



Pandemic Planning - Emergency Plan for an influenza pandemic

This document sets out an emergency plan to protect staff and students in pandemic (global event e.g. influenza) or epidemic (local event e.g. hepatitis, tuberculosis, norovirus, seasonal flu etc) events.

The emergency plan is structured according to the stages in the Ministry of Health Strategy for Pandemic Management:

Table 1 New Zealand Ministry of Health Strategy for Pandemic Management

STAGE	NEW ZEALAND STRATEGY	MoH / DHB¹ ALERT CODE
1	Plan for it (Current stage)	WHITE (Information / advisory)
		YELLOW (Standby)
2	Keep it out (Border Management)	RED (Activation)
3	Stamp it out (Cluster Control)	
4	Manage it (Pandemic Management)	
5	Recover from it (Recovery)	GREEN (Stand down)

Important contact details are on the next page

¹ DHB = District Health Board.

Table 2: Important contact information

Pandemic Manager	Pene Johnstone (Principal)	021-395-977
Deputy Manager	Clare Ridout (Executive Officer)	476 3250
District Health Board contacts		(474-0999)
Civil Defence Emergency Management (CDEM) Group	Dunedin City Council	03- 477-4000
Public Health Nurse	See current phone list	03-476 9851 027 223 3461
Oranga Tamariki Dunedin		0508 326 459
New Zealand School Trustees Association	Helpdesk	0800-782-435
Board of Trustees	See current phone list	
Parents	See current phone list	

Stage 1(a): Plan for it - alert code white (information)

To do:

	Task	By whom	By When	Done?
1a.3	Set up Kindergarten office as an isolation room			
1a.4	Community phone list regularly revised	Office staff	ongoing	Y
1a.5	Include phone numbers for the District Health Board and Oranga Tamariki on the Community phone list	Office staff	ongoing	Y
1a.6	Collect from parents and staff at least two local emergency contacts per person	Office staff	ongoing	Y
1a.7	BoT kept up-to-date and informed immediately about any developments /warnings/instructions given by health officials or Ministry of Education	Office staff	ongoing	
1a.8	BoT to keep staff and parents informed	BoT via office	ongoing	
1a.9	Inform community about (i) our pandemic plan; (ii) good hygiene practices; (iii) keeping sick children at home; (iv) next steps (see proposed letter in Ministry of Education booklet "Influenza Pandemic Planning Guide for Schools August 2006")	As need arises		
1a.10	Teach children effective hand hygiene practices	Teachers	Ongoing	Y
1a.11	Keep instructional hand hygiene posters in toilets	Executive Officer	Ongoing	Y
1a.12	Review emergency supplies kit	Executive Officer	Six monthly	
1a.13	Review cleaning practices	Management Team	Six monthly	
1a.14	Review physical distancing practices	Teachers	Six monthly	
1a.15	Consider having personal protective equipment - gloves, face mask, antiseptic handwash	Management Team	Six Monthly	
1a.16	Add review of this pandemic plan to Health & Safety self-review	Executive Officer	Normal cycle	

Stage 1(b): Plan for it - alert code yellow (standby)

To do:

	Task	By whom	By When	Done?
1b.1	Subscribe to email pandemic alerts on the Ministry of Health Website	Executive Officer	Immediately	
1b.2	BoT kept up-to-date and informed immediately about any developments/ warnings/ instructions given by health officials or Ministry of Education	Principal		
1b.3	BoT to keep staff and parents informed	BoT → Principal	ongoing	
1b.4	Circulate to community a document on the importance of (i) staying at home when sick; (ii) good hygiene practices; and on (iii) the difference between the symptoms of the common cold and influenza (see Ministry of Education booklet "Influenza Pandemic Planning Guide for Schools August 2006")	office	Immediately	
1b.5	Monitor planned/recent domestic and international travel of staff, students and parents	Executive Officer	ongoing	
1b.6	Make sure that Kindergarten office room is ready for use as an isolation room	Executive Officer		
1b.7	Make sure community phone list is up-to-date	Executive Officer		
1b.8	Confirm phone numbers for the District Health Board and Oranga Tamariki on the Community phone list	Executive Officer		
1b.9	Make sure at least two local emergency contacts per staff member & child are on file	Executive Officer		
1b.10	Revise effective hand hygiene practices with children	Principal → Public Health nurse		
1b.11	Make sure instructional hand hygiene posters are in toilets	Executive Officer		
1b.12	Review emergency supplies kit	Executive Officer		
1b.13	Review cleaning practices			
1b.14	Review cleaning supplies			
1b.15	College of Teachers to prepare lessons for children to do at home in the event of a pandemic (if considered appropriate)	CoT		

Stage 2: Keep it out (border control) - alert code red (activation)

The Ministry of Education assumes that:

- Schools and Centres will remain open for as long as safely practicable
- Schools and Centres will open/close only after receiving instructions from the Ministry of Health or local health authorities

Therefore, the Board of Trustees should only close the School after taking advice from the Ministry of Health or local health authorities

To do:

	Task	By whom	By When	Done?
2.2	Send contact details for the Principal and Board Chair to the Ministry of Education	Executive Officer	Immediately	
2.3	BoT kept up-to-date and informed immediately about any developments/ warnings/ instructions given by health officials or Ministry of Education	Principal	ongoing	
2.4	BoT to keep staff and parents informed	BoT to Principal	ongoing	
2.5	Update and circulate the community contact list	Executive Officer	Immediately	
2.6	Make sure the Kindergarten office is set up as an isolation area			
2.7	Use information on the influenza to prepare decision-making tree on when to send staff/students home should border control fail and case occur at School or Kindy			

Stage 3: Stamp it out (cluster control) - alert code red (activation)

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Stage 4: Manage it (pandemic management) - alert code red (activation)

The Ministry of Education assumes that:

- Schools and Centres will remain open for as long as safely practicable
- Schools and Centres will open/close only after receiving instructions from the Ministry of Health or local health authorities

Therefore, the Board of Trustees should only close the School after taking advice from the Ministry of Health or local health authorities

To do:

	Task	By whom	By When	Done?
34.1	Subscribe to email pandemic alerts on the Ministry of Health Website	Executive Officer	Immediately	
34.2	BoT kept up-to-date and informed immediately about any developments/ warnings/ instructions given by health officials or Ministry of Education	Principal	ongoing	
34.3	BoT to keep staff and parents informed	BoT → Principal	ongoing	
34.4	Prepare staff and student contact lists in case normal care cannot be guaranteed for a child and they need to be referred to child Youth and Family	Executive Officer	Immediately	
34.5	Cancel all work-related travel plans (domestic and international)	All Staff	Immediately	
34.6	Make preparations for possible School closure	Principal		
34.7	Make preparations for securing the School premises	Principal		
34.8	Put up in prominent place the page listing differences	Executive Officer		

	between influenza and the common cold (see Ministry of Education booklet “Influenza Pandemic Planning Guide for Schools August 2006”)			
34.9	Prepare pandemic “contact” lists (see Ministry of Education booklet “Influenza Pandemic Planning Guide for Schools August 2006”)	Principal		
34.10	Notify health officials of any cases	Principal		
34.11	If School and Kindy closed negotiate with staff about working at school/home; and explain that may be asked if prepared as state sector employees to voluntarily re-deploy to alternative duties such as health and welfare roles in the wider community	BoT Chair in consultation with NZSTA		
34.12	If Staff working at School or Kindy make sure they maintain social distancing (at least 1 metre) and employ rigorous personal hygiene and cleaning regimes			
34.13	If School and Kindy closed then post notices of closure on entry points and main buildings (see Ministry of Education booklet “Influenza Pandemic Planning Guide for Schools August 2006”)	Principal		
34.14	If School closed then make sure essential arrangements made - e.g. staff pay, power, phone	Executive Officer		
34.15	If requested, make School available for local response efforts			

Stage 5: Recover from it (recovery) - alert code green (stand down)

To do:

5.1	Contact relevant Ministries and traumatic incident co-ordinators to arrange counselling	Principal		
5.2	Support and monitor wellbeing of staff and children	Principal		
5.3	BoT and Props kept up-to-date and informed immediately about any developments/ instructions given by health officials or Ministry of Education	Principal	ongoing	
5.4	BoT to keep staff and parents informed	BoT → Principal	ongoing	
5.5	Cleaning and disinfecting procedures to be followed rigorously			
5.6	The success of the Emergency Plan will be evaluated and discussed for further improvements			
5.7	Review and restock emergency supplies kit			

Version 5 – March 2020

- Based on:
- Version 1 - March 2006
 - “Pandemic Action Plan for Schools” documents 1, 2 & 3 (July 2007) (www.minedu.govt.nz/index.cfm?layout=index&indexid=10898) and update in 2020
 - “Influenza pandemic: Planning guide for Schols Aug 2006” (www.minedu.govt.nz/index.cfm?layout=index&indexid=10898)

Signed

Date

Name

Review date