



The Knox School
A co-educational, independent school with a global perspective

PRE PREP TO YEAR 12

Emergency Response Plan Swine Influenza



Emergency Response Plan

Flu 2009

This intention of this document is to provide a strategy for responding to this individual crisis. Its intention is to provide guidelines for managing the crisis so that we take effective care of the immediate and longer term health and safety of individuals affected by the flu. It also will provide guidelines for the effective management and running of the School's business in the event of the flu reaching the predicted pandemic levels. Its intention is to provide guidelines for the maintaining a secure and safe working environment.

Crisis Management Team

Principal

Vice Principal

Heads of School

Director of Curriculum

Business Manager

School Nurse

School Counsellor

Head of IT

Director of Music

Registrar

Director of Marketing

Daily Organiser

Current situation

A number of Swine Flu cases in school aged children and a teacher have been confirmed in Victoria.

School closures have occurred.

Children returning from US, Canada, Japan, Mexico and Panama are asked to remain at home for seven days before returning to school. At this point the exclusion does not affect teachers or child care workers.

At Knox

Parents have been advised of procedures in place to contain flu in isolated cases.

Staff have been briefed.

- Staff have been asked to prepare all classwork digitally and place on Masterfile in preparation for a possible school closure.
Management have met and begun the process of documenting procedures.

- The Planning Co-ordinator and Deputy for the purpose of this crisis management will be the Principal and her Deputy.
- International students will be briefed in their own language by the Principal and the International Co-ordinator.
- Register of students travelling home/overseas will be compiled.
- The School will maintain regular contact with AISV as its advisory body.
- Board and Council will be kept informed.
- In the event of media attention, the spokesperson will be the Principal or her Deputy.
- Through the nurse in the Health Centre there will be regular contact with medical practitioners, the local Council medical officer and DHS when necessary.

Communication

- Communication with parents will be a consistent message agreed to at Management, communicated to the staff and issued from the Principal's office. Web site will be used as means of communication.
- Staff will be regularly briefed on what is happening and how they should communicate with students and parents.
- Communication with students will be a consistent message, which staff understand and will deliver. Assemblies, while being conducted, will provide an excellent forum.
- Board and Council will be kept informed by the Principal.
- The Principal or her Deputy will be the only people authorized to speak to the media.

Continuity Plan.

The core function of the school is to deliver the educational programs. In the event of school closure as much as possible, this will be done on line and via telephone. Staff who may be quarantined at home can do this through use of Masterfile and direct phone and email contact with students. Class lists, email addresses and phone numbers will be supplied.