



**MINUTES OF MEETING**  
 All Hazards Non-Typical Transportation Evacuation  
 Committee Meeting  
 February 6, 2008



**Meeting Date:** February 6, 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
Benson	Bonita	DHSS – Div. of Subs. Abuse & Mental Health	<a href="mailto:Bonita.benson@state.de.us">Bonita.benson@state.de.us</a>
Briggs	Robert	Department of Safety and Homeland Security	<a href="mailto:Robert.briggs@state.de.us">Robert.briggs@state.de.us</a>
Campbell	Ruth	Division of Social Services (DHSS)	<a href="mailto:ruth.campbell@state.de.us">ruth.campbell@state.de.us</a>
Cook	Mark	FEMA Response Branch	<a href="mailto:Mark.cook@dhs.gov">Mark.cook@dhs.gov</a>
Day	Dwayne	DelDOT	<a href="mailto:Dwayne.day@state.de.us">Dwayne.day@state.de.us</a>
Duckett	Kisha	ORA	<a href="mailto:kduckett@orth-rodgers.com">kduckett@orth-rodgers.com</a>
Gano	John	Office of Independent Living	<a href="mailto:John.Gano@state.de.us">John.Gano@state.de.us</a>
Littleton	Bruce	ORA	<a href="mailto:blittleton@orth-rodgers.com">blittleton@orth-rodgers.com</a>
Love	Ron	Department of Education	<a href="mailto:rlove@doe.k12.de.us">rlove@doe.k12.de.us</a>
McCann	Anne	DEMA	<a href="mailto:anne.mccann@state.de.us">anne.mccann@state.de.us</a>
Pauletta	Eileen	ORA	<a href="mailto:epauletta@orth-rodgers.com">epauletta@orth-rodgers.com</a>
Pichard	Jerry	Red Cross	<a href="mailto:Jpicard@redcrossdelmarva.org">Jpicard@redcrossdelmarva.org</a>
Roane	Greg	DHSS	<a href="mailto:Gregory.roane@state.de.us">Gregory.roane@state.de.us</a>
Rooks	Mercedes	DPH/PHPS	<a href="mailto:Mercedes.rooks@state.de.us">Mercedes.rooks@state.de.us</a>
Rose	Al	Dept. of Safety and Homeland Security	<a href="mailto:Al.rose@state.de.us">Al.rose@state.de.us</a>
Sarro	Loretta	Dept. of Labor – Division of Voc. Rehab.	<a href="mailto:Loretta.sarro@state.de.us">Loretta.sarro@state.de.us</a>
Waldron	Yrene	Delaware Healthcare Facilities Authority	<a href="mailto:waldrony@dhcfa.org">waldrony@dhcfa.org</a>
Whaley	Chris	Del. State Housing Authority	<a href="mailto:chrisw@destatehousing.com">chrisw@destatehousing.com</a>

**Handouts provided during the meeting:**

1. Updated Responsibility Matrix
2. Definition for Individuals Requiring Special Transportation Assistance During Evacuation
3. Minutes of January 9, 2008 Meeting

**I. Opening Remarks**

Gene Donaldson (DelDOT) began the meeting with brief introductions. Bruce Littleton (ORA) asked if there were comments to the previous meeting minutes.

Bruce shared information with the group regarding the DEMA Pets Meeting held on 2/5/08 as follows:



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**DEMA, Pets Issues Meeting 2 - (02/05/08 – Anne McCann; Don Knox; Heidi Stout; Sarah Tegtmeier; Dwayne Day; Murrey Goldthwaite; Bruce Littleton; and Kisha Duckett)** – Bruce provided general background information to the group on the non-typical committee and reviewed the non-typical transportation matrix to date. The group discussed pet evacuation and reviewed current vehicle and equipment inventory. Changes to the matrix were proposed and have been incorporated into the version distributed at the meeting. The Tri-State Bird Rescue and Research was also in attendance, and does have resources that might be available in the event of an evacuation. The Tri-State Bird Rescue has over 200 soft small pet carriers. The group discussed contacting the Equine Counsel and the Brandywine Zoo for additional input. DTC currently prohibits the transport of pets in approved containers on their buses. It was suggested that this regulation be relaxed during an evacuation to allow pet owners to board evacuation buses provided that the pet container can be carried on the owner's lap.

DTC provided Para transit information to ORA after the last meeting which was compiled in the form of a map prepared by client density/zipcode. The map was presented to the group. Anne McCann mentioned that there is a high concentration of retirees in the beach population in the southeast portion of the state. She was surprised that the ridership numbers were so low. It was discussed that some of the population may be seasonal and not permanent residents as well as the fact that due to the more rural nature of the county, most people have vehicles. Bus ridership is significantly less in Sussex than any other county.

## **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.

- Anne McCann suggested some reordering of the matrix (specifically with regard to pet transport)
- It was mentioned that some plain English examples should be given for the various medical categories (red, yellow, and green)
- The actual attendant to patient ratios need to be populated in the matrix.

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

- Irene Waldron commented on the medical definitions. Group homes, and assisted living facilities should be added within the definition.
- Ruth Campbell, Lisa Henry and Irene Waldron will be meeting to prepare a list that will discuss the various categories. Ruth mentioned that a questionnaire is being prepared that will provide data on the potential number of evacuees and their transport requirements for each facility. Irene emphasized that it should be updated fairly frequently.
- Irene mentioned that a lot of group homes are run by the state but managed by subcontractors. What does that contract language look like?



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- Anne McCann asked what is meant by ‘unattended domestic pets’? She recommended removing the word ‘domestic’ and add **‘can be provided under this plan if needed’**.
- Change ‘unattended children’ to ‘without parent or legal guardian present’. The unattended children plan further clarifies this category of individuals.
- It was mentioned that under the non-medical category, further clarification of incarcerated individuals may be needed. Gene has had conversation with Dan Cox and mentioned that the public will need to have a clear understanding that they will not be sharing the bus with incarcerated individuals.
- The first sentence of the definition should be changed to say – ‘in the event of an emergency that **requires** evacuation’.
- The title of the plan has been changed to the ‘All Hazards Evacuation Plan for Individuals Requiring Special Transportation System’. The name of the committee will still remain the non-typical committee.
- Loretta Sarro indicated that ‘hearing impaired’ should be changed to ‘deaf/hard of hearing’. After the meeting, Loretta mentioned that the deaf community has been debating the correct terminology for some time. Bruce mentioned that this was also discussed with public health at the last meeting with some debate, and we will make the change from hearing impaired back to deaf/hard of hearing.

### **3. Open Discussion**

- Gene mentioned that there needs to be improvement on the education program regarding all of the plans.
- Ruth mentioned that there is a communication meeting being held on Feb 26<sup>th</sup> and invited Dwayne Day to attend. Irene asked if there has been any contact with area churches? There may be home bound individuals that the churches are already addressing. Ruth mentioned that the meeting on February 26<sup>th</sup> will address this population.
- Anne asked if DelDOT has any funds available for implementation. Gene responded that agencies should tell us what is needed and an estimated cost.
- It was mentioned that bathrooms will be a needed in an evacuation and that port-a-potties should be considered. Gene mentioned that DelDOT does have some existing contracts in place.
- The comment was made with regard to the elderly population that contact should be made with Meals on Wheels and other agencies serving this population. Gene asked whether or not these groups are related back to any state agencies and if so which ones.

### **Action Items**

- Additional small meetings to be held: Department of Corrections and SPCA.
- A next meeting will be scheduled for the middle of March.

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.