

# WAITAKERE COLLEGE

## Section E (NAG 5) SAFE, PHYSICAL AND EMOTIONAL ENVIRONMENT

**Policy:** Pandemic Management Plan

**Date of Review:** August 2019

**Reviewers :** Senior Leadership Team, Staff Health & Safety Committee  
(Also to be discussed with School Nurse, Sports Director, Teachers in Charge of Health, Physical Education and Food Technology)

### Goal

That the school is as prepared as possible for a pandemic and plans to:

- Maintain essential activities, such as curriculum programmes.
- Prevent or minimise the spread of infection.
- That staff, students and community are well informed and understand their roles in a pandemic emergency

**NOTE:** Pandemic Plan fits with the following policies and procedures in place:

- General Health and safety.
- Civil Emergency.
- Emergency Evacuation procedures.

### Stage One: Plan Pandemic Management Team

#### 1 The Manager is the Principal – Mr Mark Shanahan

The Principal is the only person to communicate with the Media. In his absence, the designated Deputy Principal will take this role. The Principal will maintain communication with Board of Trustees Chair, staff, students and community

#### 2 The Deputy Manager is the School Nurse – Mrs Michelle Chrustowski

She will liaise with the Principal on a daily, or as needs basis in the event of a pandemic. She will maintain links with health agencies.

#### 3 Key Personnel

Deputy Principals

Mr Ants Cotton

Mrs Olivia Fugmann

Assistant Principal

Mrs Isapela Tausā

Senior Manager i/c relief

Ms Gayna Hine

NCEA Co-ordinator

Mr Harvey White

Property Manager

**(to be appointed)**

Principal's P/A

Ms Suzanne Grivelle

Reception

Mrs Erin Hollier

Mrs Kay McTaggart

Director of International Students

Mrs Kath Kemp

**School Cluster: purpose – sharing of information/assistance**

<b>School</b>	<b>Contact Person</b>	<b>Contact</b>
Pomaria Primary	Yvonne Jenner	ph: 836 4919
Henderson Nrth Primary	Irene Ogden	ph: 838 8229
Henderson Intermediate	Wendy Esera	ph: 838 8529
St Dominics College	Anna Swann	ph: 839 0380
Liston College	Chris Rooney	ph: 838 9350

(and other geographically connected schools or COL members as required)

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date