



MINUTES OF MEETING
All Hazards Non-Typical Transportation Evacuation
Committee Meting
October 19, 2007



Meeting Date: October 19, 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 | terry.barton@state.de.us |
| Brennan | Jerry | DE Fire School | jerry.brennan@state.de.us |
| Briggs | Robert | Dept. of Safety & Homeland Security | robert.briggs@state.de.us |
| Campbell | Ruth | Division of Social Services | ruth.campbell@state.de.us |
| Dawson | Darryl | DSCYF | darryl.dawson@state.de.us |
| Donaldson | Gene | DelDOT | gene.donaldson@state.de.us |
| Duckett | Kisha | Orth-Rodgers & Assoc., Inc. (ORA) | kduckett@orth-rodgers.com |
| Ely | Karen | DMMA | Karen.ely@state.de.us |
| Emerson | Thomas | Delaware National Guard | thomas.l.emerson@us.army.mil |
| Gano | John | DVR/IL | John.Gano@state.de.us |
| Harris | Dorothea | DHSS | dorothea.harris@state.de.us |
| Hodges | Kyle | State Council for Persons with Disabilities | kyle.hodges@state.de.us |
| Imhof | Rose | DSAAPD | Rose.imhof@state.de.us |
| Irvine | Rich | DHSS | rich.irvine@state.de.us |
| Marinucci | John | Department of Education | Jmarinucci@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 |
| Littleton | Bruce | Orth-Rodgers & Assoc., Inc. (ORA) | blittleton@orth-rodgers.com |
| Pickering | Joe | FEMA | joseph.pickering@dhs.gov |
| Roane | Greg | DHSS | gregory.roane@state.de.us |
| Rodman | Cliff | DSCYF; DCMHS/I&A | Clifford.Rodman@state.de.us |
| Sarro | Loretta | Dept. of Labor/Div. of Voc. Rehab | loretta.sarro@state.de.us |
| Senycz | Michael | FEMA | michael.senycz@dhs.gov |
| Toscano | Mario | Orth-Rodgers & Assoc., Inc. (ORA) | mtoscano@orth-rodgers.com |
| 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 September 17, 2007 Meeting



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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. There were no additional comments to the minutes. The meeting was conducted in an open discussion format.

II. Project Overview

1. Transportation Needs Matrix

Tim O'Hea mentioned that the plan the committee is creating should include more information on the hospitals and group homes from the medical perspective. Tim made revisions to the medical portion of the transportation needs matrix (provided to the group at the last meeting). The matrix has been matched to HHS guidelines. Levels I, II, and III have been removed and replaced with a red, yellow, and green color scheme. The red indicates that the patient's needs would be met by an EMS, the yellow indicates that DelDOT with an attendant would handle the patient, and green indicates that the patient's needs would be met by DelDOT without an attendant. Medical patients were also broken down in terms of whether or not the needs would be met at a hospital, medical needs shelter, or general shelter. Tim also indicated that during an event they would open a public health call center and supply the call center with an attendant. Tim indicated that the department of public health could forward necessary information using GIS to the DelDOT EOC. Tim also mentioned that the matrix still needs work and indicated that he would be willing to meet with ORA to discuss the matrix and the report.

Bruce asked if there is a specific definition of an attendant. Tim indicated that the definition of attendant could vary. Attendants at the hospital would have different functions than those at the group homes. Call center attendants will have questionnaires to categorize patient groups.

Dorothea Harris (DHSS) noted that people living alone would have to be handled in the event of an evacuation in terms of assistance. Assistance would need to be provided either by DelDOT, Social Services, or others.

Kyle Hodges (Dept. of Homeland Security) raised a question regarding individuals who have an attendant for just a portion of the day. Ruth Campbell (Division of Social Services) indicated that the regulations governing home health care need to be clear so that those persons providing services would still need to be available in the event of an emergency.

Rich Irvine (DHSS) asked that language throughout the report and matrix be changed from 'wheelchair bound' to 'wheelchair mobile'. Rich will email Tim with some additional language changes.

Greg Roane (DHSS) raised the question about the need for an EMT during transport if someone with a mental disorder is not a danger to themselves. Tim mentioned that even if the individual is not normally a danger to themselves or others, they might be in the event of an emergency. The decision



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was made by Public Health that anyone with behavioral issues should go along with a paramedic. Greg mentioned that a large number of ambulances would then be needed for the group homes in the event of an emergency. Tim mentioned that the responsibility matrix we are creating kicks in at the point where the state is required to step in and provide assistance.

A comment was raised regarding how loss of power would affect those with medical needs. Ruth mentioned that there have always been outlets to power apnea monitors during events. It was mentioned that not all individuals who use an apnea monitor would require assistance during an evacuation.

The point was made that there are a number of individuals in the community with dementia or short term memory loss. These individuals would require supervision in the shelter, but not necessarily medical assistance. The group noted this point and agreed that there are a few instances that may not have been considered. The primary purpose of the matrix is to determine the transportation requirements.

The comment was made that the morbidly obese population would be in the general population, but would need an ambulance for transport. Tim mentioned that some individuals were taken to the DE home for the chronically ill. Also, Public Health has now purchased some beds to assist in accommodating these individuals. The general population shelters in the past have not been able to accommodate morbidly obese individuals.

Gene mentioned that the portion of the matrix discussed today specifically dealt with the medical needs, and that the larger matrix addressing additional populations could be distributed to those new to the group. Also, there are a large number of decisions that have to be made in transport and this group will need to determine roles and responsibilities. This plan will need to include contact information within your department in terms of whom to speak to in the event of a disaster.

2. All Hazards Non-Typical Transportation Evacuation Plan Outline

Mario Toscano reviewed the outline with the committee and asked for any recommended changes. Gene indicated that if individuals were not ready to comment on the document at the meeting to please send their comments to either Gene or ORA..

Tim mentioned that DEMA and Public Health have prepared several plans that have an alternate report format. Tim would be interested in sharing that format with the group and modifying the current plan outline. He also indicated that the terminology in the plan should be adjusted from 'non-typical' to simply 'individuals'. The plan title should be revised to the "All Hazards Transportation Evacuation Plan for Individuals with Non-Typical Functional Needs". Define the non-typical functional needs in one or two sentences up front and then, from that point forward, refer to them as individuals.



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Chapter 4 Comments

- DHSS is a responder and a database source. DSP and the Local Police would be a database source as well.
- The fire school and the National Guard should be added in the event of an emergency.
- The city of Wilmington should be added as a footnote in Table 1.

General Comments

Gene and Tim both emphasized that this plan will be NIMS compliant. NIMS, for clarification, is the National Incident Management System. NIMS pushes a unified command structure. Any future plans will show that structure. Gene does want the plan to incorporate levels. For example, a fire would be at a certain level, but when something becomes statewide things operate differently.

Dallas Wingate (DE National Guard) mentioned that the Guard would provide sheltering “as required”. The Guard does have some equipment and engineering assets to transport individuals. They do not necessarily have medical assets. There must be a State of Emergency to use the Guard and its resources.

Bruce made the comment that the Department of Education has approximately 1500 school buses, and asked if the Guard would have vehicles as well? Yes. Jerry Brennan (DE Fire School) mentioned that the National Guard would be used for evacuation, not necessarily transportation.

Gene indicated to the group that DelDOT is not simply the highway department, but handles all modes of transportation. All modes will be incorporated in the plan.

Tim mentioned that a group prior to this planning team already identified a number of assets, and he should be able to put his hands on that information.

On page 5, spell out what DelDOT provides. Public Health would be responsible for ESF8.

On page 6, DTC and DART are operating divisions of DelDOT.

The Kids Department should be added to the list of relevant agencies. Anne McCann mentioned that kids that are incarcerated should be considered in the plan.

Sharing Database Information

Cliff Rodman (Kids Department) mentioned getting around database issues.

Tim mentioned bringing DTI to the table. Ruth is working on linking them for DHSS. Gene mentioned that the contact would be Elayne Starkey.



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Ruth mentioned that each department in DHSS has a disaster coordinator and things can be queried by zip code.

Kyle Hodges mentioned that he and Pat Maichle met with Jamie Turner and others to discuss databases consolidation. Gene Donaldson was aware of the other meetings and will coordinate with their efforts.

Under HIPAA, there is a difference between providing services and issuing a treatment. John Marinucci mentioned that they had to follow HIPAA regulations when he was with the School District. There was specific information that they held on children that could not be provided to the bus drivers. There are liabilities however, if losses are suffered because information is not shared with transportation providers.

Gene mentioned that the database that needs to be developed for this effort is basic in nature. The database needs to include information about the number of people that need to be evacuated, their location, transportation needs, and their destination. Personal information is not required.

The comment was made that commonality of language is going to be an issue with this document. Coordination of databases and credentialing will become issues as well.

John mentioned that the group should review the Governors's State of Emergency Declaration. He also indicated that the group should determine the information that will be given to the drivers so they are prepared to act in an emergency.

Anne mentioned that the plan needs to include a section about pet evacuations. Service animal are not considered pets and no special treatment is required for them.

3. Next Meeting

The date of the next meeting was not set at this meeting. ORA will conduct individual agency meetings and will set a meeting date after the individual agency meetings are conducted.

Action Items

- 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.

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. 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>