

## MORPC Regional Assisted Evacuation Plan

### PROJECT KICKOFF MEETING NOTES

April 10, 2009

*Date: April 10, 2009, 9:30-10:30 a.m.*

*Location: MORPC Office Columbus, Ohio*

*Project Kick-Off Meeting*

#### Meeting Attendees

Chris Gawronski, MORPC  
Susan Wyant, MORPC  
Daniel Haake, MORPC  
Bernice Cage, MORPC  
Mike Pomilli, OSU

John Porco, Baker  
Ken Zaklukiewicz, Baker  
Nancy Lyon Stadler, Baker  
Marty Miller, MPR  
Stephanie Barnett, MPR

#### 1. Welcome and Distribution of Binders

MORPC welcomed the Project Team members to the meeting. The purpose of the meeting was to discuss the transportation plan for the evacuation of special needs populations, update Project Team on progress to date, review Outreach Plan, and prepare for the Steering Committee's inaugural meeting. Documents were distributed to the Project Team members:

- Agenda
- Project notebooks
- Draft Outreach Plan outline

#### 2. Project Overview and Activities to Date

Ken Zaklukiewicz (PM) stated the project start-up will be compressed with overlapping of Phases I and II to maintain the original project completion by September 2010. Project meetings will be held as needed. They will be focused and targeted for specific goals and objectives.

Baker has developed a matrix showing the existing evacuation plans for the 7-county project area. They are currently reviewing the plans and identifying any gaps. Most of existing emergency plans have been collected (minus Licking and Madison County). All plans and gap analysis will be uploaded to website.

Special needs populations are defined as populations with special access and functional needs. The Project Team must be careful about placing labels on special needs populations; the best current guidance is FEMA Comprehensive Guidance (CPG 301). Transportation includes all modes of transportation.

**MORPC/MPOWR Website:** The Project Team, Steering Committee members and Stakeholders will have access to MPOWR through MORPC website. Members will have a user ID and

password and their level of access will be need-based. Studies, plans and other project documents will be posted on the MPOWR website.

**External Communications:** MOPRC, as the MPO, will be responsible for communications with local governments and elected officials, keeping them updated and informed as the plan is being developed. MORPC is responsible for this level of communication.

**Internal Communications:** Chris Gawronski and Ken Zaklukiewicz will be the conduit for all communications. Please copy both of them on project-related e-mails. The team will provide all electronic documents to MORPC for uploading to their website. MORPC will add a special project link on their website. The Baker team will design the web page, matching the existing MORPC web site format and content/categories will be provided by MORPC.

**Focus Groups:** Focus groups will be created to address specific issues, as they arise. Focus group size, duration and number of meetings will depend upon the topic. First two possible will be a special needs definition and plan structure groups. It was indicated these two groups will assemble the same day of the second Steering Committee Meeting.

**Consensus Building:** If there is a lack of consensus on any give issue, MORPC has the final decision-making authority. MORPC will help provide direction to keep the Steering Committee and Stakeholders focused. The Stakeholders will be implementing the plan, so it is important that they are comfortable with it.

**Kettering Foundation Research:** This project focuses on evacuation: moving people from “Point A to Point B” and how people know about and use the process. The interests of Emergency Management Agencies (EMA) extend beyond transportation to include communication before and during emergencies. Mike Pompilli is working with partner agencies in identifying additional issues/areas of interests and which will be incorporated in the project evacuation plan as appropriate.

Mike will coordinate with the Baker team regarding focus group participation and review the process. Mike stressed that communications is a huge issue for his constituents and that we must have a consistent message in that regard.

Susan Wyant noted that the Kettering Foundation work is invaluable and extends the reach of our project.

**Outreach Plan Outline:** The Outreach Plan describes the community engagement process. It was noted that the plan is ‘living document’ that will be continually updated as the project moves forward. The plan defines a community engagement process that is aggressive but achievable over the 13 month project schedule.

Literacy is an issue. Outreach must extend beyond written communications to include electronic media and people gathering places such as places of worship and community centers. Collateral materials will be distributed electronically as well as posted to the website.

The following changes will be incorporated into the plan:

1. Defining measureable goals and objectives for the project. [Note: This goes beyond the limits of the Outreach Plan and is essential to project focus and subsequent achievement of the identified goals and objectives.]
2. Add representation of Kettering research.
3. United Way, YWCA, YMCA & Central Ohio Reading Service will be incorporated into the message development and communication methods.
4. Baker will prepare standardized PowerPoint for in-person presentations to the Stakeholders.
5. The MPOWR website is an outreach vehicle for the Steering Committee rather than the Stakeholders.

*MORPC approved the Outreach Plan outline.*

**Media:** Press releases will come through MORPC. Marty Miller will coordinate with Chris Gawronski.

**Translation:** MPR will contact the Ohio Department of Public Safety and other translation services and make recommendations to the Project Team.

**In-Kind Services:** Chris Gawronski must be made aware of any in-kind services for documentation of the local match to FTA. This may include but is not limited to distribution of materials, special radio promotions, newspaper ads/articles, etc. Documentation should include hours and costs.

**Stakeholders:** Chris will e-mail a list of current stakeholders to Steering Committee and post a list on the MPOWR website. Additional stakeholders are currently being identified and letters will be created over the next two weeks to go out to stakeholders.

**Steering Committee:** The inaugural Steering Committee Meeting was held following the Kick-Off Meeting, 10:30 a.m.-12:00 p.m. Due to the limited attendance, a second meeting is needed and to be scheduled in the next two weeks. Meeting items are captured in PowerPoint and are posted to the MPOWR site for future reference.