

EMERGENCY EVACUATION PLANS



EMERGENCY CONTACT NUMBERS

For all emergencies dial 1 then 1 1 1

For calls other than emergency:

- Police Gisborne (1) 8679059
- Fire Service Gisborne (1) 8679039
- Ambulance Gisborne (1) 8679019
- Hospital Gisborne (1) 8679099

Backup Management & Key Holders

BOT Chairperson	Mr Theo Akroyd
Principal	Mr Glen Udall
Deputy Principal	Mr Conrad Smith
Assistant Principal	Mr Brendon Hart

Civil Defence

Community Emergency Centre	Gisborne Intermediate Centre
Gisborne District Council	8672049

Pupil Address, Phone & Bus lists kept in office

Ministry of Education Property Manager

Allan Dibley (06) 834 1937

Plumber C & G Plumbing 867 5292

Electrician Gillies Electrical 867 9022 0274 307224

Security Firm CSL 869 0004



Incident Management Team structure

First on Scene Gives
Orders
Incident Controller
(Chief Warden)

First Aid Officer
Admin Staff

Planning Officer
Thinks ahead

Operations
Officer
Does thinking

Communications Officer
Contacting People

Logistics
Finding things

Incident Management Team (IMT) contact details

IMT Role/Activities		Primary Contact		Back Up Contact
Incident Controller	Name	Conrad Smith	Name	Glen Udall
	Ph	021 02310859	Ph	027 35760157
Planning tasks will be performed by	Name	Glen Udall	Name	Conrad Smith
	Ph	027 35760157	Ph	021 02310859
Operations (Area Warden) tasks will be performed by	Name	Conrad Smith	Name	Brendon Hart
	Ph	021 02310859	Ph	
Communications tasks will be performed by	Name	Conrad Smith	Name	Glen Udall
	Ph	021 02310859	Ph	027 35760157
Logistics (Warden) tasks will be performed by	Name	Brendon Hart	Name	
	Ph	02102433886	Ph	
First Aid tasks will be performed by	Name	Debbie Ross	Name	Office Admin
	Ph	0276677507	Ph	

Emergency Response Procedures

On site Evacuation Procedure

When it is unsafe for students, staff and visitors to remain inside the school building the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.

- **Call 111** and inform emergency services of the nature of the emergency.
- Evacuate students, staff and visitors out of the building to on-site evacuation assembly point/s: **Field area behind the Tech Rooms.**
- Take the student attendance list, Vistab tablet (which shows staff/visitors), your Emergency Kit/First Aid Kit and this Plan.
- Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.

Actions After On-Site Evacuation Procedure

- Determine whether to activate your parent reunification process.
- Determine if there is any specific information students, staff and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region (Gisborne District Council).
- Undertake operational debrief with staff and Incident Management Team to review the on-site evacuation and procedural changes that may be required.
- Complete your Post Emergency Record (refer to Appendix 4 of the Guide).

Off Site Evacuation Procedure (Trips & EOTC)

If it is unsafe for students, staff and visitors to remain on the school grounds the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.

- **Call 111** and inform emergency services of the nature of the emergency.
- Report the emergency and evacuation to Gisborne District Council or local authority.
- Identify which off-site assembly Point you will evacuate staff, students and visitors to.
- Evacuate staff, students and visitors to off-site evacuation assembly points - **YMCA Car Park.**
- Take the students attendance list, Vistab tablet, your Emergency Kit/First Aid Kit and this Plan.
- Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Contact parents if required.
- Maintain a record of actions/decisions undertaken and times.
- Confirm with Emergency Service personnel that it is safe to return to normal operations.

Actions After Off-Site Evacuation Procedure

- Determine whether to activate the parent reunification process.
- Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Undertake operational debrief with staff and Incident Management Team to review the off-site and procedural changes that may be required.
- Complete your Post Emergency Record (refer to Appendix 4 of the Guide).

Lock-Down Procedure

When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.

- **Call 111** and inform emergency services of the nature of the emergency.
- Announce the lock-down and provide instructions to staff e.g. close internal doors and windows, sit below window level or move into corridors. Continuous short burst of bell.
- Check that all external doors (and windows if appropriate) are locked.
- If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.
- Notify your region and seek advice from Bruce at the MOE on 869 1520, Operations and Emergency Management if required.
- Divert parents and returning groups from the school if required.
- Ensure a telephone line is kept free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.
- Ascertain (as possible) if all students, staff and visitors are accounted for.
- Maintain a record of actions/decisions undertaken and times.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Contact parents as required.

Actions After Lock-Down Procedure

- Advise the Security Services Unit and the region (Regional Manager, Operations and Emergency Management) that the lock-down is over.
- Determine whether to activate the parent reunification process.
- Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any students, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Advise MOE/Bruce that the lock-down is over.
- Follow up with any students, staff or visitors who need support.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Seek support from your region (Regional Manager, Operations and Emergency Management) if required.
- Undertake operational debrief to review the lock-down and procedural changes that may be required.
- Complete your Post Emergency Record (refer to Appendix 4 of the Guide).

Lock-Out Procedure

When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Incident Controller (Chief Warden) on-site will take charge and activate the Incident Management Team if necessary.

- **Call 111** and inform emergency services of the nature of the emergency.
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
 - lock doors to prevent entry
 - check the premises for anyone left inside
 - obtain Emergency Kit

- Go to the designated assembly point/s off-site: Turf
- Check that students, staff and visitors are all accounted for.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.

Actions After Lock-Out Procedure

- Advise the Security Services Unit and the region (Regional Manager, Operations and Emergency Management) that the lock-out is over.
- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any students, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Advise the Security Services Unit that the lock-out is over.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Contact the SSSO Network Coordinator if required.
- Seek support from your region (Regional Manager, Operations and Emergency Management) as required.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lock-out and procedural changes that may be required.
- Complete your Post Emergency Record (refer to Appendix 4 of the Guide).

Shelter-In-Place Procedure

When an incident occurs outside the school and emergency services or the Incident Controller (Chief Warden) determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Incident Controller on-site will take charge and activate the Incident Management Team if necessary.

- **Call 111** and inform emergency services of the nature of the emergency.
- Incident Controller activates the Incident Management Team.
- Move all students, staff and visitors to the pre-determined shelter-in-place area.
- Take the students attendance list, staff attendance list, your Emergency Kit/First Aid Kit and this Plan.
- Ascertain (as possible) if all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required; provide notification if the shelter-in-place is to extend beyond the school day.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.

Actions After Shelter-In-Place Procedure

- Advise the Security Services Unit and the region (Regional Manager, Operations and Emergency Management) that the shelter-in-place is over.
- Determine whether to activate the parent reunification process.
- Determine if there is any specific information students, staff and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any students, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Advise the Security Services Unit that the shelter-in-place is over.
- Ensure any students, staff or visitors with medical or other needs are supported.
- Ensure all staff are made aware of Employee Assistance Program contact details.

- Prepare and maintain records and documentation.
- Undertake operational debrief to review the shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record (refer to Appendix 4 of the Guide).

Building Fire

Phone **111** to notify the emergency services and seek advice.

- Activate the fire alarm.
- If appropriate, follow the procedure for **On-site Evacuation**.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Extinguish the fire (**only if safe to do so**).
- Evacuate to the **Field behind the tech block** closing all doors and windows.
- Check that all areas have been cleared and notify the Incident Controller.
- Check that all students, staff, visitors and contractors are accounted for.
- Notify your region and seek advice from your Regional Manager, Operations and Emergency Management if required.

Earthquake

- Phone **111** to notify the emergency services and seek advice.
- The Incident Controller (Chief Warden) will convene the IMT if necessary.

If Outside

- Instruct staff and students to:
- Stay outside and move away from buildings, streetlights and utility wires.
- DROP, COVER and HOLD
 - DROP to the ground
 - Take COVER by covering your head and neck with their arms and hands
 - HOLD on until the shaking stops.

If Inside

- Instruct staff and students to:
- Move away from windows, heavy objects, shelves etc.
- DROP, COVER and HOLD
 - DROP to the ground.
 - Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms.
 - HOLD on until the shaking stops.

After the Earthquake

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required.
- Help others if you can.
- Report any matter concerning the safety and well being of students, staff and visitors to the Incident Controller (Chief Warden).
- Tune in to the local radio station if you can and follow any emergency instructions.
- If the school property is damaged and it is OK to do so, take notes and photographs for insurance purposes.

Severe Weather / Storms and Flooding / Tsunami

Phone **111** to notify the emergency services and seek advice if necessary.

- Store or secure loose items external to the building, such as outdoor furniture.
- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- Protect valuables and disconnect electrical equipment – cover and/or move this equipment away from windows.
- During a severe storm, remain in the building and keep away from windows.
- Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Report any matter concerning the safety and well being of students, staff and visitors to the Incident Controller (Chief Warden).
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.
- Flooding – We will have warning, send students home or evacuate to high ground or hospital areas.
- Tsunami – Get students out to high ground or hospital areas - YMCA Car Park.

Bus Emergency While En Route

Use this procedure for an emergency that arises involving a government school bus en route.

The Bus Coordinator will:

- Contact emergency services agencies to ascertain local information on status of any notified emergency.
- Advise emergency services of the status and location of bus services and seek assistance if required.
- Confirm/provide instruction to driver with regard to destination.
- Notify students school principals and any other facility with passengers on the affected service, use principals network.
- Consult to ensure client school principals notify parents/guardians of all affected students of actions taken and other relevant information (such as where to collect their children).
- Keep an accurate log of all communication in relation to the event.
- Receive confirmation of bus arrival at destination from driver.
- Where possible keep an accurate record of the event.
- Direct all Media enquiries to MOE.

Client School Principals will:

- Receive instruction from the bus coordinator.
- Consult with the bus coordinator to confirm parents/guardians of affected students have been notified, and provided with other relevant information (such as where to collect their children).
- Keep an accurate log of all communication in relation to the event.

Major External Emissions/Spills (including gas leaks)

Phone **111** to notify the emergency services and seek advice.

- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Turn off gas supply.
- If the gas leak is onsite, call the fire service and notify your gas provider in Gisborne.
- If safe to do so, evacuate staff, students, visitors, including contractors to the back field?
- Check students, staff and visitors are accounted for.
- Await 'all clear' advice from emergency services or further advice before resuming normal school activities.

Intruder/Personal Threat

Phone **111** to notify the emergency services and seek advice.

- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine if **evacuation or lock-down** is required. Evacuation should only be considered if safe to do so.

Bomb/Chemical Threat

Phone **111** to notify the emergency services and seek advice.

- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the IMT if necessary.
- If a bomb/chemical threat is received by telephone:
 - **do not** hang up
 - refer to the bomb threat checklist.
- If a bomb/chemical threat is received by mail:
 - avoid handling of the letter or envelope
 - place the letter in a clear bag or sleeve
 - inform the Police immediately.
- If a bomb/chemical threat is received electronically or through the schools website:
 - do not delete the message
 - contact police immediately.
- Ensure the school's doors are left open.
- Do not touch any suspicious objects found.
- If a suspicious object is found or if the threat specifically identified a given area, then **evacuation** may be considered.

Chief Warden:

Upon hearing the alarm:

- Put on Chief Warden identification – Yellow hi-vis vest and white hardhat
- Go to the assembly point – behind tech arts block
- Confirm 111 has been called, if not or in doubt make the call
- Confirm all staff/students are accounted for by coordinating with team leaders the checking off against the printed staff/room list
- Liaise with Emergency Service
- Provide Emergency Services with MSDS'
- Do not allow anyone to leave without your permission
- Do not allow anyone to re-enter until the Emergency Service has given you the all-clear.

Emergency Fire Procedure

This procedure outlines what we will do in the event of a fire. We will follow the same procedures when practicing a fire drill.



If you discover a fire

Activate the fire alarm

- Evacuate all students from the immediate danger area
- Call 111
- Extinguish the fire only if safe to do so
- Check that all students are out of the classroom. After checking close the door **DO NOT LOCK**
- Proceed calmly and quietly with students to designated assembly area **Field behind the Tech rooms.**
- Instruct students into Syndicate class lines, where an attendance roll will be issued from Red Box
- *Syndicate Teachers to mark attendance, upon completion take your roll to the Team Leader*
- *Team Leaders will check all Syndicate classes and report to the Incident Controller*
- *All students to remain in Syndicate class lines at the assembly point until otherwise directed by the Incident Controller*

If the fire alarm sounds – A CONTINUOUS BELL

- Check that all students are out of the classroom. After checking close the door **DO NOT LOCK**
- Proceed calmly and quietly with students to designated assembly area **Field behind the Tech rooms.**
- Instruct students into Syndicate class lines, where an attendance roll will be issued from Red Box
- *Syndicate Teachers to mark attendance, upon completion take your roll to the Team Leader*
- *Team Leaders will check all Syndicate classes and report to the Incident Controller*
- *All students to remain in Syndicate class lines at the assembly point until otherwise directed by the Incident Controller*

If the fire alarm sounds before school, during interval and lunch break

- Students need to be directed to walk quietly to the designated assembly area **Field behind the Tech rooms.**
- Instruct students into Syndicate class lines, where an attendance roll will be issued from Red Box
- *Syndicate Teachers to mark attendance, upon completion take your roll to the Team Leader*
- *Team Leaders will check all Syndicate classes and report to the Incident Controller*
- *All students to remain in Syndicate class lines at the assembly point until otherwise directed by the Incident Controller*

All school personnel, parents, guests and community people on the grounds during a drill must participate. Adults are reminded that no talking is allowed. Please be good role models for the students.

EMERGENCY EARTHQUAKE PROCEDURE

This procedure outlines what we will do in the event of an earthquake. We will follow the same procedures when practicing an earthquake drill. We will look to our own safety first. We cannot help anyone else if we are injured ourselves.

OUTSIDE – When the ground begins to shake

Instruct staff and students to stay outside and move away from buildings, streetlights and utility wires.

- DROP, COVER and HOLD
 - DROP to the ground
 - Take COVER by covering your head and neck with their arms and hands
 - HOLD on until the shaking stops.

INSIDE - When the ground begins to shake

Instruct staff and students to move away from windows, heavy objects, shelves etc

- DROP, COVER and HOLD

- DROP to the ground
- Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms.
- HOLD on until the shaking stops.

When the ground stops shaking

- Evaluate the need to evacuate if there are uncontrolled fires or structural damage to the building you are in, go to the **Field behind the Tech rooms**.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse
- Arrange medical assistance where required
- Report any matter concerning the safety and well being of students, staff and visitors to the Incident Controller

LOCK DOWN PROCEDURE

CONTINUOUS short bursts of bell

Classroom

Call 111 and inform emergency services of the nature of the emergency

- Follow teachers' instructions and stay calm
- All windows and doors are to be locked and lights, air conditioners and fans turned off.
- Sit below window level or move into cloak bay areas
- Classes which are outside doing sport or PE must return to the hall.
- Students and staff are not permitted to leave class under any circumstances
- Teacher must complete attendance

BEFORE SCHOOL, DURING INTERVAL AND LUNCH BREAK

Students will follow duty teacher's instructions

- Staff on duty will be responsible for ensuring their area is evacuated
- Staff and students move quickly and quietly to their whanau class
- All windows and doors are to be locked and lights, air conditioners and fans turned off.
- Sit below window level or move into cloak bay areas.
- Students and staff are not permitted to leave class under any circumstances
- Teacher must complete attendance

EMERGENCY VISITORS PROCEDURE

If you discover a fire:

- Operate the nearest fire alarm
- Call 111
- Extinguish the fire only if safe to do so

When you hear a fire alarm (a continuous bell)

- Exit the building by the designated exit.
- Proceed calmly and quietly to the designated assembly area **FIELD BEHIND THE TECH BLOCK** (please see reverse for directions)
- Remain at the assembly point until otherwise directed by the Fire Officer

All school personnel, parents, guest and community people on the grounds during a drill must participate. Adults are reminded that no talking is allowed. Please be good role models for the students.

EVACUATION MANAGEMENT RESPONSIBILITIES

One Senior Leader

- Conrad - Deputy Principal 021 02310859
- Brendon - Associate Principal 021 02433886
- Glen - Principal 027 35760157
- Caretaker To assist Senior Leader in locating the fire.
- Caretaker - Dale 027 4612540

1. Go to any Key pad in any Block (this will indicate where the alarm has been triggered in the whole school)
 - Enter 4 digit code (1111) and press 'OK'
 - Read the display to see where the smoke detector has activated.
 - Press 'OK' to acknowledge the alarm.
 - You may have to do this more than once if there is more than one alarm active.
 - Press 'OK'
 - **Physically** check the area concerned for any signs of fire.
 - During your check the smoke detectors will be reset over the next 9 minutes (DO NOT Turn the Fire System Back on during this Time)
 - The system will automatically re – arm (SET) after 10 minutes has past. (no further action is required at this point)
 - If screen doesn't show any activations – **go to step 2**

2. Go to front of school resource room by the office entrance to locate the Fire Control Panel (FP1600 this monitors all Blocks, this will indicate where fire is)

- **Physically** check the area concerned for any signs of fire.
- **If Fire call 1 then 111 and contact the office**

3. Go to front of school resource room by the office entrance to locate the Fire Control Panel

- **Physically** check the area concerned for any signs of fire.
- **If Fire call 1 then 111 and contact the office**

ONLY IF False alarm

- Enter 4 digit code (1111) and press 'OK'
- Read the display to see where the smoke detector has activated.
- Press 'OK' to acknowledge the alarm and turn off **SMOKE ALARM AREA**
- Reset smoke alarm by pressing **SMOKE RESET BUTTON (Red)** next to terminal at ADMIN back door
- Wait approx 1 minute then turn smoke alarms back on (using **1111** code)

Incident Controller Complete the "Attendance Overview" (Conrad)

Incident Controller Completes the "Evacuation Clearance Form" (Conrad)



Fire Emergency Steps for Office

Upon hearing a fire alarm or receiving a phone call stating a fire alarm is sounding

Office Staff Member 1	Office Staff Member 2	Office Staff Member 3
<p>Sound office bell continuously</p> <p>2. Lock External Office Doors.</p> <p>3. Check sick bay</p> <p>4. Visitors Room</p> <p>5. Toilets</p> <p>6. Staffroom/Workroom</p> <p>7. Wait outside front doors advising new visitors not to enter.</p>	<p>Phone fire officer to confirm fire or false alarm.</p> <p>1. Conrad 021 02310859</p> <p>2. Brendon 021 02433886</p> <p>3. Glen 027 35760157</p> <p>Print Emergency Register IF FALSE ALARM</p> <p>Turn office bell off</p> <p>Inform senior management at evacuation area.</p> <p>Senior Leader to contact Caretaker for assistance</p> <p>Dale</p> <p>Take:</p> <p>1. Visitors & Staff Book</p>	<p>Take:</p> <p>1. First aid bag</p> <p>2. Class lists and student emergency contacts</p> <p>3. Cell phone</p>

Bomb/Substance Threat Checklist

This checklist should be distributed to all persons who regularly accept incoming telephone calls

	Call Taker		Call Taken
Name		Date of Call	
Phone Number		Call Start/End Time	
Signature		Number of Caller	

Complete the following for a BOMB THREAT

Questions	Responses
When is the bomb going to explode?	
Where did you put the bomb?	
What does the bomb look like?	
What kind of bomb is it?	
What will make the bomb explode?	
Did you place the bomb?	
What is your name?	
Where are you going?	
What is your address?	

Complete the following for a SUBSTANCE THREAT

Questions	Responses
When will the substance be released?	
Where is it?	
What id/powder or gas?does it look like?	
Did you put it there?	
When did you put it there?	
How will the substance be released?	
Is the substance a liquid?	

CHARACTERISTICS OF CALLER	Responses
Sex of caller?	
Estimated age	
Accent if any	
Speech impediments	
Voice (loud, soft, etc)	
Speech (clear, muffled, etc)	
Manner (calm, emotional, etc)	
Did you recognise the voice?	
If so, who do you think it was?	
Was the caller familiar with the area?	

LANGUAGE		BACKGROUND NOISE	
() Abusive	() Taped	() Music	() Local Call
() Well Spoken	() Irrational	() Machinery	() Long Distance Call
()	() Message read by caller		

EXACT WORDING OF THREAT

ACTIONS	
REPORT CALL TO:	
Actions;	

Influenza Pandemic

For comprehensive guidelines and information on emergency responses to an influenza pandemic go to: Human Influenza Pandemic Response Procedures

PREPAREDNESS STAGE

Description - No novel strain detected(or emerging strain under initial detection)

Category	Key Actions
Hygiene measures	<ul style="list-style-type: none"> • Promote basic hygiene measures within schools including: <ul style="list-style-type: none"> • Regular hand washing with soap and water • Appropriate home-based exclusion from school among children with flu-like illness and their non-school-aged carers and siblings • Covering mouth with a tissue when coughing or sneezing <ul style="list-style-type: none"> • Careful disposal of used tissues • Provide students, faculty and staff with information about the importance of hand hygiene (see Better Health) • Provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser. • Educate staff and students about covering their cough to prevent germs spreading.

RESPONSE STAGE - STANDBY

Description - Sustained community person-to-person transmission detected overseas

Category	Key Actions
EMP preparation	<p>In April, (or at the time of the overseas detection if earlier):</p> <ul style="list-style-type: none"> • Prepare to enact pandemic section of emergency management plan with stakeholders and school Incident Management Team. • Identify minimum requirements and key staff for continued school operations (including planning for the absence of the principal and school council).
Hygiene measures	<p>Continue to:</p> <ul style="list-style-type: none"> • Promote basic hygiene measures within schools. Provide students and staff with information about the importance of hand hygiene. • Provide convenient access to water and liquid soap and/or alcohol-based hand sanitiser. • Educate employees and students about covering their cough to prevent the spread of germs (see the germ stopper posters developed by MOE). • Review cleaning procedures and determine whether frequency or other processes should change. • Communicate the risk of influenza and how to identify cases of possible influenza based on the current up to date case definition by the Chief Health Officer, Department of Health.
Communications	<ul style="list-style-type: none"> • In May, (or at the time of the overseas detection if earlier), ensure hygiene information eg posters provided by the Emergency Management Division, Regional Services Group (central office) are displayed. • In late May, (or at the time of the overseas detection if earlier), consider providing information sessions for school staff, students and parents (as appropriate) about: <ul style="list-style-type: none"> • influenza symptoms • best practice hygiene measures • vulnerable children • Follow Department of Health/Department of Health and Ageing advice; distribute consistent messaging to staff, students and parents/carers, etc.

	<ul style="list-style-type: none"> • Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations to staff, students and parents/carers as appropriate (especially those people/families at a greater risk of infection). • School Nursing Program nurses may assist with information dissemination (provided by the Department of Health) as directed by Regional Nurse Managers (based at regional offices). • Prepare sample letters for parents for next stage with advice from MOE (if required). • Direct media queries to the MOE.
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RESPONSE STAGE - ACTION
Description - Cases detected in New Zealand

Category	Key Actions
EMP enactment	<ul style="list-style-type: none"> • Activate school Incident Management Team
Hygiene measures	<ul style="list-style-type: none"> • Follow the advice from MOE and distribute information about individual protective measures and school cleaning procedures • Communicate status/situation, personal hygiene measures, containment measures (if necessary), availability of vaccinations and travel messages to staff, students and parents/carers as appropriate (especially those people/families at a greater risk of infection) • School Nursing Program nurses may assist with information dissemination as directed by Regional Nurse Managers (based at regional offices) • Utilising the sample letters developed by MOE Office, communicate plans for closure if applicable and send letters to staff, parents and carers as appropriate • Direct media queries to the MOE
Containment	<ul style="list-style-type: none"> • Follow the advice of the Department of Health and MOE regarding containment activities and exclusion periods for infectious diseases • Help lower risk of exposure by reducing non-essential school interactions and minimising attendance at mass gatherings such as sports days and school fetes • If required, identify a designated area to keep sick students quarantined from the general school population until they can be taken home by parents • School nurses may be asked to assist the Department of Health in the distribution of antiviral medication at the direction of Regional Nurse Managers (based in regions).
Travel	
Outbreak management	<ul style="list-style-type: none"> • Report confirmed incidents of influenza • <i>You will be advised of any additional reporting requirements by MOE</i>
Management of school workforce	<ul style="list-style-type: none"> • Encourage staff who develop flu-like symptoms during a pandemic to stay away from school until completely well • Ensure staff who develop influenza-like illness at school to leave immediately and seek medical attention • Implement the contingency strategy which may include employing replacement staff and/or modifying programs
School closures	<ul style="list-style-type: none"> • Contact your MOE regarding schools closure policy • Schools, if required, may be closed by: <ul style="list-style-type: none"> • the Regional Director in consultation with the Chief Health Officer, Department of Health • the school council, with the approval of the Regional Director • Inform teachers of their obligations during school closures • For students at home, provide access to educational materials including online learning

RESPONSE STAGE - STAND DOWN**Description - Virus no longer presents a major public health threat**

Category	Key Actions
Recovery	<ul style="list-style-type: none">● Implement recovery plan to help regain education of students and stabilise families and the community including:<ul style="list-style-type: none">• staff availability• procedures to re-open (if applicable)• provision of counselling to students and staff (if required)<ul style="list-style-type: none">• monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance● Replenish personal protective equipment (if required) Incident controller to deactivate Incident Management Team and conduct final debrief(s)● Review effectiveness of your EMP and update as appropriate – involve relevant staff and others eg school nurses● Be aware that multiple waves of the virus may occur and that review and revision of the plan may be required between waves
Communications	<ul style="list-style-type: none">● Utilising the sample letters developed by MOE, communicate status of situation to staff and parents/carers including supports that may be available
Travel	