



**MINUTES OF MEETING**  
 All Hazards Non-Typical Transportation Evacuation  
 Committee Meeting  
**July 15, 2008**



**Meeting Date:** July 15, 2008  
**Location:** DelDOT Administration Building (Dover, DE)  
**Purpose:** All Hazards Non-Typical Transportation Evacuation Committee Meeting

**List of Meeting Attendees:**

<b>Last Name</b>	<b>First Name</b>	<b>Agency</b>	<b>Email</b>
Barton	Terry	Office of Management and Budget	terry.barton@state.de.us
Briggs	Robert	Department of Safety & Homeland Security	robert.briggs@state.de.us
Campbell	Ruth	Division of Social Services	Ruth.Campbell@state.de.us
Davis	Mark	Dept. of Agriculture	mark.davis@state.de.us
Dawson	Darryl	DSCYF	darryl.dawson@state.de.us
Day	Dwayne	DelDOT/TMC	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 (Rich Irvine's alternate)	mike.erixson@state.de.us
Gano	John	Office of Independent Living	John.Gano@state.de.us
Goodhart	Bob	DHSS/Division for Visually Impaired	bob.goodhart@state.de.us
Griffin	Jennifer	DSP	jennifer.griffin@state.de.us
Jezyk	Lynn	Office of Childcare & Licensing	lynn.jezyk@state.de.us
Littleton	Bruce	Orth-Rodgers & Associates, Inc.	blittleton@orth-rodgers.com
Love	Ron	Department of Education	rlove@doe.k12.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
Palsgrove	Margo	DSAAPD SSW/CM	Margo.Palsgrove@state.de.us
Roane	Greg	DHSS/DMMA	gregory.roane@state.de.us
Rose	Al	Department of Safety & Homeland Security	al.rose@state.de.us
Sarro	Loretta	Department of Labor - Division of Voc. Rehab.	loretta.sarro@state.de.us
Whaley	Chris	Del. State Housing Authority	chrisw@destatehousing.com

**Handouts provided during the meeting:**

1. Meeting Minutes – May 19, 2008
2. Draft Special Transportation Assistance Plan
3. Draft Special Transportation Assistance Responsibilities Matrix
4. Planning Task Chart
5. Response Task Chart
6. Recovery Task Chart



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**I. Introductions**

Dwayne Day (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. Ron Love asked that a sentence at the bottom of page two be corrected as to the number of independent bus companies utilized by the school districts. Bruce Littleton mentioned that the responsibilities matrix had been updated as well.

**II. Review Updated Special Transportation Assistance Responsibilities Matrix**

An updated responsibilities matrix was provided to the group. The group will still work towards identifying the attendant to patient ratios and sharing that information with Orth-Rogers. Tim OHea (Public Health) will speak to the Public Health Medical Director regarding the ratios for the ambulances.

**III. Review Planning Task Flow Chart**

- A box for Public Education should be added above Public Information.
- Develop list of “prequalified” contractors should be changed to “pre-negotiated” contractors.
- The comment was made that current FEMA/DEMA literature for the public does not include information on how individuals needing special transportation assistance are to get aid.

**IV. Response Stage Task Flow Chart**

- Combine the boxes “Implement Communications Protocols for Drivers” and “Implement Communications Protocols for Originating Facilities and Destinations” into one box called “Implement Communication Protocols”.
- Change “relax” ALS, EMT, and Fire Codes and Regulations to “alter”.
- Change “relax” Pet Rules and Regulations to “alter”.
- Move the box Contact Destination Locations to Determine Readiness under the box Prioritize Transport Needs based upon Event.

**V. Recovery Stage Task Flow Chart**

- Add “or be relocated” to the box Determine that evacuees can return.
- Add information for individuals who die in transit



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**VI. Open Discussion**

- Someone suggested checking DEMA's website for protocols.
- Bruce – Do you have anything else to add here?

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](mailto:kduckett@orth-rodgers.com). Any questions or concerns can be directed to Gene Donaldson at [gene.donaldson@state.de.us](mailto:gene.donaldson@state.de.us) or Bruce Littleton at [blittleton@orth-rodgers.com](mailto:blittleton@orth-rodgers.com) or (215) 735-1932.