

ELMWOOD NORMAL SCHOOL
PANDEMIC ACTION PLAN
"Realising individual potential"

COMMUNICATION

PHASE ONE – Plan/Standby

- TRIGGER: MoH announcement
Schools Action: The Principal will:
- Liaise with health authorities and local government agencies
 - Review our procedures
 - Clarify roles and responsibilities of staff, students and parents
 - Prepare for implementation
 - Publish school's Pandemic Action Plan and Procedures

- MoH, Principal, BOT, Management, Staff, Parents, Students
- Board of Trustees preparedness
- Staff awareness and training
- Inclusion in Health & Safety provisions
- Classroom programmes
- Property & Cleaning staff awareness
- Newsletters/website/e-mails /media/MoH/MOE, School Public Health Nurse
- Review website checklists (MoH, MOE)
- List of personnel involved with school in manual

PHASE TWO – Keeping it out

- TRIGGER: MoH announcement
Schools Action: The Principal will:
- Activate school plan/procedures
 - Confirm & communicate confidence in preparedness
 - cluster school liaison
 - links with PHN / DHB
 - Review awareness / symptoms
 - Ensure board, parents, staff & children are fully informed
 - Monitor recent travelers / cancel travel
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PREPAREDNESS

- Kevin Gooch (Principal/Manager)
- Response Team: Kevin Gooch, Richard Oswin (Deputy Principal) Sue Wardrop (Exec-Officer)
- School procedure established
- Roles & Responsibilities Clarified

PHASE THREE –Stamp it out

- TRIGGER: MoH announcement
Schools Action: The Principal will:
- (a) Within our location:
 Responding to Medical of Health:-
- close the school (BOT approved)
 - Secure buildings
 - Notify the closure (community / MoH / CYF)
 - Cancel travel
 - Provide register of infected chn.
- (b) Outside of our location
 Do not close school / wait & prepare for possible closure

PHASE FOUR – Manage it

- TRIGGER: MoH announcement
Schools Action: The Principal will:
- In consultation with medical officer of health manage it
- establish good communication systems
 - provides lists of infected people to MoH / CYF
 - cancel all travel arrangements
 - review distant learning opportunities
 - learning programmes through website if possible

PHASE FIVE - Recovery

- TRIGGER: MoH announcement
Schools Action: The Principal will:
 Implement a Recovery Plan:-
- debriefing
 - trauma / grief counseling
 - assess readiness to resume normal operations
 - clean & disinfect affected areas
 - establish communication network between board, staff and parents
 - watch out for further systems
 - Evaluate the success of the plan

YOUR PANDEMIC RESPONSE TEAM IS: KEVIN GOOCH, RICHARD OSWIN, SUE WARDROP