEMA	Patrick.twiss@dhs.gov
Valle	Daniel	DOC	dvalle@redcrossdelmarva.org
Wilson	Kathy	DTC	Kathyx.wilson@state.de.us



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**Handouts provided during the meeting:**

1. "Strawman" All Hazards Non-Typical Transportation Evacuation Plan
2. Updated Responsibility Matrix
3. Definition for Non-Typical Individual with Functional Needs
4. Minutes of September 17, 2007 Meeting

**I. Opening Remarks**

Gene Donaldson (DeIDOT) began the meeting with brief introductions. Bruce Littleton (ORA) asked if there were comments to the previous meeting minutes. Cliff Rodman's name will be corrected on the minutes, and John Gano's name will be added.

Bruce shared information with the group regarding a number of small individual meetings that were held since the last meeting. Each meeting is outlined below:

Division of Youth Rehabilitative Services - DYRS (10/19/07 - Darryl Dawson) - DYRS knows the number of individuals that will need to be transported in the event of an evacuation. They will need assistance should an evacuation of their facilities are needed.

DHSS, Public Health (10/31/07 - Tim O'Hea) - Met with DHSS and reviewed the medical portion of the transportation needs matrix as well as the format for the plan. DHSS will provide a definition for an individual with non-typical functional needs. This definition was shared with the committee at the meeting.

Delaware Transit Corporation - DTC (11/13/07 - William Riker) – ORA reviewed the data available within the DTC para-transit system. This data is in the process of being collated so that it can be given to ORA for committee use. Discussions were held regarding the availability of drivers and the vehicles that would be available for use in an evacuation.

DHSS - Division of Social Services (11/28/07 - Ruth Campbell) - ORA was made aware of the kind of data that Ruth has available to her. She has access to all of the relevant databases. She indicated that there are a number of agencies that have contracts with LOGISTICARE to provide transportation services. Some of the contracts already have an emergency response clause.

Department of Education - DOE (12/10/07 - Ron Love) The DOE has access to over 1700 school buses. Most are provided under contract and may or may not be available in the event of an emergency. Over 500 of the buses are owned by the state by various school districts and should be available for an emergency, however, this will need to be worked out with the individual school districts. Drivers may need to be provided. IT may be possible to get up to 50% of the current drivers available during an emergency.

DEMA - Pet Issues (12/12/07 -Anne McCann) ORA met with several DEMA representatives to discuss the pet transportation requirements as well as the other non-medical needs portion of the



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transportation needs matrix. This information was included in the transportation needs matrix presented to the committee for discussion at this meeting.

Office of Management and Budget - Fleet Services (OMB) (1/2/08 - Terry Barton). Fleet Services owns over 2000 vehicles, most being sedans, minivans and SUV's. OMB has extra keys to all of these vehicles located within each of the counties where the vehicles are housed. Unless already used as part of an emergency response by the leasing agency, the vehicles should be available for use as part of this plan. 32 of OMB's positions are classified as "essential" and would be available in the event of an emergency.

The following comments to that information were provided:

- Alan Metheny (Kent County) if transportation providers will be able to provide additional support aside from wheelchair operations. Gene responded that there are more vehicles available than they expected, and they now know what types of attendants are associated with each vehicle. What is needed is the number of drivers available, and what type of training will be required. Not all DelDOT employees are classified as 'essential' and several would be home when the call came.
- Gene mentioned that the group has agreed to help identify the total population being served.
- Bruce commented that DTC Paratransit provides assistance today. Kathy Wilson (DTC) mentioned that DTC drivers are union employees and are 'on call' under their contract. They assist every individual on the bus and are required to assist their aides as well.

## **II. Project Overview**

### **1. Transportation Needs Matrix**

An updated transportation needs matrix was provided to the group. Following are additional comments to the matrix that were discussed at the meeting.

#### **Medical Category**

- Language in the yellow section should be changed from 'wheelchair bound' to 'wheelchair mobile'.
- Individuals 'not endangering themselves or others' are not required to go to the hospital today; however, the transportation needs matrix spells out that the destination is a hospital. It was pointed out that there are a large number of individuals in Delaware that are clinically maintained in the community, and in the event of a disaster they could be moved to a medical needs shelter. Tim O'Hea (Public Health) mentioned that the medical needs shelter would only be able to take in 200 individuals statewide before additional assistance would be required. Discussion ensued and it was agreed that the best location would be hospital.
- The question was raised, has sheltering in place been considered? Some locations have made the determination to shelter in place. For example, Beebe Hospital's plan calls for them to remain in place. For purposes of this study, the presumption is that the decision to evacuate has been made for individuals needing to be evacuated. While the initial evacuation needs



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figures may indicate that Beebe does not need any transport provided, identifying the anticipated resources that may be needed in the event that Beebe needs to be evacuated needs to be considered.

- Gene mentioned that the primary focus of this plan will be the transportation of individuals and that the “from” and “to” will be determined by the appropriate partners. For example, should DOC need one of the prisons to be evacuated, they will identify how many inmates need to be transported and to what prison that they are being transferred.

**Non-Medical Category**

*Pets*

- Bruce asked if service animals are able to travel on every mode of transportation. Yes.
- For general household pets Anne McCann (DEMA) mentioned that the individual would go to the main shelter, and the pet would go to the pet shelter even if they were co-located.

*Communications Limitations*

- The term ‘learning disabilities’ should be removed from the matrix and replaced with ‘cognitive disabilities’.
- The term ‘hard of hearing’ should be removed from the matrix and replaced with either ‘hard of hearing/deaf’ or ‘hearing impaired’. There are communications differences between the two. It was agreed that hearing impaired would be used.

*Security Escort*

- Incarcerated individuals were discussed. Anne asked Daryl Dawson (DSCYF) and Dan Cox (DOC) if males and females should be separated. Daryl answered yes. Youth/adults should be separated and males/females should be separated. After some discussion, this is not an issue as most origins and destinations are already segregated by location. For those facilities that are co-ed and would be moved to a co-ed facility, they are currently being transported together (such as to court appearances) so this was not considered to be an issue. Dan also mentioned that juveniles should be considered equally as dangerous (if not more dangerous) than adults.
- The general shelter destination should be removed from the security escort category. This was an oversight and should have been removed.
- The comment was made that there are probably as great if not a greater number of individuals in the prisons who have medical concerns. They do not have a separate evacuation plan in place, but would bring their own controlling equipment (handcuffs, etc).
- Is there a priority list? While not yet defined within the plan it is envisioned that the plan will spell out a priority system.
- Perhaps lessons learned can be found from evacuations during fires/hurricanes. Louisiana and Texas Department of Corrections evacuated before Katrina. Texas had their own transportation company, and evacuation was completed 72 hours in advance of the hurricanes.



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- Jennifer asked about the equipment requirements for incarcerated individuals. Those individuals would have their written medical requirements/shots. Community based facilities would need to be contacted with regarding to providing medications.

*General Comments*

- EMTs are not authorized to serve medications. Paramedic calls will get priority over individuals with behavioral issues.
- ‘Unattended children’ should be added back into the responsibilities matrix. They would not go into a general shelter but to the established unattended children’s facility set up by DHSS and would require escorts with special credentials.

**2. Definition of Individuals with Non-Typical Functional Needs**

Bruce Littleton reviewed the Definition of Individuals with Non-Typical Functional Needs as prepared by Public Health, and discussion followed.

Gene clarified for the group that DelDOT has the responsibility for the transportation component of the plan under the ESF. This plan is intended to move any individual that cannot move themselves.

Bruce indicated that ORA would prepare a revised definition to be distributed to the group for review and comment. In addition, the suggestion was made to come up with a title change to the plan.

**Action Items**

- Additional small meetings to be held: Department of Corrections and SPCA.
- ORA to prepare a revised definition for all individuals covered under this plan and forward to the group for review and comment.
- The group to suggest possible title changes to the plan.
- **By January 25th**, the group needs to e-mail and send the information to Kisha Duckett at [kduckett@orth-rodgers.com](mailto:kduckett@orth-rodgers.com). The following information is being requested: Number of individuals to be transported and origin and destination for their respective agencies.
- ORA to follow-up with individuals from DTC that indicated they had additional numbers to provide.
- **The next meeting has been scheduled for Wednesday, February 6, 2008 from 10am-12 noon.** At the meeting, the time stated was 9:00 am to 11:00 am; however, the meeting room was not available before 10:00 am, hence the change in time.

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.

**TMT Website:** <http://www.deldot.gov/information/projects/tmt>