



MINUTES OF MEETING
 All Hazards Non-Typical Transportation Evacuation
 Committee Meeting
 May 19, 2008



Meeting Date: May 19, 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
Brennan	Jerry	DE Fire School	Jerry.brennan@state.de.us
Campbell	Ruth	Division of Social Services	Ruth.Campbell@state.de.us
Dawson	Daryl	DSCYF	Darryl.dawson@state.de.us
Day	Dwayne	DelDOT (formerly with DEMA)	Dwayne.Day@state.de.us
Donaldson	Gene	DelDOT/TMC	Gene.donaldson@state.de.us
Duckett	Kisha	Orth-Rodgers & Associates, Inc.	kduckett@orth-rodgers.com
Erixson	Mike	DHSS	Mike.erixson@state.de.us
Ford	Paul	DelDOT/DTC	Paul.ford@state.de.us
Goodhart	Bob	DHSS/Division for Visually Impaired	Bob.goodhart@state.de.us
Griffin	Jennifer	DSP	jennifer.griffin@state.de.us
Irvine	Rich	DHSS	Rich.irvine@state.de.us
Jezyk	Lynn	Office of Childcare and Licensing	Lynn.jezyk@state.de.us
Littleton	Bruce	Orth-Rodgers & Associates, Inc.	blittleton@orth-rodgers.com
McCann	Anne	DEMA	anne.mccann@state.de.us
Metheny, Jr.	Allen	Kent Co. Emergency Management	allenmetheny@yahoo.com
O'Hea	Timothy	Public Health/Division of Social Services	timothy.o'hea@state.de.us
Pauletta	Eileen	Orth-Rodgers & Associates, Inc.	epaulette@orth-rodgers.com
Picard	Jerry	Red Cross	Jpicard@redcrossdelmarva.org
Rose	Al	Dept. of Safety and Homeland Security	al.rose@state.de.us
Whaley	Chris	Del. State Housing Authority	chrisw@destatehousing.com

Handouts provided during the meeting:

1. Minutes of March 17, 2008 Meeting
2. Updated Responsibility Matrix
3. Special Transportation Assistance Decision Points/Actions
4. Current Draft of the Evacuation Plan for Individuals Requiring Special Transportation Assistance including Appendices

I. Introductions

Gene Donaldson (DelDOT) began the meeting with brief introductions followed by a review of the agenda. Bruce Littleton (ORA) asked if there were comments to the previous meeting minutes (of



MINUTES OF MEETING
All Hazards Non-Typical Transportation Evacuation
Committee Meeting
May 19, 2008



which there were none). Bruce Littleton mentioned that the responsibilities matrix had been updated as well.

II. Review Updated Responsibilities Matrix

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

- Tim O’Hea (Public Health) requested that intermittent tube feeding be moved from the yellow to the green section per comments from his office.
- Jerry Brennan (DE State Fire School) mentioned that EMTs can maintain IV therapy for hydration only per their protocol. It was mentioned by others that getting ALS on the bus would be challenging.
- Bruce mentioned that the matrix is still missing the attendant to patient ratio and that the group needs to come up with those numbers.
 - Darryl Dawson (DSCYF) mentioned that the ratio for incarcerated youth is about 1:8.
 - Lynn Jezyk (Office of Childcare & Licensing) mentioned that the ratio is for preschool students is roughly 1:5, and 1:10 for elementary and above age students.
- Jennifer Griffin (DSP) brought up the “individuals not endangering themselves or others”. There needs to be a disclaimer that there may not always be police officers available to ride on the ambulances. The group should also note that two police officers would be needed per transport. A note should be added to the matrix indicating, “Add only in the most extreme case under the discretion of the colonel in conjunction with the superintendant of the medical facilities”. The number of police officers assisting would be on a case by case basis determined by the police officers and the medical facilities. As of today, there are approximately 666 troopers in Delaware. The plan should be clear to distinguish between the police officer roles and the correctional officer roles.
- Tim O’Hea suggested some alternate care protocols. For example, the protocol for a patient going to a staging area and being taken out of state.
- Darryl Dawson mentioned that the youth facilities were requesting transport assistance for their secured facilities and would need a police escort. Jennifer mentioned that this could be in the form of a police officer following behind a van/bus, not necessarily with an additional police officer on the ban/bus.

III. Discussion of the Special Transportation Assistance Decision Points/Actions Handout

Pre-event Activities – Planning

- Anne McCann (DEMA) asked the group to consider what types of contracts are needed? Who owns them? Bruce mentioned that this information would eventually be captured in an Appendix.
- Ron Love (Department of Education) mentioned that the school districts have over 1,200 contracts for independent bus contractors.



MINUTES OF MEETING
All Hazards Non-Typical Transportation Evacuation
Committee Meeting
May 19, 2008



- Tim mentioned that when DEMA is fully activated, all contracts will be tracked through DEMA. The DPH is tracking information as it relates to DHSS that will be shared with DEMA.
- Gene mentioned that we need to understand public assistance as it relates to activities in events. That will come through working with DEMA and others. Anne mentioned that at some point if needed, she can request Don Knox, Ed Durst, or Lloyd Stoebner come and speak to the group. Anne mentioned that equipment needs will need to be added into the plan.

Event Activities – Evacuation Response Operation

- Anne requested that pre-staging be added to the plan
- Gene commented that the group needs to continue to explore various modes of transportation. Memorandums of Understanding (MOUs) will need to be in place with plenty of lead time.
 - Dwayne Day (DelDOT) mentioned that an AMTRAK train would need to be on a Norfolk Southern rail line and that the planning would need to take place ahead of the event.
 - Bruce mentioned that the rules for pet on buses will need to be relaxed. Anne asked if there was something we can use that has already been written that includes requirements. Gene indicated that this would be handled within DelDOT as DTC fall under DelDOT and the Secretary of Transportation can make the necessary changes. Paul Ford (DART) pointed out that this will be a matter of educating the drivers and that will come through the union.
 - Gene mentioned that we will be looking to include checklists in the plan.
- Paul mentioned that the biggest obstacle for DART will be to ensure that drivers are not put in harms way. In addition, there will only be a certain number of drivers available at the time of the evacuation. Gene mentioned that the DelDOT TMC already have rules and procedures in place to ensure that their staff are out of harms way.
- It was mentioned that ALS and EMT rules and regulations may need to be relaxed at the time of the disaster. Tim O’Hea mentioned that Public Health will be relaxing certain rules and regulations as well. Office of Emergency Medical Services handle the ALS, and the Fire Prevention Commission handle the EMTs.
- Tim brought up the “Individuals Endangering Themselves or Others” previously identified by Melissa. He asked if the rules and regulations could be relaxed in this instance. Allen Metheny (Kent County Emergency Mgmt.) mentioned that DSP is often asked to assist with these individuals. It was mentioned that security officers at the hospitals (except Christiana) will not be able to un-cuff individuals. DSP does sometimes ride on the ambulances, but this is rare.
- Tim mentioned that in a localized event, DEMA does not need to be activated for assistance to be requested from DPH.

Event Activities – Evacuation Recovery Operations

- Response levels would be scaled based on the event.



MINUTES OF MEETING
All Hazards Non-Typical Transportation Evacuation
Committee Meeting
May 19, 2008



IV. Report

- There was discussion regarding chapter 3 and whether or not the definitions should be in the Appendix or in the document. Bruce mentioned that the intent in chapter 3 is to define the word “individuals” for use throughout the remainder of the document. Anne suggested moving the last line from Chapter 3 (which indicates that further explanation is provided in the appendix) to the end of the first paragraph.
- Gene commented to the group that the levels discussed in Chapter 4 are based on the DelDOT TIEMP levels. We could look at making a slight alteration to these levels. Tim mentioned that federal involvement should be added to level 4 and federal resources can be requested.
- Gene mentioned that Chapter 6 should include the individual agency roles and responsibilities. Tim asked if a decision tree might be helpful in this section.
- Gene mentioned that the plan needs to stress who the first individuals are to be considered. Operations and communications need to be stressed in the plan. Gene mentioned that agencies should not be looking to deviate drastically from how they do business today.
- A comment was made regarding who will be in charge of training for this plan. Dwayne Day (DelDOT) mentioned the DEMA Homeland Security Exercise and Evaluation Program. DEMA will put out an exercise schedule and put in a request to exercise this specific plan. This could be done yearly. It was mentioned that small drills could be performed. Dwayne mentioned that for the initial planning conference, the group should identify which SOPs the agencies want to see.

V. Open Discussion

- Anne McCann and Daryl Dawson will provide comments to the youth treatment facilities and pets sections of the plan, including appendices
- Terry Barton (OMB) can provide some information on the group homes.
- Ruth Campbell should know by next week the progress that has been made on the database issue.
- A smaller meeting will be held with Tim O’Hea to flush out the medical component of the plan.
- Others have agreed to email or call with additional input and revisions to their sections of the plan.

The next meeting will be 1:30 PM, June 24, 2008 in the Farmington Room at the DelDOT Administration Building.

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.