



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



**Meeting Date:** July 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 Mgmt. and Budget (OMB)	Terry-barton@state.de.us
Campbell	Griff	Dept. of Labor (DOL)	Griff.Campbell@state.de.us
Campbell	Ruth	Dept. of Health & Social Services (DHSS)	Ruth.Cambell@state.de.us
Carpenter	Dave	New Castle County Office Of Emergency Mgmt. (NCC OEM)	Dcarpenter@nccde.org
Donaldson	Gene	DE Dept. of Transportation (DelDOT)	Gene.Donaldson@state.de.us
Duckett	Kisha	Orth-Rodgers & Assoc., Inc. (ORA)	kduckett@orth-rodgers.com
Emerson	Thomas	Delaware National Guard	thomas.c.emerson@us.army.mil
Harris	Dorothea	Dept. of Health & Social Services (DHSS)	Dorothea.Harris@state.de.us
Littleton	Bruce	Orth-Rodgers & Assoc., Inc. (ORA)	blittleton@orth-rodgers.com
Maichle	Pat	DE Developmental Disabilities Council	Pat.Maichle@state.de.us
Irvine	Rich	DE Dept. of Health & Social Services (DHSS)	Rich.Irvine@state.de.us
Licht	Nina	DE Dept. of Health & Social Services (DHSS)	Nina.Licht@state.de.us
Metheny	Allen	Kent County Emergency Operations Center (EOC)	Allenmetheny@yahoo.com
O'Hea	Timothy	DE Dept. of Health & Social Services (DHSS)	Timothy.O'Hea@state.de.us
Riker	William	DelDOT-DE Transportation Corp (DTC)	William.Riker@state.de.us
Rose	Al	DE Dept. of Safety and Homeland Security (DSHS)	Al.Rose@state.de.us
Smith	Ed	DE Dept. of Safety and Homeland Security (DSHS)	Edward.Smith@state.de.us
Toscano	Mario	Orth-Rodgers & Assoc., Inc. (ORA)	mtoscano@orth-rodgers.com
Twiss	Patrick	Federal Emergency Mgmt. Agency (FEMA)	Patrick.twiss@dhs.gov
Whaley	Chris	Delaware State Housing Authority (DSHA)	ChrisW@destatehousing.com

**Handouts provided during the meeting:**

1. Agenda
2. Definition of Special Medical Needs (North Carolina)
3. Reference List (documents and websites)
4. Responsibilities Matrix
5. Contacts List

**I. Opening Remarks**



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Gene Donaldson (DelDOT) thanked everyone for attending the All Hazards Non-Typical Transportation Evacuation Committee Meeting and began the meeting with brief introductions followed by reviewing of the agenda. Gene indicated the attendees are the experts on the topic and that DelDOT's role is to facilitate the dialog between the different agencies and to prepare the transportation evacuation plan. This plan will be added to the All Hazards Evacuation Annexes for each county. The meeting was conducted in an open discussion format.

## **II. Project Overview**

### **1. Non-Typical Definition**

Gene mentioned that he would like for the group to come up with an appropriate definition for 'non-typical'. Delaware currently has the Delaware Emergency Operations Plan (DEOP), and it is the groups charge to work on the non-typical requirements to that plan. The plan will provide a concept of operations and will cover individuals with medical needs, no private transportation, as well as deal with transporting pets. Relevant documents prepared for Delaware were requested.

Ed Smith mentioned that six months ago a committee was formed at the state level to plan for individuals with non-typical needs. Pat Maichle chaired the working group and headed a series of workshops to begin addressing evacuation plans for medical and other related facilities. The notification process was discussed and gaps in what exists and what is needed are being identified.

#### Comments Regarding the Responsibilities Matrix

The Department of Public Health uses different levels to define medical classifications than those shown on the handouts. That information will be distributed to the group.

It was pointed out that the report should not focus only on the individuals with medical needs. The morbidly obese is an example of a non-typical needs group that would not normally fall under a purely medical definition. These individuals may be weighing 700-800 lbs. and require special attention for transport, specifically, a geriatric bed with an ambulance (plus an attendant).

Currently, medical shelters are only intended for individuals with medical needs and don't consider non-medical individuals that might need to be evacuated to a shelter (i.e., individuals with mental retardation). Also, considerations for the individual's support system should be made. The responders need to be prepared with special situations that are well known by the care givers and are specific for each individual. Non-typical evacuees who are transported with their caregivers and who do not require special medical equipment can be sent to the general shelter. However, it cannot be assumed that the support staff will be present with the evacuee for the evacuation.

It was mentioned that Delaware is moving towards co-locating the medical needs and general shelters. This should help in avoiding confusions about where the non-typical evacuees should be taken.

Language was included as a line item on the matrix. In addition to those who speak other languages, there may be individuals from the deaf community, for example, that communicate in other ways.



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The committee asked that the term 'not mobile without assistance' be added to the matrix. The matrix should include an additional row which takes into account individuals with livestock. Another row to be added would include persons who are not mobile and are also without assistance. Also, a distinction to the table should be made between family pets and service animals.

**2. Who is Being Moved? Where is the trip origin? Where is the trip destination?**

Gene mentioned that the group should begin thinking about how to identify the population being moved, and what the transportation requirements for those individuals are.

The way in which children will be handled (specifically unaccompanied minors) is something the plan needs to address.

The over 200 group homes in the state of Delaware are an example of a facility type that will require special needs attention in the event of an evacuation.

Power supply is an issue in the need of an evacuation. Most EOC's and fire houses have back up power. In addition, power is required with some medical equipment servicing individuals.

Staging areas may need to be created to dispatch the correct vehicle, equipment, and staffing needs for the individual or groups to be transported.

The input from the firefighter community is crucial to the development of this plan. They possess the training and the experience required to perform the evacuation. However, they might be working on something else during the evacuations which would preclude them from helping in the non-typical evacuation. Another group that should be represented on the committee would be the 911 dispatchers. They currently need to know many of the transportation issues when dispatching assistance.

**3. Concept of Operations**

A variety of agencies are utilizing various databases to identify the persons with special needs requiring their services and what those services are. These databases include some level of transportation details about each individual. Paratransit has a comprehensive database which includes all the individuals they serve. In coordinating/consolidating the databases of the various agencies, software needs must be addressed.

A comprehensive database that provides detailed information about each non-typical individual is extremely important. As an example, electricity dependant individuals should be clearly identified so the appropriate vehicle and attendant are sent to perform the evacuation. An inventory of special assistance providers and their vehicles equipment is also required so that these resources can be used for the evacuation.



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The importance of updating the database was discussed. Updates should be performed as practicable as possible to ensure that individuals are not left behind. DeIDOT's resources such as the IT Department are available to work on the technical aspects of the database and other items that need to be addressed. DIACT might also be able to help with the data reductions tasks. Determining the schema for the different databases should be the start point to decide the different components or data fields of the consolidated database.

There is a variety of vehicles currently under state ownership. Every piece of DeIDOT equipment is in the M4 system. All vehicles owned by Office of Management and Budget are being equipped with GPS devices or automatic vehicle locator (AVL). The agency is also working to categorize the vehicles by vehicle type and to have them incorporated into the state system.

The Office of Management and Budget is capable of providing a maximum of 25 drivers in an emergency situation. They have little or no specialized training.

All DTC transit vehicles are equipped with Automatic Vehicle Locator (AVL).

Some evacuation vehicles are owned by the State, others may need to be acquired and/or contracted. DeIDOT has personnel who do not participate during a state of emergency (are non-essential, i.e. planners, designers, etc.). These personnel could potentially help during the evacuation procedures.

The committee pointed that personnel who are not adequately trained to assist in a non-typical evacuation should not be sent. As an example, they should not be sent to figure out how to operate a lift and what to do with the tie downs.

Are people available with the required training? If not, what training needs to be provided?

Gene Donaldson clarified that DTC is a division under DeIDOT. The TMC is DeIDOT's overall Transportation Management Center. This group should be viewing itself as an Evacuation Task Force.

Terminology is critical in communication (radio, cell phone, fax, internet, email, 800 MHz). Delaware is fortunate that the state has 800 MHz radio coverage throughout the state. This resource might prove invaluable during evacuations because other types of communications such as conventional telephone or cell phones are prone to fail during incidents that require evacuations. The availability of TTY capable radios or other forms of mobile TTY devices was briefly discussed. This should be considered in the plan.

We should classify the level of assistance required for someone based upon the needed knowledge, skills, and abilities for the responders. Classifications of drivers will need to be identified as well as volunteers and schedules.

Adding air, marine, and train evacuations to the plan should be considered.



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A re-entry/recovery plan is currently being prepared. It was noted that persons are generally more willing to help getting people out in case of an emergency than in helping them return.

A database that contains information about commercial gas stations needs to be created. The database should contain information about the gas stations that have emergency power generators. DelDOT currently has vehicle refueling capabilities. However, additional fuel might be required during an incident that requires evacuations.

Janine Lima is Gene's administrative assistant and should be copied in on all communication. Her information was provided at the meeting and is as follows:

Janine Lima  
Administrative Specialist  
DelDOT/Traffic Section  
Office 302-659-4602  
Cell 302-222-5976  
Fax 302-659-6128  
Janine.Lima@state.de.us

**Action Items**

- Medical definitions and other Delaware relevant documents will be provided.
- Lists of additional invitees and current databases available will be emailed to Mario Toscano (ORA); Additional invitees mentioned included someone from the Fire School and someone from the chief dispatchers or the 911 Center. Also, Loretta Sarrow or Hank Passey from the hard of hearing community need to be added. Loretta will need an interpreter.

Minutes were prepared by Orth-Rodgers & Associates, Inc (ORA). We believe the foregoing minutes to be an accurate summary of the meeting and related decisions.

The next meeting is scheduled for Tuesday, August 14, 2007 at the same location.

Any questions or concerns can be directed to Gene Donaldson at [gene.donaldson@state.de.us](mailto:gene.donaldson@state.de.us) or (302) 659-4601. Additionally, ORA is providing consulting support and Bruce Littleton can be reached at [blittleton@orth-rodgers.com](mailto:blittleton@orth-rodgers.com) or (215) 735-1932.

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