

# **SELWYN COLLEGE STAFF EMERGENCY RESPONSE PLAN**

**UPDATED APRIL 2017**

## CONTENTS

Purpose .....	3
Emergency Types .....	3
Roles & Responsibilities .....	4
Emergency Operations Centre .....	5
Emergency Contact Numbers .....	6
Trade (Key) Contact Numbers .....	6
Civil Defence .....	6
Templates .....	7
Appendix A: Emergency Response Procedures	
i) Medical Emergency .....	9
ii) Pandemic/Infectious Disease/Epidemic .....	9
iii) Fire .....	10
iv) Gas Leak .....	12
v) Power Outage .....	13
vi) Earthquake .....	13
vii) Tsunami .....	14
viii) Natural Disaster/Water Supply.....	14
ix) Hazardous Substance Spill .....	15
x) Bomb Threat/Shooter.....	15
xi) Suspicious Person .....	16
xii) Assault.....	17
Appendix B: Pandemic Response Plan (Detailed) .....	18
Appendix C: Catering (Kitchen) General Disaster Plan .....	42
Appendix D: Templates.....	48

## PURPOSE

The goals of this emergency response plan are, in order of priority, to protect the lives and health of Selwyn College student & employees, and protect and minimize damage to property in the event of an emergency.

We are now operating under the Health and Safety at Work Act 2015.

The response to any emergency aims to **respond, restore and recover**, so as to enable Selwyn College to function as normal in as short a period of time as possible.

No two emergencies will be the same in nature, scope or magnitude. It is essential that staff be familiar with the principles and procedures for basic responses to emergency situations.

### Safety First

All staff, residents, visitors and others (eg. Contractors, delivery personnel) have an obligation to ensure the health and safety of themselves and others onsite by living and working safely.

## EMERGENCY TYPES

Within Selwyn College, incidents can occur on a range of low to extreme risk. Low risk incidents are dealt with by the Warden (with the support of staff and the Welfare Team as required).

The following table identifies emergency types, their level of risk and their likelihood of occurrence:

Emergency Type	Risk	Likelihood
Extreme Violence	Extreme	Rare
Building Collapse	Extreme	Rare
Fire	Extreme	Unlikely
Gas Leak	Extreme	Rare
Earthquake	Extreme	Unlikely
Tsunami	Extreme	Rare
Bomb Threat/Shooting	Extreme	Rare
Fall from a building	High	Possible
Water supply contamination	High	Unlikely
Pandemic/Epidemic	High	Unlikely
Infectious Disease	High	Possible
Power Outage	High	Possible
Natural Disaster – storm events	High	Possible
Suspicious Person	High	Possible
Abuse/Harassment/Assault	Medium	Almost Certain
Food poisoning	Medium	Possible
Hazardous Substance Spill	Medium	Possible
Medical	Low	Almost Certain

## Risk and Likelihood Assessment

The risk and likelihood assessment is reviewed by the College H&S Committee every two years. The likelihood rating considers the number of times within a specified period in which risk may occur as follows:

Risk Rating	Response
Extreme	Immediate action required
High	Action plan required, senior management attention needed
Medium	Monitoring of procedures required, responsibilities to be specified
Low	Managed through routine procedures

Likelihood Rating	Description	Occurrence	Probability
Almost Certain	Expected to occur in most circumstances	Multiple / 12mths	>80%
Likely	Strong possibility of occurrence	Within 12 months	61-80%
Possible	May occur occasionally	Within 5 years	31-60%
Unlikely	Not expected to occur but may happen	Within 10 years	5-30%
Rare	May occur in exceptional circumstance	Beyond 10 years	<5%

See **Appendix A** for Emergency Response Procedures.

## ROLES & RESPONSIBILITIES

The Emergency Coordinator will be assisted by the Emergency Planning Team in the event crisis management is required

### College Warden Details:

Warden	Ashley Day	4773326 Ext 202 021 234 0617 warden.selwyn@otago.ac.nz
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### Emergency Coordinator Details:

Senior Tutor	Ms Latafale Auva'a	477 3326 Ext 203 02102563071 seniortutor.selwyn@otago.ac.nz
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### Emergency Planning Team Details:

Property Manager	Mr Paul Smith	477 3326 Ext 204 021 173 5407 property.selwyn@otago.ac.nz
Catering Manager	Mr Richard Davey	477 8332 021 951842 catering.selwyn@otago.ac.nz
Office Administrator	Mrs Sarah Spruyt	477 3326 Ext 201 021 184 2190 admin.selwyn@otago.ac.nz

Domestic Supervisor	Mrs Karen Bruce	477 3326 Ext 205 021 120 7778 domestic.selwyn@otago.ac.nz
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### **Critical Operations:**

<b>Operation</b>	<b>Staff in charge</b>	<b>Action plan/Responsibilities</b>
Property	Property Manager	<ul style="list-style-type: none"> <li>• Building fire safety &amp; evacuation procedures</li> <li>• Resolving power outages</li> </ul>
Kitchen	Catering Manager	<ul style="list-style-type: none"> <li>• Ensuring food service continues and can cater for 3 days in an emergency</li> <li>• Storage of Chemical spill kit</li> </ul>
Domestic	Domestic Supervisor	<ul style="list-style-type: none"> <li>• Storage of Pandemic kit</li> <li>• Attending to sick residents</li> </ul>
Administration	Office Administrator	<ul style="list-style-type: none"> <li>• Managing communications (IT &amp; telephone)</li> </ul>
Warden	Warden	<ul style="list-style-type: none"> <li>• Communicating with Residents &amp; Parents plus Board Chairman</li> </ul>

A separate and specific “Catering (Kitchen) General Disaster Plan” has also been prepared. See **Appendix C**.

## **EMERGENCY OPERATIONS CENTRE**

The Emergency Coordinator will determine whether the incident requires a physical or virtual Emergency Operations Centre.

The Emergency Coordinator may determine whether the incident is small or the speed of response is such that a ‘virtual’ Emergency Operations Centre may be formed.

The Emergency Control Organisation (ECO) will incorporate the following equipment:

- College Emergency Response Plan
- Colleges maps and building plans
- List of Residents and contact information
- Colleges Services maps (fire, mains, switch board etc)
- Loud Hailer/Megaphone
- High Viz Vests
- White boards
- Telephones and phone lists
- Computers and internet access
- Pens and paper

In the first instance, should a physical space be required, the Study Centre will be used as the Emergency Operations Centre.

## EMERGENCY CONTACT NUMBERS

	Primary Number	Secondary Number
Fire Service	111	467 7550
Police (Dunedin North)	111	473 0730
Ambulance (St John)	111	0800 426 285
Dunedin Urgent Doctors	479 2900	
Health line NZ	0800 611 116	
Poison Centre	0800 764 766	
Dunedin Hospital	474 0999	

## TRADES (KEY) CONTACT NUMBERS

Trade	Company	Contact Name & Number
Electrician	Active Electro	Laurie Hart 027 5543207
Plumber	Mclvor Plumbers	Dave Mclvor 027 2722 049
Locksmith	Beggs Security	Brent Bulmer 021 899 465
IT Provider	Codeblue	Steve Clydesdale 027 326 3325
Glazing	Clearview Glass	Steve Williams 027 4337414

[See Workplace Safety Management folder for full list of approved contractors]

## CIVIL DEFENCE

Civil Defence Nearest Post
George Street School 989 George St, North Dunedin Woodhaugh 9016 03-474 0825

Civil Defence Warnings	
More FM	97.4 FM
Classic Hits	89.4 FM
The Breeze	98.2 FM

### Civil Defence Supplies

Adequate civil defence supplies are held at Selwyn College to ensure staff and student safety in such an emergency. Enough supplies are available for three days.

The following supplies are available within the college departments:

Kitchen	<ul style="list-style-type: none"><li>• Chemical Spill kit</li><li>• Food &amp; drink supplies for 3 days</li></ul>
Domestic	<ul style="list-style-type: none"><li>• Pandemic kit</li><li>• Cleaning supplies</li></ul>
Property	<ul style="list-style-type: none"><li>• Material Safety Data Sheets</li></ul>

Each department will have available, a plan outlining their responsibility and tasks with regards to emergency preparedness & continuity planning.

## TEMPLATES

To assist in formulating a response, communication of the response and recovery and maintain a record of activities, the following templates are provided in **Appendix D**.

1. Emergency Control Organization
2. SITREP – Update
3. Objectives and Tasks board
4. Victim Information Sheet
5. Briefings Checklist
6. Personal Log

# **APPENDIX A**

## **EMERGENCY RESPONSE PROCEDURES**



## i) Medical Emergency/Food Poisoning

- Assess the patient's needs (noting All medical conditions of the Residents first)
- Call 111 for Ambulance
- Provide the following information:
  - Nature of medical emergency
  - Location of emergency (address, building, room number)
  - Condition of the victim
  - Telephone number from which you are calling
- Do not move victim unless absolutely necessary
- Call trained first aiders (refer to Trained First Aiders Register in each department).
- First Aid kits are located throughout the College:
  - Kitchen – In the Kitchen behind the servery
  - Administration – In the Office under the counter
  - Property - In the Property Manager's Office
  - Each Senior Residents Bedroom
- Attempt first aid only, if trained and qualified. Those not trained should remain calm and stay with the person.
- All injuries must be reported to the College. A database of all medical conditions is held by the College.
- Recheck of residents is done by Senior Residents and Staff

## ii) Pandemic/Infectious Disease/Epidemic

One feature of a pandemic as distinct from some other Critical Incidents is the fact that there is a transition period to the "pandemic" status; that is, there is a period of time when one and subsequently several members of the community first have symptoms and then are confirmed to have a form of infection which is known to have pandemic potential.

Any infectious disease if uncontrolled can spread to an epidemic (impacting numerous people in a large area of a country), the spread once global is termed a pandemic.

Note: endemics are continually present in the country, however, many people develop resistance or are able to be immunised.

Examples of pandemics include: measles, tuberculosis, HIV and Influenza.

Throughout history there have been a number of pandemics, fortunately less so in recent years! While the ability to respond and manage these outbreaks has improved significantly, they do nonetheless arise from time to time. The most recent pandemics in recent years have been: SARS (severe respiratory syndrome) - 2003, H5N1 (avian flu) - 2004, and H1N1 (swine flu) - 2009, which did in fact develop in the colleges.

In the event of a pandemic, the following must be undertaken:

- Communicate the situation to:
  - College staff, students and wider residential community
  - University Student Health Services
  - University Director of Accommodation Services
  - Public Health South (who will also be able to provide further instruction)

- Also maintain daily communication with the infected.
- Containment:
  - Isolate those with infection
  - Implement social distancing rules for staff & students
  - Other residents kept away from infected areas as much as practical. Establish two locations for the non-infected (these locations will depend on where the infected are located):
    - Location 1 - for those who have been exposed to the virus/illness (symptomatic).
    - Location 2 - for those who have not been exposed (non-symptomatic) and are unable to return home
  - Consider requesting those not infected to return home (if possible).
- Medical supplies:
  - Pandemic kit used by Domestic services for cleaning & food delivery to sick residents.

Organise the following for the infected and symptomatic:

- Food
- Water
- Towels/Linen
- Toiletries

### iii) Fire

**(Refer to the Selwyn College Fire Evacuation Scheme Documentation)**

The following general evacuation guidelines are to be adhered to:

#### **Discovery of a fire**

- Activate the manual call point located in the main kitchen hallway
- Call 111
- If safe to do so, extinguish the fire. There are two fire extinguishers in the kitchen: one in the main hallway and another one outside the kitchen offices. A fire blanket is also available in the main kitchen.

#### **On hearing the alarm**

- Begin evacuation immediately, walk calmly and leave the building through the designated exit. Remember to collect building tag on the way out.
- Turn off all equipment if there is time.
- Close doors in all areas
- Ensure students & visitors in the area are included in the evacuation.
- Assemble at the tennis court & remain here until all clear is given by the Chief Fire Warden (Property Manager)

**If using a fire extinguisher**

- Pull safety pin from handle
- Aim at base of fire
- Squeeze the trigger handle
- Sweep from side to side at the base of the fire.

**Ongoing operations following a fire**

The continuing operation of the department will be determined by the nature of the fire and the availability of resources such as buildings, staff employees and other resources. The responsibility of whether or not to continue departmental operations/functions rests with the Departmental Manager in consultation with the Operations Manager (Emergency Coordinator).

**STAFF FIRE WARDEN DESIGNATIONS**

Our Chief Fire Warden is:

Property Manager	Mr Paul Smith	477 3326 Ext 204 021 173 5407 property.selwyn@otago.ac.nz
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Due to the small staffing structure at Selwyn College, most staff act as daytime wardens and are responsible for overseeing the evacuation of all staff, students and visitors in their designated/immediate work area. Due to the extensive student – warden default system in place at the College, the staff will only act as backup wardens to complete the last tier of this hierarchy.

<b>Building</b>	<b>Floor/Building Warden</b>
<b>Sargood</b> Top floor Ground floor	Property (Paul Rutter) Domestic (Michelle Hobbs)
<b>Richardson</b>	Domestic ( Michelle Hobbs)
<b>Whitehead</b> Attic floor Top floor Middle floor	Domestic (Linda Tree) Domestic (Sharon Nicoll) Kitchen (Andrew Robinson)
<b>Guesthouse</b>	Kitchen (Richard Davey)
<b>69 Dundas</b>	Admin (Ashley Day)
<b>The Shed</b>	Admin(Ashley Day)
<b>All Saints Flat 2</b>	Admin (Ashley Day)
<b>Woodthorpe</b>	Admin (Sarah Spruyt)
<b>Study Centre</b>	Admin (Sarah Spruyt)
<b>Nevill</b>	Admin (Sarah Spruyt )
<b>Dolls Houses</b>	
<b>Irvine</b>	Domestic (Karen Bruce)
<b>Millar</b>	Domestic (Karen Bruce)
<b>Newcombe</b>	Domestic (Karen Bruce)

#### **Staff Fire Warden Duties**

- Check whether the fire box had been opened and whether the gear had been issued, if not, it means that the designated student wardens are not available & therefor the default system kicks in and the staff wardens assume these responsibilities.
- Put on Yellow Vest and Yellow Hardhat for identification.(Building Wardens).
- In Woodthorpe, you are responsible for checking that the manual call point is activated to inform occupants to evacuate. In the Dolls Houses, 69 Dundas & Guest House you are responsible for ensuring that either the whistle has been blown or warning occupants verbally that there is a fire emergency and they are to evacuate.
- Part of this task is also to ensure a call is made to the Chief Fire Warden to inform him that there is a fire emergency in any one of these buildings. This can be done by using the telephone in the building or in the neighbouring building and if this is not possible a runner can be send. Included with these tasks is making the 111 call, clearly stating the name and address of the building as well as the nature of the emergency, or conducting this task if it has not yet been done.
- You are responsible to oversee the evacuation of all students and visitors from your designated floor/building to the assembly point at the tennis court.
- Every room is to be checked and doors left open. Knock on all the doors on your way out and call to check whether the room is occupied. In the event of a fire in a particular room/area, ensure the doors are closed to prevent the travel of smoke that may impede building occupants escape.

- On your way to the assembly point, remove the floor/building tag that is hanging at the main entrance doors/floor foyers & take it to the assembly point.
- You are responsible for taking roll call of all students in your designated area at the Assembly point. This task may be delegated.
- Remove the laminated floor sheets and a pen from the locked box underneath the Fire Evacuation Board on the tennis court.
- You are also responsible for reporting to the Chief Fire Warden on whether your area has been completely evacuated or whether there are people unaccounted for.
- Students have been informed that should they be in any other part of the building such as the Dining room, they are to evacuate and assemble on the tennis court with their respective floor/building and report to their designated Floor Warden at the Assembly point outside.

#### iv) Gas Leak

##### Suspected

- Turn off the main valve which is situated on the far RHS in the locked Gas shed on side of Whitehead by the Kitchen back door. This supplies gas for Whitehead, Sargood and Laundry. There is also a Gas reset in the locked Sprinkler Cupboard in LHS of Kitchen Hallway.
- If possible and safe to do so, open windows to allow the gas to dissipate.
- Do rescue any person in immediate danger but only if safe to do so.
- Do not:
  - Operate any electrical switches including lights or alarms
  - Use cell phone in area where leak is occurring – even if outside of building
  - Allow anyone to smoke in the vicinity
- Warn others in the immediate area
- Call 111 if required
- Call local gas company:

<b>Name:</b> Nova Energy	<b>Tel:</b> 0800 668 236	<b>Acct nr:</b> 51624
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- Consider evacuating the department/College. Do not re-enter building or outside area until cleared by authorised personnel.

##### Actual

- If there is any possibility of cylinder(s) being engulfed by fire, evacuate adjacent areas
- Call 111 (Fire Service) and advise the location of the cylinders in the Gas Shed on the side of Whitehead by the Kitchen Back door. The LPG cylinder size is 45kg.
- Keep cylinder cool with a water hose, sprayed from maximum possible distance
- Remove or extinguish sources of ignition. Keep ignition sources at least 20m away.
- Remove from heat source if it is possible and safe to do so

- Stop the leak by shutting the cylinder valve if it is safe to do so
- Do not interfere with any part of a fixed installation
- If gas is leaking, ventilate the area thoroughly until the air is clear
- If it is a minor leak, check the system for any indication of gas, such as a smell or hiss
- Test with soapy water solution, which will bubble at any point where gas escapes
- If a leak is found at a connection, re-make the connection and test again
- Do not use the cylinder or appliance again until inspected.

## **v) Power Outage**

In the event of a power outage:

- Remain calm
- Door access runs on back up batteries for 4-7hours  
Call T L Beggs on 477711 for assistance with Security access
- Kitchen will operate on gas in the case of an emergency for cooking
- Flashlights & batteries are kept in key locations in all departments
- Report power outage to Property Manager immediately
- Follow directions from Property Manager/Departmental Manager or Senior residents for immediate action
- Do not light candles or other types of flame for light
- If evacuation is required, follow fire evacuation procedures
- Kitchen staff to ensure equipment is switched off before evacuating.

## **vi) Earthquake**

### **If indoors**

- Drop, take cover under a desk or table or a doorway and hold onto the legs until the shaking stops.
- Keep away from shelves containing heavy objects and other large items of furniture.
- Keep away from windows.
- Stay indoors until the shaking stops and it is safe to go outside – assemble at tennis court by the marker assigned to each floor/building.

### **If outdoors**

- Keep away from buildings, high walls and power lines.

### **When the shaking stops**

- Ensure your personal safety first.
- Check those around you and offer help if necessary.
- Evacuate, if required.
- Listen to the radio for instructions from Civil defence.
- Be prepared for aftershocks.

### **Ongoing operations following an earthquake**

The continuing operation of the department will be determined by the nature of the fire and the availability of resources such as buildings, staff employees and other resources.

The responsibility of whether or not to continue departmental operations/functions rests with the Departmental Manager in consultation with the Operations Manager (Emergency Coordinator).

## **vii) Tsunami**

When a tsunami threatens:

- Listen to the radio for advice and information.
- Evacuate if instructed and go to high ground immediately – at least 1km inland or 35m above sea level

## **viii) Natural Disaster/Water Supply**

A storm may result in heavy rainfall, strong winds, lightening etc which may cause damage to the building or immediate surrounds.

In the event of a severe occurrence:

- Request residents to stay indoors, close windows and move away from windows and glass
- If lightening strikes are occurring, request residents to turn off power, light switches and not to use landline telephones.
- Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else
- Notify emergency services if serious damage to buildings or injury to residents/staff.

### **Flooding of Leith Stream**

Heavy rainfall may also lead to flooding of Leith Stream. In this instance:

- Move vital records and other valuable material off the ground floor
- Prepare to relocate to another building if safe to do so, or to relocate to a safer area in the building until it is safe to relocate elsewhere

### **Flooding within buildings (e.g. sprinklers)**

- Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else
- Try to identify the source of the flooding if safe to do so
- Contact the Property Manager: Paul Smith on 477 3326 ext 207 or 021 1735407
- Prepare to evacuate.

### **Water Supply**

- Minimise usage of toilets
- When water supply is off use Hand sanitisers supplied
- Liaise with Paul Smith (Property Manager) re plan for the College. Notify him of which area of the College is affected.
- For any direct water issues ring DCC on 477 4000.
- Water toby's are situated outside of Front door of Selwyn College, Outside Guest house on the street and outside Woodthorpe in Castle street side.

## ix) Hazardous Substances Spill

All chemical spills must be treated as toxic and dangerous. They can be in liquid form, solids, powder or gas. The following procedures should be followed:

- Move all people in the vicinity to a safe area. Consider evacuation of department/College if required and safe to do so. Alternatively, it may be safer to stay indoors and seal doors, windows, other openings and switch off any air intake units.
- If required, contact emergency services on 111.
- Give appropriate first aid to anyone in contact with the spill.
- If it is safe to do so:
  - Identify the nature of the spilled substance
  - Put on safety equipment(overalls, eye protection, gloves)
  - Close of the source of the spill, if safe to do so
  - Remove sources of ignition if flammable substance is present
  - Refer to safety data sheets held in the Kitchen Office for advice
  - Identify the danger posed by the spill – only respond if safe to do so
  - Contain the spill with available equipment or use the spill kit to soak up a small spill
  - Dispose of waste safely

## x) Bomb Threat/Shooter

When a bomb threat is received or a suspicious object is discovered, it must be treated as genuine until proven otherwise.

Do not touch or move any suspicious object. Treat unusual or suspicious objects as a bomb, as they can be made to resemble almost anything. The Police will determine the action to take with the object.

In the interim, should action be required:

- Keep calm
- Attract assistance if possible and have this person alert staff and notify police on 111
- Evacuate the building if directed to do so, but do not hang up on the caller.
- Keep the person talking, don't interrupt
- Ask bomb threat checklist questions and record responses below. Also be sure to record date and time of the call and record any distinguishing background noises.
  - Where did you put the bomb?
  - What does the bomb look like?
  - What will make the bomb explode?
  - When is the bomb going to explode?

Where a shooter is apparent in the College then University of Otago - Campus Control Room must be notified on 479 5000 or 479 5001

- Surviving a shooter has the current philosophy of Run, Hide or Fight as advised by the University of Otago Proctors Office



## **xi) Suspicious Person**

If a person is displaying unusual behaviour:

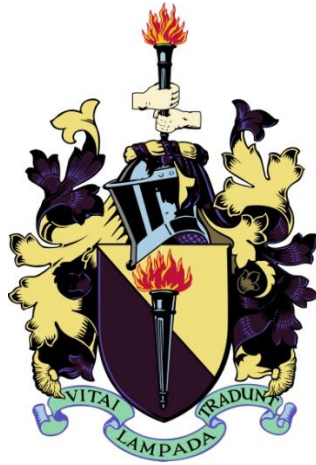
- Keep calm, make no sudden movements
- Do what the offender asks if appropriate
- Try to memorize as many details about the offender as possible
- Move away from the area and seek help
- Call the Night Porters (Batman) phone 021-368322 if appropriate
- Notify police as soon as it is safe to do so.

## **xii) Assault (Abuse and Harassment)**

- The College will follow the Guidelines of the University of Otago Ethical Behaviour policy.
- There are informal proceedings and formal proceedings which protect the individuals to proceed through to complaints to Police if of a Criminal nature.
  - Please refer to the University of Otago - Ethical Behaviour policy for more details

# **APPENDIX B**

## **PANDEMIC RESPONSE PLAN (DETAILED)**



# **SELWYN COLLEGE**

## **PANDEMIC INFLUENZA RESPONSE PLAN**

**Original August 2016**  
**Upgraded May 2017**

## CONTENTS

Aims & Objectives .....	3
Background Information .....	3
Risk Identification .....	4
Roles and Responsibilities .....	5
Preparedness Planning .....	7
Response Actions .....	8
Hand Hygiene Best Practice Guidelines .....	10
Appendix A: Template Notices for Display	
i) Hand Hygiene Notices .....	13
ii) Restricted Access Notices .....	16
iii) Notifications .....	21
Appendix B: Supplies and Protective Equipment .....	24

## AIMS & OBJECTIVES

This plan is specific to an influenza pandemic and is a sub-set of the 'Selwyn College Emergency Response Plan'. The plan aims to manage the impact of a pandemic on both residents and staff and the continued operation of the College.

This plan is a significantly updated version of the 'Selwyn College Response Plan 2009'. The original plan was structured on the following guiding principles:

- 1. The College will have a process which records any incidents of illness and these records will be checked daily. The person checking must be senior enough to make an informed decision on the importance of any reported illness.*
- 2. A checklist of contacts will be available for senior staff and welfare team members to communicate any risky situations and that this list includes both internal and external contacts.*
- 3. The information about the importance of social distancing during an epidemic is displayed for staff and residents.*
- 4. The College purchases and store an adequate supply of medical and safety equipment to support the management of an epidemic outbreak.*
- 5. The College predetermines what their vomit disposal process will be in the event of an epidemic and prepares accordingly.*
- 6. The College prepares and stores a stock of useful laminated signage for quick deployment.*
- 7. The College "buddy up" with another College(s) who will commit to rendering assistance during an epidemic incident.*
- 8. The College have an emergency menu plan established.*
- 9. The College develop a suitable contingency plan in the event of kitchen closure.*

This document provides for continuity planning, including addressing the guiding principles above, should a pandemic arise.

## Background Information

The New Zealand Ministry of Health (MoH) warn that the risk of an influenza pandemic is high, and the likelihood of the pandemic occurring is certain.

Influenza pandemics with novel viruses are recurring events, are unpredictable and result in serious health effects for large proportions of the population, with significant disruption to social, economic and security concerns for the community.

The appearance of the highly pathogenic avian influenza virus A/H5N1 in 2006 raised concerns that this virus may mutate to create a novel virus capable of causing a significant global influenza pandemic. In April 2009 the emergence human-to-human transmission of a new variant of swine flu being a combination of human and animal influenza viruses, increased the MOH's alert status to *Yellow Alert (Standby)*.

#### *Predicted Spread and Virulence*

Illness rate in population	20 – 50%
Global spread	3 months
Vaccine availability	6 months after initial outbreak
Anti-viral treatment	Likely to be in short supply and may not be effective

## **Risk Identification**

A pandemic has unique characteristics when compared with a more “typical” disaster. For example:

- *Widespread impact* - the impact of a pandemic would likely be widespread, even nation-wide, not localised to a single area and there may be little outside assistance. Many business continuity plans assume some part of an organisation is unaffected and can take up the required capacity.
- *Not a physical disaster* - A pandemic is not a physical disaster. It has some unique characteristics that require measures to limit contact, restrict movement, introduce quarantine and ban public gatherings.
- *Duration* - A pandemic would not be a short, sharp event leading immediately to the start of a recovery stage. A pandemic emergency may last several weeks or months. Plans need to take this into account.
- *Notice* - Some advance warning is likely if a pandemic develops overseas, but that warning period may be very short. Should pandemic influenza spread within New Zealand the education sector would most probably be one of the first sectors to be closed and closures sustained
- *Primary effect is on staffing levels* - Unlike natural disasters where disruption to infrastructure and service delivery is likely to be related to hardware, a pandemic is more of a threat to staff. Employers will need to plan for the scenario of up to 50% staff absences at the height of a severe pandemic. Ministry of Health modelling shows that two weeks leave is the average amount of leave required for sickness and recovery of a staff member. Overall, a pandemic wave may last about eight weeks, though the pandemic may come in several waves of varying severity over time.

### **Staffing**

Staff absences can be expected for many reasons, including:

- illness or incapacity (suspected or actual)
- their need to stay at home to care for sick dependents
- they may feel safer working from home (for example, to keep out of crowded places such as public transport – public transport may cease)

- some people may be assigned to 'alternative duties' for their employer or another agency (such as health or welfare roles)
- others may need to stay at home to look after pre-school and school-aged students (as early childhood education services and schools may be closed).

### Impact on Services

A pandemic may have other impacts on services, for example:

- supplies of materials needed for ongoing activity may be disrupted when, for example, supplies are normally imported across borders that have been closed or are being tightly controlled
- services from sub-contractors may be affected (impacting maintenance of key equipment, thus meriting close planning attention)
- demand for infrastructure services may be affected – demand for some services may increase (internet access is a possible example); while demand for others may fall (for example, types of travel activity may reduce)
- education delivery is not expected to continue during a pandemic. In a pandemic early and enforced sustained closure of education facilities to children and students is the most likely scenario.

## Roles & Responsibilities

In the event of an influenza pandemic the responsibility for managing the College response will be with Selwyn College Emergency Planning Team. Details, roles and responsibilities (the same as that outlined in the Emergency Response Plan) are as follows:

### Emergency Coordinator Details:

Senior Tutor	Latafale Auva'a	477 3326 Ext 203 02102563071 Seniortutor.selwyn@otago.ac.nz
Warden	Ashley Day	477 3326 ext 202 021 234 0617 warden.selwyn@otago.ac.nz

### Emergency Planning Team Details:

Property Manager	Mr Paul Smith	477 3326 Ext 204 021 173 5407 property.selwyn@otago.ac.nz
Catering Manager	Mr Richard Davey	477 8332 021 951842 catering.selwyn@otago.ac.nz
Office Administrator	Mrs Sarah Spruyt	477 3326 Ext 201 021 184 2190 admin.selwyn@otago.ac.nz
Domestic Supervisor	Mrs Karen Bruce	477 3326 Ext 205 021 120 7778 domestic.selwyn@otago.ac.nz

**Critical Operations:**

Operation	Staff in charge	Action plan/Responsibilities
Property	Property Manager	<ul style="list-style-type: none"> <li>Building fire safety &amp; evacuation procedures</li> <li>Resolving power outages</li> </ul>
Kitchen	Catering Manager	<ul style="list-style-type: none"> <li>Ensuring food service continues and can cater for 3 days in an emergency</li> <li>Storage of Chemical spill kit</li> </ul>
Domestic	Domestic Supervisor	<ul style="list-style-type: none"> <li>Storage of Pandemic kit</li> <li>Attending to sick residents</li> </ul>
Administration	Administrator	<ul style="list-style-type: none"> <li>Managing communications ( IT &amp; telephone)</li> </ul>
Warden	Warden	<ul style="list-style-type: none"> <li>Communicating with residents &amp; parents</li> <li>External communications</li> </ul>

**Contact Details - External**

In dealing with a crisis resulting from a pandemic influenza, it is recommended the College Emergency Planning Team be supported by specialist advisors and other key stakeholders including University of Otago staff.

External contact details specific to this 'Pandemic Influenza Response Plan' include:

Name	Department/Organisation	Contact Details	Comment
<b>BOARD</b>			
The Rev Aaron Douglas	Selwyn College Board of Governors, Chairperson	M: 021 30 300 aaron.d@sunz.org.nz	
<b>UNIVERSITY</b>			
James Lindsay	Accommodation Services, Director (Uni)	Ph: 479 8522 M: 021 798 522 E: james.lindsay@otago.ac.nz	
Dave Scott	Proctor (Uni)	Ph: 479 4888 M: 021 414248 E: proctor@otago.ac.nz	
Megan McPherson	Head of Communications (Uni)	Ph: 479 5452 M: 021 279 5452 E: megan.mcpherson@otago.ac.nz	
Kim Ma'ia'i	Student Health, Director (Uni)	Ph: 479 8212 E: kim.maiai@otago.ac.nz	
Barry MacKay	Property Services Director(Uni)	Ph: 4798016 E: barry.mackay@otago.ac.nz	H&S Advisor
Chris Griffiths	Student Health, Nurse Educator (Uni)	Ph: 479 5178 E: chris.griffiths@otago.ac.nz	
<b>SPECIALIST ADVISORS</b>			
	Public Health South (Southern DHB)	Ph: 476 9800	
	Environmental Health (DCC)	Ph: 477 4000	
<b>OTHER</b>			
Kate	Alsco	P: 479 2591	Contracted to provide linen to College



## Web Pages of Note

*Civil Defence:*

<http://www.orc.govt.nz/Information-and-Services/Civil-defence-and-emergency-management/Otago-Civil-Defence-Management/>

*Ministry of Health:*

<http://www.health.govt.nz/our-work/emergency-management/pandemic-planning-and-response>

## Preparedness and Planning

Selwyn College will align its preparedness and response action to that of the University of Otago, which in turn will be guided by publicised NZ Ministry of Health alerts.

As part of its pandemic planning, Selwyn College will ensure:

- An emergency plan is in place to meet Health & Safety requirements;
- The Emergency Plan and specifically the Pandemic Influenza Response Plan is reviewed regularly;
- A system is in place to monitor both residents and staff who are ill or suspected of being ill;
- Adequate supplies of tissues, medical and hygiene products, cleaning supplies and masks etc are in supply and held onsite (**see Appendix B**);
- Early communication with the Board of Governors, residents/families and staff should a pandemic lead to widespread and immediate closure of the University and facilities.

## Response Actions

The actions outlined below are intended to enable the College to remain open and continue operating as normal (as possible) during crisis such as an influenza pandemic:

### Summary of Influenza Protection Measures

Protection measure	Where applicable
Hand hygiene, cough etiquette, ventilation	Everyone, all the time
Health and safety policies	Everyone, all the time
Social distancing	Everyone, whenever practical stay at least one metre away from other people.
Protective barriers	In situations where regular work practice requires unavoidable, relatively close contact with the public, for example, reception areas.

Disposable surgical mask	Sick people coughing and sneezing Staff having close contact with suspected infected people, for example, in sick bay caring for the sick (this includes first aiders) Also as a possible adjunct to protective barriers.
Disposable particulate respirator masks, eye protection, gloves, gowns, aprons	Health care workers participating directly in close contact patient care when there is a high risk of contact with respiratory secretions, particularly via aerosols (mostly inpatient settings).

### **Entry Restriction to External People with Influenza Symptoms**

On declaration of Code Red (by University and MoH), notices will be placed at all entry points to the College, advising people not to enter if they have influenza symptoms.

Staff and parents/family/friends of any residents will be advised not to come into the premises when they are feeling unwell, or if they are exhibiting any influenza symptoms.

Residents who are ill with influenza symptoms will be quarantined with other residents with similar symptoms until healthy once again.

Residents and staff who have recovered from the pandemic influenza are unlikely to be re-infected (they will have natural immunity) and should be encouraged to return to 'life as normal' as soon as possible.

### **Personal Hygiene**

Residents and staff will be encouraged to practice personal hygiene measures as a way of minimising influenza transmission:

- Cover nose and mouth when sneezing and coughing (preferably with a disposable single use tissue).
- Immediately dispose of used tissues.
- Adopt good hand washing and drying practices, particularly after coughing, sneezing or using tissues.
- Keep hands away from the mucous membranes of the eyes, mouth, and nose.
- Ensure that adequate supplies of hand hygiene products are available. This is a high planning priority as there may be shortages of liquid soap and paper towels.

Personal hygiene information will also be communicated with staff and visitors (**see Appendix A**):

- Hygiene notices will be posted in all workplace entrances, washrooms, hand washing stations and public areas.
- Brochures, newsletters, global emails, notice boards, payslips, etc will be used to communicate with staff and residents the importance of hand hygiene and workplace cleaning at all times, especially during a pandemic.

## Cleaning

Influenza viruses may live up to two days on hard surfaces. Influenza viruses are inactivated by alcohol and by chlorine. Cleaning of surfaces with a neutral detergent followed by a disinfectant solution is recommended. Surfaces that are frequently touched with hands should be cleaned often, preferably daily.

Hygiene practices should be elevated in a pandemic to an even higher level than usual:

- Remind staff and students not to share cups, dishes and cutlery; and ensure these items are thoroughly washed with soap and hot water after use.
- Remove books, magazines and papers from common areas.
- Use of communal areas and equipment (eg CATS, pool table, study centre PC's) will be restricted or receive more comprehensive cleaning.
- When a person with suspected influenza is identified and has left, their work area or office and any other known places they have been will be thoroughly cleaned and disinfected.
- Planning should identify the basic hygiene practices (including hand hygiene) to be followed by cleaners, protocols for the use of personal protection equipment (if recommended by the Ministry of Health), and methods for waste disposal.

## Ventilation

As per [Ministry of Health](#) and [Department of Labour](#) recommendations all internal spaces will be well ventilated, preferably by fresh air via opening windows, or maintained air-conditioning systems.

## Hand Hygiene Best Practice Guidelines

Effective hand washing and drying routines are a primary means of reducing infections in students and staff. The guidelines provided below come from the Ministry of Education's "Influenza pandemic guide for early childhood education services, schools and tertiary institutions".

Many disease causing virus and bacteria are carried on hands and can be passed from person to person through direct contact with the person's hands or through objects or food that the person has touched.

Students should be encouraged to take responsibility for their own hand washing and drying but to do so they need a supportive environment.

### Recommended Technique for Good Hand Hygiene Practice:

- Wet hands, preferably with warm water and apply liquid soap
- Rub hands vigorously together and rub all areas
- Wash for 20 seconds (about the same time as it takes to sing Happy Birthday)
- Rinse well and dry hands thoroughly, the following examples are considered thorough:
  - 20 seconds by paper towel (2 towels 10 seconds on each towel)
  - 20 seconds by clean roller towel
  - 45 seconds by air dryer

- 10 seconds by towel followed by 20 seconds by air dryer

*Times when hands should be washed:*

- After coughing or sneezing (when the hands have been used to cover the mouth or nose)
- After using the toilet or after handling animals
- Before, during and after the preparation of food
- When hands are dirty
- More often if someone is sick

### **Rationale & Tips:**

#### *Liquid Soap*

- Lowers the likelihood of the transfer of infection from person to person.
- Wall mounted dispensers are preferable to hand held dispensers.
- Pump action dispensers help reduce soap wastage.
- Research the best soap and dispenser deal, getting a free dispenser from a supplier might be a good option, but beware of deals that lock you into higher priced bulk soap.

#### *Paper Towels*

- Lower the likelihood of the transfer of infection from person to person.
- To make these more economical, half-sized paper towels are available that can be used with standard dispensers.
- Research the best towel and dispenser deal.

#### *Roller Towels*

- Ensure these are the type that roll and retract once used to avoid spread of infection.
- Younger students may find these difficult to use.

#### *Air Dryers*

- Hands must be dried thoroughly to stop the spread of infection (takes approx 45 seconds).
- Younger students may find air dryers frightening to use.

#### *Warm Water*

- Warm water is preferable to cold water.
- Providing warm water improves compliance of people washing their hands at all. What proportion of students will put their hands under ice-cold water in the winter?
- If warm water is supplied, it must not exceed a temperature of 40°C.

# APPENDIX A

## TEMPLATE NOTICES FOR DISPLAY

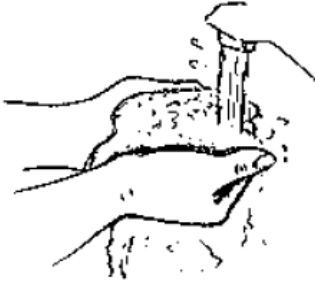
## **PROTECTING YOURSELF AND OTHERS AGAINST RESPIRATORY ILLNESS**

**HANDWASHING IS THE MOST IMPORTANT THING YOU  
CAN DO TO PROTECT YOURSELF**

- Cover your nose and mouth when coughing or sneezing
- Use a tissue and dispose of this once used
- Always wash hands after coughing and sneezing or disposing of tissues
- Keep your hands away from your mouth, nose and eyes.
- Avoid contact with individuals at risk (eg, people with underlying or chronic illnesses such as immune suppression or lung disease) until the influenza-like symptoms have resolved.
- Avoid contact with people who have influenza-like symptoms.
- Ask students to use a tissue and cover their nose and mouth when coughing or sneezing and to wash and dry their hands afterwards.

## Hand Hygiene with Soap and Water

**1. Remove jewelry.**  
Wet hands with warm water



**2. Add soap to palms**



**3. Rub hands together to create a lather**



**4. Cover all surfaces of the hands and fingers**



**5. Clean knuckles, back of hands and fingers**



**6. Clean the space between the thumb and index finger**



**7. Work the finger tips into the palms to clean under the nails**



**8. Rinse well under warm running water**



**9. Dry with a single-use towel and then use towel to turn off the tap**



**Minimum wash time 10-20 seconds.**

## Hand Hygiene with Alcohol-based Hand Sanitizer

**1. Remove jewelry. Apply enough product to open palms.\*\***



**2. Rub hands together palms to palms**



**3. Rub in between and around fingers**



**4. Cover all surfaces of the hands and fingers**



**5. Rub backs of hands and fingers. Rub each thumb.**



**6. Rub fingertips of each hand in opposite palm**



**7. Keep rubbing until hands are dry.**

**\*\*The volume required to be effective varies from product to product. Enough product to keep hands moist for 15 seconds should be applied.**

Do not use these products with water. Do not use paper towels to dry hands.

**Note: Wash hands with soap and water if hands are visibly dirty or contaminated with blood or other body fluids. Certain manufacturers recommend washing hands with soap and water after 5-10 applications of gel.**



ii) Restricted Access Notices

**SELWYN COLLEGE**

**NO ENTRY**

**RESTRICTED  
AREA**

**AUTHORISED PERSONNEL  
ONLY**

**NO ENTRY**

**RESTRICTED ACCESS ONLY**

**ISOLATION  
AREA**

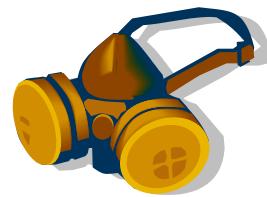
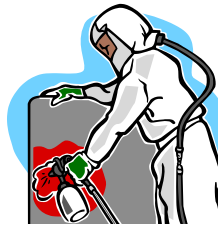
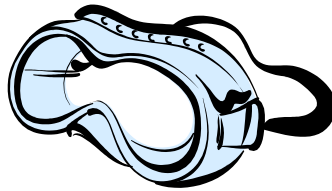
**PLEASE KEEP DOORS CLOSED**



***BIOHAZARD***

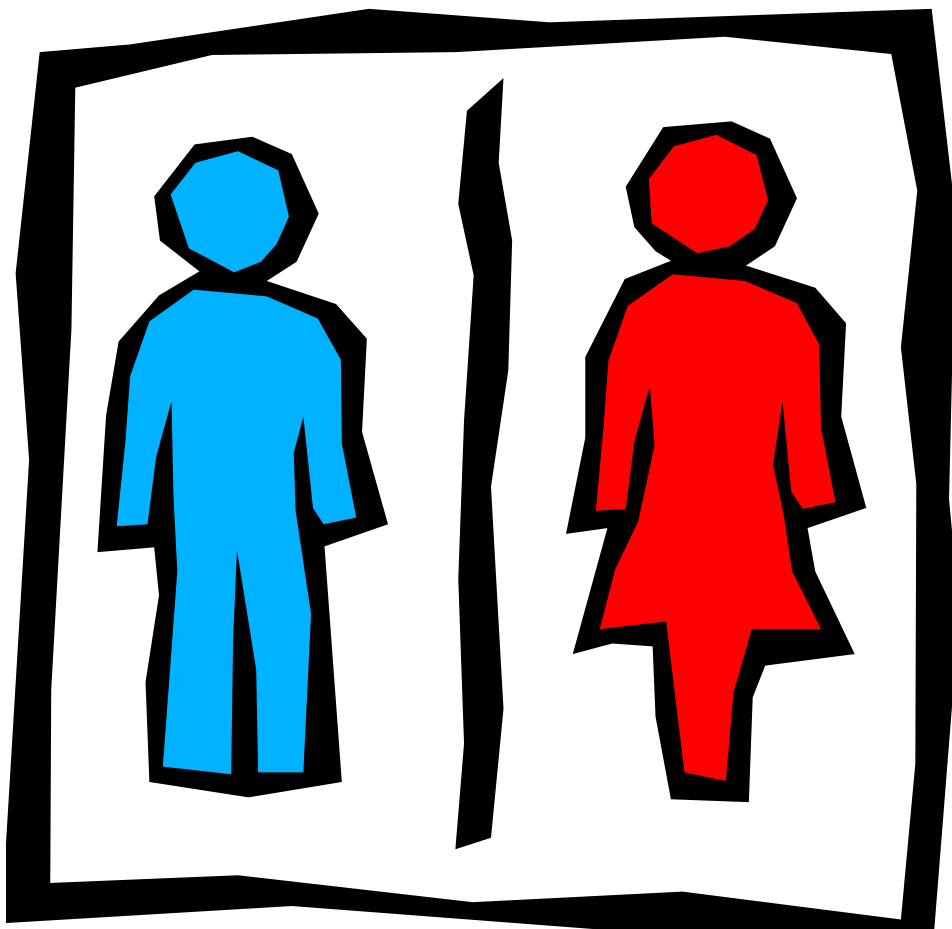
# NO ENTRY

## INFECTIOUS WASTE



# **SELWYN COLLEGE**

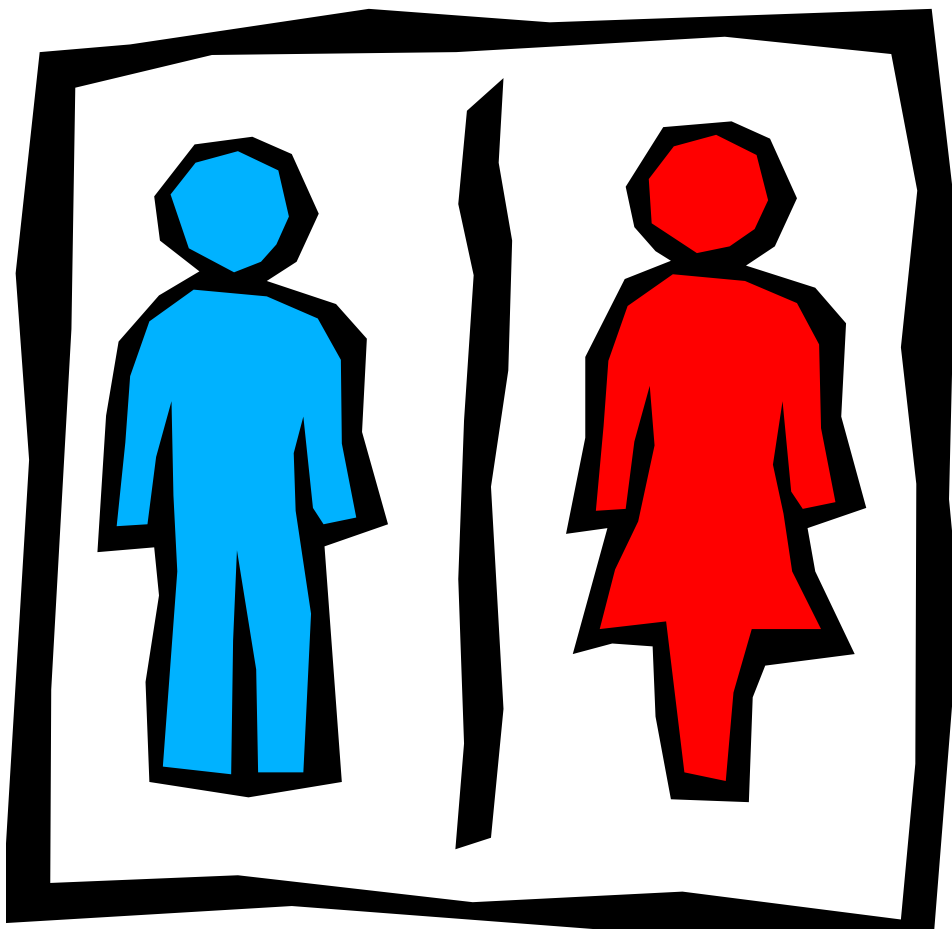
## **GENERAL USE**



**GENERAL  
RESIDENTIAL USE**

# **SELWYN COLLEGE**

## **RESTRICTED AREA**



**INFECTED RESIDENT**  
**USE ONLY**

### iii) Notifications

*For placement on floors and in individual buildings*

# INFLUENZA NOTIFICATION FOR ALL RESIDENTS

Influenza is a contagious disease.

There is currently an increase in the numbers of people in New Zealand with influenza.

To prevent the spread of influenza within Selwyn College, you **must advise staff** if you have any of the following flu symptoms:

- chills, shivering and a fever
- onset of muscle aches and pains
- sore throat
- dry cough
- trouble breathing
- sneezing
- stuffy or runny nose
- tiredness

*For placement at all entry points into the College*

# **SELWYN COLLEGE CLOSURE**

**DUE TO THE INFLUENZA PANDEMIC THE COLLEGE IS  
CLOSED UNTIL FURTHER NOTICE**

## **DO NOT ENTER**

**FOR ALL ENQUIRIES:**

Phone: (03) 477 3326

Email: [admin.selwyn@otago.ac.nz](mailto:admin.selwyn@otago.ac.nz)

[warden.selwyn@otago.ac.nz](mailto:warden.selwyn@otago.ac.nz)

# **APPENDIX B**

## **Supplies and Protective Equipment**



## Supplies and Protective Equipment

Below is a list of supplies and protective equipment Selwyn College will hold onsite, in preparation for a potential pandemic crisis.

Supplies are expected to last TWO WEEKS.

The supplies are to be held in the storage room within the Study Centre. An inventory of stock will be kept with the supplies, including a proposed rotation for that reaching its expiry date.

SUPPLY	QUANTITY
Paper Towels - disposable	20 packs
Sick Bowls - disposable	30
Bin Bag liners (pink) – disposable	200
Bin Bag liners (black) – disposable	60
Multipurpose wipes (anti bacterial)	80 (x1 bag)
Hygiene cloths (yellow)	40 (x4 packs)
Hygiene cloths (blue)	20 (x2 packs)
Hygiene cloths (pink)	20 (x2 packs)
Hygiene cloths (green)	20 (x2 packs)
Overalls (x1 L; x2 XL; x1 XXL)	4
Hand sanitiser (gel)	2Lts
Toilet sanitiser (clean bowl)	6Lts (1x1L; 1x5L)
Disinfectant (antibacterial)	6Lts (1x1L; 1x5L)
Bleach	2Lts
Gloves – disposable	300 (x3 boxes)
Hand soap	5Lts
Soap – hand sump	2 bottles
Soap - cake	6 bags
Masks – disposable	150 (x1 bag; x1 box)

Hats / Hair net - disposable	25 (x5 bags)
Buckets	6
Safety glasses	1
Tissues	12 (boxes)
Aprons - disposable	100
Panadol	4 boxes
Supa-sorb (absorbent powder)	1
Paper bags	30

# **APPENDIX C**

## **CATERING (KITCHEN) GENERAL DISASTER PLAN**

# SELWYN COLLEGE CATERING (KITCHEN) GENERAL DISASTER PLAN

AUGUST 2016/ **UPDATED** MAY 2017

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## 1. INTRODUCTION

In times of emergencies or disasters, food is essential to sustain life, counteract shock, raise morale and provide energy under stressful conditions.

There are many variables to an emergency, so this plan is structured by taking into account the following obstacles potentially caused by a pandemic, fire or one of several adverse weather conditions.

- No electricity and/or Gas resulting in kitchen appliances being inoperable and/or limited use of kitchen appliances
  - No Mains Water
  - Minimal/Zero Food deliveries
  - Minimal staff
- ❖ The goal is to cater for 100% occupancy for 3 days for 200 people (students & staff included).

## 2. Obstacles and Contingencies

- **No Electricity/Gas resulting in kitchen appliances being inoperable and/or limited use of kitchen appliances**  
In the event of a power outage, the kitchen would only be able to utilize the gas stove range and gas fryer due to the installation of a bypass valve that is to be switched on in such an event. However, the College also has 2 BBQ's and 5 Gas bottles that can also be used for cooking and heating if required.
- **No Mains Water**  
The college can use the hot water that is still available in the pipes; however this water will become tepid quite quickly. Therefore 2 x 20L drums of tap water will be stored for washing & cleaning and can be heated for such purposes. 212 x 1.5L Bottled water will be stockpiled for drinking purposes of which 12 x 1.5L water will be used by the kitchen for cooking purposes.
- **Minimal/Zero Food deliveries**  
Dry Goods & Frozen foods as per the disaster menu will be in stock with quantities sufficient for 200 people for 3 days in a managed situation.
- **Minimal staff**  
Staff will want to take care of their domestic situation first, however all staff are encouraged to return to work for their normal working hours as soon as they are able.
  - An up to date staff telephone list is available in the kitchen at all times, and each staff member will be issued with a hard copy which will enable "staff group texting".
  - All staff is trained in the kitchen Emergency Preparedness Plan and has a clear understanding of their roles and responsibilities.
  - **Adverse weather:** following is an updated table with staff information and their likelihood of attending work in the event of severe weather conditions, which is also based on previous snow day experience.

Name & Position	Suburb	Transport Method	Able to attend work
Catering Manager – Richard Davey	Port Chalmers	Car	Yes
Day Chef - Andrew Robinson	Wakari	Car/Bicycle	No
Evening Chef – George Melrose	Green Island	Car	No
Chef – Julia Jamieson	Dunedin Central	Walking	Yes
Allan White - Prep Assistant	Mornington	Car	No
Trish Kyle - Kitchen Assistant	Halfway Bush	Car	Maybe

- All/most of the kitchen hands live within 5 minutes walking distance from Selwyn College. If they are unable to attend a shift they are responsible for organizing their own cover. The full time kitchen hand resides on Dundas Street and will be responsible for opening the kitchen & setting up breakfast on a snow day when management & chef could be potentially late to work.
- **Pandemic Plan:** if staff absences drop below 3 which is the minimum requirement to keep essential sectors of the kitchen running, the Catering manager will make the decision to shut down activity when absence rates threaten safe business continuity.

#### CONTINUITY PLANNING

- *Identification of essential business activities, including the core people & skills to keep them running, & ensuring that these are backed up with alternative arrangements.*
- *Mitigation of business disruptions, including possible shortages of supplies.*
- *Minimizing illness in workers and students – in the event of a pandemic.*

### 3. ESSENTIAL BUSINESS ACTIVITIES

How will essential business activities be maintained?

#### 3.1. IDENTIFICATION OF CORE PEOPLE & CORE SKILLS

- ❖ The essential part of the business is the preparation, cooking & service of food to the students & effective cleaning of kitchen & equipment used in doing so. Critical staff numbers & skills required to keep essential sectors of the kitchen running, has been identified as a minimum of 3.
- ❖ The core people required to keep the business running is one member of management, one chef and a kitchen assistant/kitchen hand that can serve and clean. A member of kitchen management will supervise all kitchen staff, organize the kitchen, oversee efficient organization of stock and ensure proper sanitation and safety standards.

- ❖ **Pandemic Plan:** Illness amongst staff & students will be minimized through the implementation of the following strategies:
  - Restriction of workplace entry to those with illness symptoms and managing those who become ill at work.
  - Practising good personal hygiene and workplace cleaning habits.
  - Increasing social distancing – congregate dining not allowed
  - Providing personal protective equipment such as masks, gloves and disposable coveralls – especially when designated staff member is to deliver food to sick residents within the quarantined area of the college.

## 3.2. SUPPLIERS

- ❖ Shortages of supplies may occur if disaster or illnesses are nationwide due to increased demand or disruptions in transportation systems or even the inability of suppliers to meet demands because of their own staff shortages.
- ❖ Therefore, the kitchen disaster plan considers the need for ensuring adequate availability of essential supplies such as emergency food and drink stocks and a higher demand for non-consumable goods & cleaning supplies which will be stored in bulk.
- ❖ **Adverse weather:** Based on past experience, most suppliers are able to deliver later in the day, thus the main concern is the lunch meal service, for which frozen pizzas are available as a quick and easy solution.

## 3.3. DISASTER FOOD REQUIREMENTS

- ❖ Selwyn College kitchen will stock up on basic supplies at the start of the year & top up at the start of the winter season. Items will be replenished annually and if no event occurred, stocks will be incorporated into the menu at the end of the winter season.
- ❖ Fridges & Freezers will remain locked at all times, and only opened once or twice a day when a complete list is available of items to be issued. This will ensure freezer stocks lasting approximately 2-4 days thawing in this managed situation.  
Refrigeration stock is estimated to last 1-2 days in a managed situation. A chest freezer will be used to store the readymade food/meals separately.
- ❖ Perishable foods in stock will be used first, followed by refrigerated and then frozen goods such as: fresh milk (stock holding is 2 days) and bread, fresh fruit & vegetables and fresh meat & chicken products (when available).
- ❖ The disaster menu specifies quantities per person and is based on the limitation to storage space at the College. Therefore strict portion control is required and each student will be limited to one serving at each meal.
- ❖ High risk items pulled from the fridges and/or freezer will be temperature checked and only cooked if deemed safe by a member of kitchen management/chef.

The critical temperatures are:

High Risk Item	Acceptable Temperature	Rejection Temperature
Meat, Poultry and Fish	Below 6C	7C
Dairy Products	Below 8C	9C

- ❖ Hot food temperatures will be checked with a temperature probe. Foods will be reheated to an internal temperature of 75C or higher and kept hot at 65C or above for no longer than 2 hours.
- ❖ Cold food will be temperature probed as well and kept below 4C as the danger zone is between 4-5C for longer than 1 hour.
- ❖ Any leftover food after a meal will be discarded.

### 3.4. DISASTER STOCK QUANTITIES

Meal	Amount per Person	Stock Amount
<b>Breakfast</b>		
Breakfast Cereal(3)	100g per person	60kg total of each & 20kg per day
Tinned Fruit – Assorted(3)	50g per person	9x10 tins total & 3 tins per day
<b>Lunch</b>		
Bread(freezer)	2 slices per person	21 Loaves
Soup pre mix	200ml per person	2 Tubs
Breadrolls(freezer)	1 ea	200 total
Sliced Cheese	1 slice per person(136g)	2.4kg
Corn Chips	50g per person	10kg total & 7x1.5kg bags
Baking - Biscuits	1 ea	200 portions
PCU Margarine	2x 10g per person x2	800p total & 8 trays
<b>Dinner</b>		
Pizza slabs	1slice per person	17 slabs & 5 boxes
Rice	68gm raw equals 205gm cooked	13.6 kg raw
Frozen Veges – Mixed Veg	80g	16kg
Instant Mousse Mix	10g raw equals 50g mousse	1.9kg tub
Instant Mashed potato	150g per person	6.25 kg total & 1.7 boxes(1box = 4kg)
Pork Schnitzel	1 ea	90 total & 3 boxes
Chicken Schnitzel	1 ea	10x1kg total = 100p
Vegetarian patties	1 ea	20 portions
Gravy Powder	5g = 50ml	1kg equals 10L
Frozen Veges	80g	16kg
Baking - Slice	1ea	200p
Bread(freezer)	2 slices per person	21 Loaves
Spaghetti - Canned	100g per person/88p	10kg total & 4x10 tins
Baked Beans - Canned	100g per person/88p	10kg total & 4x10 tins
Tinned Fruit	50g	10kg total & 4x10 tins
<b>Beverages</b>		
Bottled Water	1.5L per person	318L total & 200x1.5L bottles for students 12x 1.5L for kitchen use(food preparation)
<b>Water Drums 2 x 20L</b>		
Orange Juice – Boxed This can be watered down to make it stretch even further	200ml per person per day x3	<b>Cleaning</b> 40L total and 4 boxes per day 120L total and 12 boxes
<b>Non Consumables</b>		
Plastic Forks	2 per person per day	400 total & 4 pkt
Plastic Knives	2 per person per day	400 total & 4 pkt
Plastic Spoons	2 per person per day	400 total & 4 pkt
Plastic Teaspoons	2 per person per day	400 total & 4 pkt
Plastic Plates	2 per person per day	400 total & 8pkt(50 per pkt)
Plastic bowls	2 per person per day	400 total & 8pkt(50 per pkt)
Disposable Cups	3 per person per day	1800 total & 2box(100 per box)
Serviettes	3 per person per day	1800 total & 9 pkt(200 per pkt)
Rubbish Bags		1box(100 bags per box)
Disposable Gloves		3 box(100 gloves per box)S+M+L
Dishwashing Detergent	20ml per 5L water	1 x 5L bottle
Sanitizer	20ml per 5L water	1 x 5L bottle
Instant Hand Sanitizer	15ml per student per day	8 x500ml bottles for students 2 x 500ml bottles for staff

### 3.5. DISASTER FOOD MENU

Day 1	Breakfast	Lunch	Dinner
	Cereal Milk Fruit tinned	Breadrolls Sliced Cheese Biscuits	Fresh produce used up Rice Mixed Vegetables Instant Mousse
Day 2	Cereal Milk Fruit Tinned	Soup Freezer Meals	Pizza Frozen veg or salad out of remaining fresh stock Baking - Slice
Day 3	Cereal Milk Fruit Tinned	Soup Bread	Spaghetti/Baked Beans Bread Toasted Slice from freezer

**Note:**

- ✓ Kitchen management will use the Jamix system to immediately compile & finalize fixed menus. Or See Recipe Folder with print outs.

### 3.6. KITCHEN OPERATIONS

- ❖ Chefs will be responsible for cooking and/or reheating food on the Gas stove or BBQ's.
- ❖ Hot Food will be kept hot in the Cambro containers.
- ❖ Cold Food will be kept cold by using ice packs and/or Cambro container with ice packs.
- ❖ Kitchen assistants and/or kitchen cleaner will be responsible for serving of food whilst adhering to strict portion control. They will also be responsible for dishwashing & cleaning.
- ❖ Staff will wear protective gloves and use instant hand sanitizer throughout the day.
- ❖ Water drums can be used for water for cooking & cleaning. Bottled water is only for drinking purposes. There is 18L extra bottled water for kitchen use. 2 x 20L water drums are also available for cleaning purposes.
- ❖ Only food preparation & cooking equipment & utensils will be manually washed as disposable cutlery and crockery are used for eating purposes.

### 3.7. GENERAL DISASTER KIT

The following items will also be available in the Disaster kit for general purposes:

- ❖ Flashlight & Batteries
- ❖ Head lights for kitchen staff
- ❖ First Aid Kit
- ❖ 3 Extra Gas Bottles
- ❖ Disposable face masks and coveralls
- ❖ Medicines for fever such as Panadol
- ❖ Tissues & Hand towels
- ❖ Garbage bags



# **APPENDIX D**

## **EMERGENCY RESPONSE TEMPLATES**

## Emergency Control Organisation

<b>INCIDENT CONTROLLER</b> Name: _____			
<b>Planning</b> • Student Issues • Staff Issues  Name: _____	<b>Communications</b> Name: _____	<b>Operations</b> Name: _____	<b>Logistics</b> Name: _____

Team:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

---

Commenced: Date: \_\_\_\_\_  
 Time: \_\_\_\_\_

---

Changeover Date: \_\_\_\_\_  
 Time: \_\_\_\_\_

---

## SITEREP UPDATE

Date:		<u>Situation:</u> What, when, where, impact, people involved																											
Time:																													
N°___ of N°___																													
<b>Risk &amp; Exposure (Assessment)</b>		<u>Implications:</u>																											
<table border="1" style="border-collapse: collapse; text-align: center; margin: 0 auto;"> <tr><td>Med</td><td>High</td><td>High</td><td>Extreme</td><td>Extreme</td></tr> <tr><td>Med</td><td>Med</td><td>High</td><td>High</td><td>Extreme</td></tr> <tr><td>Low</td><td>Med</td><td>Med</td><td>High</td><td>High</td></tr> <tr><td>Low</td><td>Low</td><td>Med</td><td>Med</td><td>High</td></tr> <tr><td>Low</td><td>Low</td><td>Low</td><td>Med</td><td>Med</td></tr> </table>		Med	High	High	Extreme	Extreme	Med	Med	High	High	Extreme	Low	Med	Med	High	High	Low	Low	Med	Med	High	Low	Low	Low	Med	Med			
Med	High	High	Extreme	Extreme																									
Med	Med	High	High	Extreme																									
Low	Med	Med	High	High																									
Low	Low	Med	Med	High																									
Low	Low	Low	Med	Med																									
		<u>Actions Taken:</u>	<u>Resourcing:</u>																										

## OBJECTIVES AND TASKS BOARD

[illegible]

## VICTIM INFORMATION SHEET

#	Name	Status			Injury		Location			Next of Kin Details to Police
		Staff	Student	International	Details	Deceased*	Home	Hospital (Name)	Morgue	

\*In the case of deaths, the Police are required to notify the Next of Kin

## BRIEFINGS

### Initial team brief

The first meeting should be held as soon as possible after the team has been activated. This meeting aims to ensure team members understand the situation and initial objectives as directed by the Incident Controller (IC).

STEP	✓ ELEMENTS
What has happened	<input type="checkbox"/> Provide known facts of the situation. What has occurred? <input type="checkbox"/> Nature of incident / issue <input type="checkbox"/> Resources and assets activated <input type="checkbox"/> Current level of site response <input type="checkbox"/> Containment of incident <input type="checkbox"/> Activities planned <input type="checkbox"/> What assistance is required <input type="checkbox"/> Who was involved? <input type="checkbox"/> Where has the incident occurred? <input type="checkbox"/> Which site and specifically where within the site? <input type="checkbox"/> When did the incident occur? <input type="checkbox"/> Why did the incident occur? <input type="checkbox"/> Initial indications of the cause? <input type="checkbox"/> Does this threat still remain?
Determine team structure	<input type="checkbox"/> Assign people to roles <input type="checkbox"/> Allocate alternates as required <input type="checkbox"/> Scribe record team structure
Determine objective	<input type="checkbox"/> Develop and record the objective
Identify initial tasks	<input type="checkbox"/> Assign initial tasks and delivery timeframes
Resources	<input type="checkbox"/> Currently committed to the incident <input type="checkbox"/> Additional resources required
Questions	<input type="checkbox"/> Confirmatory questions for the meeting
Timings	<input type="checkbox"/> Known reporting and compliance timings <input type="checkbox"/> Proposed initial response activity timeline <input type="checkbox"/> Next meeting (date, time, location)

## Update brief agenda

This brief provided the framework for each SIMT meeting.

Focus	Element	Who
What has changed: (Consider how the situation has changed since the last report)	Update on incident/issue	Incident Controller (IC)
What's been done: (Consider personnel, assets, environment, business continuity and reputation)	Actions over preceding period from the incident scene (Controller update)	Incident Controller (IC)
What's going to be done? (Consider personnel, assets, environmental, business continuity and reputation)	Activities planned at the incident scene	Incident Controller (IC)
Critical issues	Identify critical issues  Prioritise issues  Allocated tasks	All  Incident Controller (IC) Incident Controller (IC)
Information required	Identify information requirements  Plan information acquisition and allocate tasks	All  Incident Controller (IC)