



MINUTES OF MEETING
 All Hazards Non-Typical Transportation Evacuation
 Committee Meeting
 March 17, 2008



Meeting Date: March 17, 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 Management and Budget	terry.barton@state.de.us
Benson	Bonita	DHSS - Div of Subs. Abuse & Mental Health	bonita.benson@state.de.us
Campbell	Ruth	Division of Social Services	Ruth.Campbell@state.de.us
Carpenter, Jr.	Dave	NCC – Emergency Preparedness	dcarpenter@nccde.org
Davis	Mark	Dept. of Agriculture	mark.davis@state.de.us
Day	Dwayne	DelDOT (formerly with DEMA)	Dwayne.Day@state.de.us
Duckett	Kisha	Orth-Rodgers & Associates, Inc.	kduckett@orth-rodgers.com
Ford	Paul	DelDOT/DTC	paul.ford@state.de.us
Griffin	Jennifer	DSP	jennifer.griffin@state.de.us
Littleton	Bruce	Orth-Rodgers & Associates, Inc.	blittleton@orth-rodgers.com
Love	Ron	Department of Education	rlove@doe.k12.de.us
McCann	Anne	DEMA	anne.mccann@state.de.us
Metheny, Jr.	Allen	Kent Co. Emergency Management	allenmetheny@yahoo.com
Picard	Jerry	Red Cross	jpocard@redcrossdelmarva.org
Rooks	Mercedes	DPH/PHPS	mercedes.rooks@state.de.us
Rose	Al	Department of Safety and Homeland Security	al.rose@state.de.us
Sarro	Loretta	Department of Labor - Division of Voc. Rehab.	loretta.sarro@state.de.us
Vonasek	Stan	Delaware Equine Council	stan22146@hotmail.com

Handouts provided during the meeting:

1. Minutes of February 6, 2008 Meeting
2. Updated Responsibility Matrix
3. Updated Definition for “Individuals” included within this plan

I. Introductions

Dwayne Day (DelDOT) began the meeting with brief introductions followed by a review of the agenda. Dwayne asked if there were comments to the previous meeting minutes (of which there were none). Bruce Littleton mentioned that the Definition of “individuals” and the responsibilities matrix had been updated as well.



MINUTES OF MEETING
All Hazards Non-Typical Transportation Evacuation
Committee Meeting
March 17, 2008



II. Individual Agency Input Since the Last Meeting

Kisha Duckett shared information with the group regarding the Department of Corrections Meeting held on 03/05/08 as follows:

Department of Corrections (DOC) Meeting- (03/05/08 – David Pierce; Dan Cox; Dwayne Day; Gene Donaldson; Bruce Littleton; and Kisha Duckett) – Gene began the meeting by providing general background information to the group on the non-typical committee and reviewed the non-typical transportation matrix to date. The following were the key topics of discussion:

- Under most conditions the current plan for the DOC is for them to shelter in place. They have in the past transferred some inmates previously from one correctional facility to another. In every case it has been done within the state. They have not transported across state lines and have no agreements in place to do so currently.
- The DOC is going to review the need for an evacuation. If an evacuation is needed, buses would be required. Bus drivers are at a premium, and additional drivers may be needed as well. Whenever possible, they would provide the necessary attendants to ride each bus. This may limit the total number of buses that can be used at one time (i.e. in some instances only a few inmates at a time could be paired together).
- Correctional Facilities
 - The Women’s prison in Wilmington holds roughly 300-400 inmates.
 - The Smyrna Correctional Center holds approximately 2600, and may eventually hold an additional 500+.
 - Information on the other correctional facilities will be provided.
- Currently, most guards do not have CDL training.
- The number of inmates on a bus will vary dependent on the inmates themselves.
- Persons in the department of corrections should always be referred to as “inmates” not as “patients” etc.
- Criminal and medical records must remain with the inmates at all times

III. Review Updated Responsibilities Matrix

An updated transportation responsibilities matrix was provided to the group. The following are the additional comments to the matrix that were discussed at the meeting.

- In the red section of the matrix, we still need to gather numbers of individuals that will require transport via ambulance.
- The total quantity of individuals to be evacuated from each of the respective agencies is still needed.
- All of the categories in the matrix with the exception of the last three rows could possibly have pets. It was mentioned that a service dog (puppy) raising program is being negotiated for the Women’s Prison, so in the future, the women’s prison could have pets.



MINUTES OF MEETING
All Hazards Non-Typical Transportation Evacuation
Committee Meeting
March 17, 2008



IV. Review Current Draft Document

Chapter 4 Situations and Scope

- The clarification was made that in the Women's Prison could potentially have pets.

Chapter 5 Assumptions

- Eileen Pauletta asked if there were other agencies that had a handle on what type of advance notice they would need for an evacuation. Ruth Campbell mentioned that the nursing homes would need at least three days advance notice for an evacuation.

Chapter 7 Concept of Operations

Section 7.1.1 Medical Definitions

- In Section 7.1.1 (Medical Definitions), the correct name of the agency is Department of Health and Social Services/Division of Public Health (DHSS/DPH).
- The Chief Medical Examiner's Office has a fatality plan. The Division of Public Health is currently working on a mass fatality plan. Dwayne Day mentioned that the plan does not currently involve DelDOT.

Section 7.1.2 Non-Medical Definitions

- In Section 7.1.2.1 – Individuals Without Private Transportation, change the language to include anyone without transportation.
- Section 7.1.2.2 – Consider changing the title of this section from domestic pets. Domestic Pets may not be very clear to many individuals. A suggested word change would be Companion Animals. Mark Davis suggested referencing the Federal Pets Act of 2006.
- The Livestock Industry and Equine Council are working with the Department of Agriculture on a separate evacuation plan for large animals. The Department of Agriculture is interested in coordinating the plan with DelDOT. A reference to the Department of Agriculture Plan will be made in this plan.
- Stan Vonasek from the Delaware Equine Council mentioned that there are approximately 15,000 horses in the state of Delaware, with their owners having the capability of moving approximately 5,000 of the horses. The current plans leave the responsibility of the move on the owner of the horse. Stan and Dwayne mentioned that horse trailer breakdowns during a transportation evacuation could be a major concern.

Section 7.2 Mitigation and Preparedness

- The question was raised as to what databases are available today in order to determine how many nursing home residents need to be moved and to where. The current main source of information is the databases under the control of Ruth Campbell. She is currently waiting for the surveys that were distributed to the nursing homes to be returned that will provide more detailed information. A separate effort is being made for home health care agencies.
- Ruth Campbell mentioned that there is a meeting with the Home Healthcare Association coming up this Thursday, 3/21.



MINUTES OF MEETING
All Hazards Non-Typical Transportation Evacuation
Committee Meeting
March 17, 2008



- Anne McCann mentioned that Day Care facilities, which need be licensed through the Kids Department need to have plans but realistically would need assistance as they would not have the capabilities to move large quantities of children (i.e. requiring many car seats, or other restraining devices).
- Terry Barton indicated that the Office of Management and Budget (OMB) has 299 vehicles assigned to group homes. It was mentioned that there are approximately 225 homes or a ration of just over one vehicle per home.
- The question was asked, Do nursing homes need to identify in their plans the transportation requirements? Ruth mentioned that they do not have the transportation requirements in their plans today.
- IT was mentioned that Diamond Technologies has a software package being used in Pennsylvania (Delaware and Montgomery Counties) that can link individuals requiring special transportation assistance to a GIS database.

Section 7.3 Origins of Individuals Needing Public Transportation

- The first paragraph needs modification – (1) group homes would generally house 4-8 individuals and (2) long term care facilities would house 50-200 individuals. A previous email from Irene Waldron should have the specific number of beds.
- The homeless population should be specifically mentioned in the plan. There is a significant homeless population in Delaware. Wilmington was mentioned specifically in particular around 4th Street. This population is serviced through a large number of missions and homeless shelters. There are also several non-profit agencies caring for the homeless. Numbers in the shelters could fluctuate daily. The Guide for Human Services includes the known shelters in the State by county.
- It was noted that the plan does not mention Boy's and Girl's Clubs, consideration should be given for this population as well. Information on the childcare agencies could be obtained from Lynn Jezyk from the Office of Childcare and Licensing under the Kids Department.

Section 7.4.1 Evacuation Modes of Transportation

- Alan Metheny mentioned that the Delaware Fire Prevention Commission (302) 739-4773 can give numbers on ambulances in the state. They can also provide the numbers of certified EMTs.
- The Office of Emergency Medical Services should be able to provide information on the number of paramedics statewide as they come under their jurisdiction.

Section 7.4.2.3 Police Officer

- Language in this section should be changed to reflect the varying responsibilities of correctional officers and police officers.

Section 7.4.2.6 Translator/Interpreter

- Contact should be made with the Division for the Visually Impaired (Bob Goodhart)
- All 911 Centers do have a TTY whenever a deaf/hard of hearing individual may contact the 911 center. There are a very small number of qualified sign language interpreters in the state



MINUTES OF MEETING
All Hazards Non-Typical Transportation Evacuation
Committee Meeting
March 17, 2008



of Delaware. There are interpreters in Maryland that could be a resource across state lines. The courts have specific requirements for their interpreters.

- There are a number of foreign language interpreter agencies in Delaware.
- AT&T provides service statewide for common foreign languages. The New Castle County 911 Center uses these services.
- The Department of Public Health also has several foreign language interpreters.

V. Open Discussion

- It was pointed out the rail service (SEPTA) in Delaware is provided under contract to DelDOT. The annual rail to the Delaware Fair is provided by Amtrak utilizing the Norfolk Southern rail line that runs the length of the state. This could be a resource for an evacuation.
- The SPCA vehicles mentioned in the report do have other contractual obligations and may not all be available for pet transport under this plan.
- DEMA is currently preparing contracts to acquire resources and contractual services for trailers, vehicles, pet carriers, and similar equipment/services.

Action Items

- ORA to reach out to the following agencies:
 - Division for the Visually Impaired (Bob Goodhart)
 - Department of Public Health (Interpreter Services)
 - Kids Department Office of Childcare and Licensing (Lynn Jezyk)
 - Office of Emergency Medical Services (Paramedics Information)
 - Delaware Fire Prevention Commission (Ambulance Information)
- ORA needs to add OMB to the Acronym List
- ORA to setup meeting with the Delaware Department of Agriculture and DEMA to discuss the animals further.
- ORA to follow-up with Department of Corrections
- ***Committee members to review draft document and email comments/changes to ORA prior to the next meeting***
- ***Committee members to inform ORA if a smaller meeting is needed with their respective agencies and agency representatives to address specific issues.***

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. Changes to the minutes can be emailed to Kisha Duckett at kduckett@orth-rodgers.com. Any questions or concerns can be directed to Gene Donaldson at gene.donaldson@state.de.us or Bruce Littleton at blittleton@orth-rodgers.com or (215) 735-1932.

The next meeting will be scheduled in four to six weeks.