Meeting Date: August 14, 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
Brennan	Jerry	DE Fire School	jerry.brennan@state.de.us
Campbell	Ruth	Dept. of Health & Social Services (DHSS)	ruth.cambell@state.de.us
Donaldson	Gene	DE Dept. of Transportation (DelDOT)	gene.donaldson@state.de.us
Duckett	Kisha	Orth-Rodgers & Assoc., Inc. (ORA)	kduckett@orth-rodgers.com
Hake	David	DEMA	dave.hake@state.de.us
Irvine	Rich	DE Dept. of Health & Social Services (DHSS)	rich.irvine@state.de.us
Littleton	Bruce	Orth-Rodgers & Assoc., Inc. (ORA)	blittleton@orth-rodgers.com
Metheny, Jr.	Allen	Kent County Emergency Operations Ctr (EOC)	allenmetheny@yahoo.com
Pickering	Joe	FEMA Region III	Joseph.Pickering@dhs.gov
Pinkerton	Rob	DHSS/DPH/PHPS	robert.pinkerton@state.de.us
Riker	William	DelDOT- DTC	william.riker@state.de.us
Roane	Greg		gregory.roane@state.de.us
Sarro	Loretta	Department of Labor	loretta.sarro@state.de.us
Senycz	Michael	FEMA	michael.senycz@dhs.gov
Smith	Edward	Dept. of Safety and Homeland Security	edward.smith@state.de.us
Toscano	Mario	Orth-Rodgers & Assoc., Inc. (ORA)	mtoscano@orth-rodgers.com
Twiss	Patrick	FEMA	patrick.twiss@dhs.gov
Wingate	Dallas	DE National Guard	dallas.wingate@de.ngb.army.mil

Handouts provided during the meeting:
1. Agenda
2. July 17, 2007 Meeting Minutes
3. 'Strawman' DE Medical Level Definitions
4. Responsibilities Matrix
5. Patient Transportation Matrix
6. Contacts List

I. Opening Remarks

Gene Donaldson (DelDOT) began the meeting with introductions and thanked everyone for their attendance. Bruce Littleton then indicated that the medical definitions were based on the shelter information provided by Tim O'Hea (Public Health). The definitions Tim provided were used to

create the 'strawman' Delaware medical level definitions which were distributed to the group. Gene indicated that if there were no comments now, comments could be provided at a later date. Gene then reviewed the transportation needs matrix and agenda with the group. An open discussion format took place.

II.   Project Overview

1. Transportation Needs Matrix

General Matrix Format Comments:
Gene reviewed the transportation needs matrix in its entirety. There were several general comments raised, as well as specific line items which are summarized in the attached table.

Allen Metheny mentioned that the column labeled 'Specialized Individual Transport with Attendant (ambulance)' should be revised to also include an EMT. Under Delaware law, an EMT must be present in the back of an ambulance. Also, any vehicle that has a stretcher will have an EMT.

Jerry Brennan mentioned that there are still some differences in the Level III definitions that need to be clarified in the matrix. The breakdown for vehicles required and attendants should be more extensive. Also it was mentioned that Level III individuals would need to be moved from a facility to another like facility. A patient cannot go down a level in care. For example, someone in a hospital must be taken to another hospital.

Behavioral Health patients need to be carefully monitored in terms of movement during an evacuation. Are they combative? Are they endangering themselves or others? In addition to a driver or attendant, a police officer and/or crisis trained individual is needed as well, if the patient is combative or a threat to others.

Attendant Definition

This group will need to carefully define the term 'attendant' listed in the matrix. In addition to giving a more detailed definition, the matrix needs to be revised to include a column for the number of attendants required. Several agencies would view this term differently and we need to be speaking a common language. For example, in the DAST database, a driver is an attendant and will assist individuals at the origin or destination of the trip. The use of the word attendant will need to be clarified as discussions indicated that depending on the circumstances the word attendant could refer to any of the following: the driver of the evacuation vehicle such as DAST, a medical assistant, an EMT, a police officer, trained volunteers, or anyone else trained or untrained assisting during transport of an individual.

- A mentally challenged individual will require a driver and a qualified attendant.

- More than one attendant might be required in buses where a large number of non-typical individuals are being evacuated.

- There are some evacuees that will be able to be transported with no additional attendant required aside from the driver.

- In cases with mentally challenged individuals that may not be a danger to others or themselves under normal conditions who may react differently during an evacuation. Attendants under these conditions should be crisis management trained because of evacuation distress. This could also apply to other transport conditions.

- Volunteers and police officers will require specialized training.

Other Comments on Transportation Matrix:

Gene mentioned that DelDOT can pick up individuals but the destination needs to be very clear. Also, this group needs to provide quantities of individuals to be moved, from and to locations, and the assistance needs necessary to move them.

Rich Irvine provided some brief background on the group homes in the state of Delaware. Group homes have a state issued vehicle. Those individuals who are in day service will not have a vehicle with them while they are out at appointments (they are dropped off and picked up). The staffing ratio at day service is 1:6 or 1:8, versus 1:4 at the group homes. Rich can get information for the master database they are creating within the next month on types of vehicles, number of wheelchairs, and attendants. Home staff would be available as attendants to assist in the event of an evacuation.

Ed Smith mentioned that the group needs to identify who the folks are that are in need of extra help. The Medical Reserve Corps can be a resource that can be used during evacuations.

Gene Donaldson indicated that the Non-Typical Evacuations Plan will not assume that one attendant will be with the non-typical individuals. The plan will be conservative and assume that the attendant will be needed during the evacuation. It is better to have additional attendants during the evacuation than not having enough.

Ed Smith raised the question of whether the vehicles that are being provided to evacuate persons in wheelchairs are wheelchair accessible. Terry mentioned that several vehicles are modeled for specialized wheelchairs. The number of specialized wheelchairs is on the rise. Some vehicles handling the specialized wheelchairs are only able to carry one to two individuals. DEMA can work with DHSS to provide additional wheelchairs in the event of an emergency. A DTC driver can help individuals get on and off a DTC vehicle, but if they can't handle the wheelchair the person will need to go by ambulance on a stretcher.

Gene and Bruce emphasized that sending the right number of vehicles is critical.

Ruth mentioned that several databases exist amongst the agencies, and this plan needs to help establish a common language among them. Also, persons should be classified based on the way they live (i.e. alone or assisted).

DEMA would work with DMA to open additional shelters. These would be collocated shelters.

Ruth mentioned that most nursing homes would have a transport to another location. Gene asked if there is an association of nursing homes? Is there a representative from the nursing homes that needs to be in attendance at a later meeting? There are approximately 3 groups in the Association of Nursing Homes presently. A representative from the nursing homes should be contacted for further details.

Ed Smith indicated that the National Guard and/or EMS should not be the primary evacuation options in the different institution evacuation plans.

Gene mentioned that as we get further along with the plan we will need to go through a tabletop case study.

The question was raised as to who will be managing and controlling the database. The database will not have a maximum level of details, but will show the number of people needing assistance, type of assistance, equipment, vehicles, time, origin and destination. It has not been determined who will have full control of the final database, but the key players (including Gene at the TMC) would need to have appropriate access to the database.

The 911 Center operates under what is referred to as 'Priority Medical Dispatch Protocol'. This is a computerized system, but information could be printed. Dave Carlson from DEMA can provide additional details about their database.

Bruce mentioned that staging areas can be used before and during evacuations.

Delaware has evacuation contracts with airlift companies and they can be a resource that could be used as well for Non-Typical evacuations.

Loretta Sarro mentioned that having interpreters for deaf people should be part of the evacuation procedures. She can arrange a meeting with the deaf community to discuss their perspective related to the study. Loretta helped 911 in developing a deaf people registration form and 911 currently owns the database. Gene Donaldson asked what the percentage of deaf people who are registered in the database is. Loretta said that she is not sure but she knows that it keeps increasing. Registration is voluntary. The deaf community is more organized in the northern parts of the state. The 911 centers staff is trained on how to use TTYs or other technologies and recognize various communications methods and how to communicate with deaf and hard of hearing people. Evacuation information is available through the TV or other communications means. The EMT representative informed Loretta that the EMT employees have experienced communicating with individuals with hearing loss. Mr. Donaldson would like to work with Loretta on a workshop for deaf organizations.

2. **Transportation Issues**

Gene mentioned that origins and destinations need to be considered. In other words, where are the people coming from and where are they going to? If the evacuation destination is Baltimore, this ties up the transportation resources for the better part of a day, as opposed to a transport that is only going several miles away. That the destination is far away is not an issue, just that this is part of the equation that will define the number of resources needed in the event of an evacuation and the amount of time needed to accomplish the total evacuation.

3.   Inventory of Available Transportation Providers

Ed Smith suggested that every vehicle have an attendant and the group concurred. We may have to distinguish if it has medical needs or no medical needs.

Bruce Littleton mentioned that if public transit buses are used to evacuate, to remember that some people may be counting on this mode of transportation for their daily commute. Public transportation service can not be suspended during an emergency without taking into consideration the population who uses it for their daily commute and may be stranded at their workplace.

Ruth Campbell indicated that unaccompanied minor evacuations need to be coordinated with the Children's Department. Jerry Brennan mentioned that there might be legal implications when dealing with minors. The Department of Education should be invited to the group to address any issues. It was suggested that John Marinucci be included as he may be able to provide details about their current evacuation efforts/plans.

Gene Donaldson asked if the Committee felt that there was a Non-Typical Group or vehicle type that was not covered in the Non-Typical Evacuations Matrix. None were mentioned during the meeting and Gene asked that if the Committee thought of any excluded group or vehicle type to send any additional information to ORA and/or DelDOT.

4.   Database Comments

Gene indicated that every decision point needs to be a part of the database. Specific scenarios will be handled in a tabletop discussion. The database may have approximately 25,000 DE residents. As mentioned previously, a common language must be established. Visitors will not be a part of a database.

Action Items

- Revise transportation matrix to clarify medical categories, further define 'attendant', and to include a column for the number of attendants required.
- Meet with DE Fire School (Jerry Brennan), DHSS (Ruth Campbell), Rich Irvine (DHSS), and William Ricker (DTC) to further discuss their agencies involvement in the study.

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.

Any questions or concerns can be directed to Gene Donaldson at 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 or (215) 735-1932.

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