



**KAWERAU DISTRICT COUNCIL**  
**PANDEMIC PLAN**

**MAY 2011**

# Kawerau District Council Pandemic Plan

## TABLE OF CONTENTS

<b>1.0</b>	<b>Background</b>	<b>3</b>
<b>2.0</b>	<b>Definitions</b>	<b>3</b>
<b>3.0</b>	<b>Scope</b>	<b>4</b>
<b>4.0</b>	<b>Introduction</b>	<b>4</b>
<b>5.0</b>	<b>Assumptions</b>	<b>4</b>
<b>6.0</b>	<b>Kawerau District Council Pandemic Team</b>	<b>5</b>
<b>7.0</b>	<b>Plan</b>	<b>5</b>
7.1	Pandemic Influenza - Overview	5
7.2	Maintain Essential Services	5
7.3	Raise Awareness of Pandemic Planning	6
7.4	Infection Control Plan	6
7.5	Staff Management	7
7.6	Pandemic Sick Leave	7
7.8	Financial impact	7
7.9	Suppliers	8
7.10	Anti-Viral and Vaccination Priorities	8

# **Kawerau District Council Pandemic Plan**

## **1.0 BACKGROUND**

A pandemic is a worldwide outbreak of an infectious disease.

In the last century, there were three episodes of pandemic influenza, all of which had a significant worldwide impact. Should a pandemic occur, the main aim nationally will be to exclude, block, suppress, delay and obstruct the spread of pandemic influenza until the population can be protected by vaccination. To achieve this, given the high rates of infection expected during a pandemic 'flu, all except the seriously ill will need to be cared for at home.

An influenza pandemic could happen at any time. The most important thing is for New Zealanders to be prepared (refer to Ministry of Health (MoH) and Bay of Plenty (BOP) and Lakes District Health Boards (DHBs) websites for the most up to date information, contact information and their pandemic plans).

Over recent years, a number of countries throughout the world including Azerbaijan, Cambodia, China, Djibouti, Egypt, Indonesia, Iraq, Thailand, Turkey and Vietnam have, or are experiencing outbreaks of Avian Influenza (bird flu) affecting mainly poultry. As of 8 September 2006, there have been 244 confirmed cases of bird flu in humans, with 143 deaths reported to the World Health Organisation (WHO) since December 2003.

The WHO has been concerned that an avian influenza virus and a human influenza virus might mix, or the avian flu virus could change in another way, resulting in a new strain of influenza virus that can be easily passed from person to person.

The Bay of Plenty and Lakes DHBs have been actively engaged in planning for a potential pandemic.

Most recently, an outbreak of Swine Influenza (swine flu) emanating in Mexico and subsequently spreading into the United States has become a more immediate and pressing concern for the WHO. In excess of 150 deaths in Mexico have been attributed to the virus (April 2009).

Late in April 2009, travellers returning to New Zealand from Mexico displayed flu-like symptoms prompting the Ministry of Health to move to a yellow (standby) alert response phase. Subsequent testing has resulted in a number of people returning positive swine flu results.

The events of April 2009 have prompted an immediate update of the Kawerau District Council Pandemic Plan.

# Kawerau District Council Pandemic Plan

## 2.0 DEFINITIONS

Alert Codes:

Phase	Example Situation	Alert Code
Information	Confirmation of EID-related emergency outside New Zealand	White
Standby	Possible EID-related emergency in New Zealand – imported cases without local transmission	Yellow
Activation	EID-related emergency in New Zealand – many imported cases and/or local transmission, outbreak or epidemic	Red
Stand-down	End of outbreak, epidemic or emergency – services returning to normal	Green

KDC: Kawerau District Council  
DHB: District Health Board  
MoH: Ministry of Health  
CDEM: Civil Defence Emergency Management

## 3.0 SCOPE

The following is the Kawerau District Council (KDC) pandemic plan. It includes staff management and a plan for the continuation of key services to be provided by in the event of a pandemic influenza.

## 4.0 INTRODUCTION

A pandemic will affect council business, staff and customers – just how much will depend on the severity of the pandemic. Health experts (e.g. the WHO) tell us it's a matter of when, not if, a pandemic occurs.

This document needs to be read in conjunction with the Pandemic Planning Guide Reporting Template, Bay of Plenty Group and Kawerau Civil Defence Emergency Management Plans (CDEM), Lakes and Bay of Plenty (BOP) District Health Board (DHB) Pandemic Plans, and the Lakes and BOP DHB CDEM Plans.

This document identifies key areas for consideration by KDC to plan for in the event of a pandemic influenza. The nature and course of a pandemic is unknown; the potential could be catastrophic nationally.

This plan will be revisited annually as part of the annual CDEM review process.

# Kawerau District Council Pandemic Plan

Key website links:

- [www.who.int](http://www.who.int) (World Health Organisation)
- [www.moh.govt.nz](http://www.moh.govt.nz) (Ministry of Health)
- [www.dol.govt.nz](http://www.dol.govt.nz) (Department of Labour)
- [www.med.govt.nz](http://www.med.govt.nz) (Ministry of Economic Development)
- [www.civildefence.govt.nz](http://www.civildefence.govt.nz) (Civil Defence)
- [www.mfat.govt.nz](http://www.mfat.govt.nz) (Ministry of Foreign Affairs)
- [www.homebizbuzz.co.nz](http://www.homebizbuzz.co.nz) (Information for businesses)
- [www.bopdhb.govt.nz](http://www.bopdhb.govt.nz) (BOP DHB)

## 5.0 ASSUMPTIONS

Pandemic Assumptions for 'Influenza Like Illness' only - based on information from the 1918 pandemic - BOP DHB modelling (these figures are expected outcomes over and above current illness due to non 'Influenza Like Illness'):

Kawerau – population approximately 7000

- 2800 people ill in 8-week period (40% of the population)
- 700 people requiring hospital level care in 8 week period (10% of the population)
- 700 people dead in 8-week period (10% of the population)
- 350 people ill in an average week
- 50 people ill in an average day
- 896 people ill in the worst week
- 128 people ill in the worst day

(NB: These figures are expected outcomes over and above current illness due to non 'Influenza Like Illness')

KDC has approximately 50 staff. It is expected, as per the above MoH and BOP Public Health pandemic modelling and assumptions, that 40% of the KDC staff will develop 'influenza like illness' during an 8-week period, possibly on sick leave for up to 2 weeks. It is also expected that staff will also require leave to look after family members during that time.

Pandemic assumptions for Kawerau District Council during an 8-week period:

- 20 people will be ill in 8-week period (40% of council staff)
- 5 people will die in 8-week period (10% of council staff)
- 3 people will be ill in an average week
- 6 people will be ill in the worst week

## 6.0 KAWERAU DISTRICT COUNCIL PANDEMIC TEAM

Manager, Regulatory & Planning  
Environmental Health Officer  
Engineering Officer

Civil Defence Officer  
Parks & Reserves Officer

Additional staff may be seconded from time to time as specific organisational needs may determine.

# Kawerau District Council Pandemic Plan

## 7.0 PLAN

### 7.1 Pandemic Influenza – Overview

- BOP DHB
  - KDC will meet regularly with BOP and Lakes DHBs in the development of both their regional CDEM and pandemic plans.
  - KDC Pandemic Team will meet three-monthly to monitor and update this pandemic plan. When a code yellow or red alert status is in place, the Team will meet as and when required.
- BOP Pandemic and Emergency Plans Web page references:
  - <http://www.bopdhb.govt.nz/EmergencyManagement/PDF/Plan/BOPDHBLakesOperationalPandemicPlan-Draft15a.pdf>
  - <http://www.bopdhb.govt.nz/EmergencyManagement/PandemicUpdates.asp>
  - <http://www.bopdhb.govt.nz/EmergencyManagement/PDF/Emergency%20-%20Business%20Continuity%20Plan.pdf>
- Relevant MoH Web Pages:
  - <http://www.moh.govt.nz/pandemicinfluenza>
  - <http://www.moh.govt.nz/moh.nsf/indexmh/pandemicinfluenza-resources>
- Other relevant Websites:
  - <http://www.dol.govt.nz/initiatives/workplace/pandemic/index.asp>
  - <http://www.govt.nz/record?recordid=28127>
  - [http://www.med.govt.nz/templates/ContentTopicSummary\\_14451.aspx](http://www.med.govt.nz/templates/ContentTopicSummary_14451.aspx)

### 7.2 Maintain Essential Services

Water Supply

Waste Water Management

- Maintenance of essential services are fully discussed in the KDC CDEM plan, see:
  - Kawerau District Council CDEM Evacuation Plan 2011 Z:\2011\01\CIVIL DEFENCE\KDC Pandemic Plan Update May2011.doc
  - Kawerau District Community Disaster Recovery Plan 2011 Z:\2011\01\CIVIL DEFENCE\Community Disaster Recovery Plan2011.doc
  - Kawerau District Council Business Disaster Recovery Plan 2011 Z:\2011\01\CIVIL DEFENCE\Business Disaster Recovery Plan2011.doc

# Kawerau District Council Pandemic Plan

- The major risk to maintaining essential services is losing electricity supply – essential services can be operated without power for a limited time.
  - Water Supply – water can be collected manually by the community from the supply site if electricity is not available to pump water to the community and milk tankers are not able to deliver water to the community.
  - Waste Water Management – the sewerage system is able to operate for up to 2 weeks without electricity. Sewage can be treated and held until electricity supply is restored.
  - Solid Waste Management is a contracted service. If this service is unable to be supplied, the community message will be for households to burn as much rubbish as possible. Recycling will be suspended. A central disposal site will be identified for local rubbish.
  - On the announcement of a code red alert (see page 3) and/or following a directive from the BOP Medical Officer of Health to avoid gathering of people, all KDC community facilities will be closed to the public i.e. the library, swimming pool, KDC halls and reserves etc.

## 7.3 Raise Awareness of Pandemic Planning

### KDC Communication

- KDC will continue discussions with the BOP Medical Officer of Health and the BOP DHB Pandemic planning team regarding pandemic planning, holding public meetings with BOP Medical Officer of Health from time to time to raise awareness and business community planning.
- Awareness regarding pandemic issues is raised with KDC Elected Members through updates on the CDEM and with Staff through Health and Safety (H&S) Team on an annual basis. Updated messages from BOP DHB are circulated to all staff.

## 7.4 Infection Control Plan

- The KDC Infection Control Policy:
  - KDC stocks 6 weeks' supply of cleaning products – sodium hypochlorite (chlorine), liquid soap, paper towels and hand washing gels.
  - Hand washing gels are provided for staff who do not have access to hand washing facilities currently - this will be increased during a pandemic.
  - Staff are educated annually through the H&S programme on good hand washing practices.
  - Influenza vaccinations will continue to be made available annually to KDC staff at no cost.

# Kawerau District Council Pandemic Plan

- Following the announcement of a code red alert by the Medical Officer of Health, BOP DHB:
  - Staff will be educated on influenza prevention strategies as per the MOH and BOP DHB website information.
  - Education will be provided on social distancing, hand washing and surface cleaning.
  - Social distancing will be practised at all times.
  - All staff meetings will be discouraged except to discuss issues essential to providing the essential services.
  - Posters and pamphlets will be downloaded from the MoH website and made available to staff.
  - Perspex screen will be used at the customer service desk (perspex available from hardware stores).
  - Masks and gloves are not necessary for council staff, the availability of these products will be limited nationally – staff will be encouraged as per best practice to use infection control guidelines as per the BOP DHB website.
- Relevant websites:
  - [http://www.med.govt.nz/templates/MultipageDocumentPage\\_\\_\\_\\_\\_14527.aspx](http://www.med.govt.nz/templates/MultipageDocumentPage_____14527.aspx)
  - [http://www.med.govt.nz/templates/MultipageDocumentPage\\_\\_\\_\\_\\_14496.aspx](http://www.med.govt.nz/templates/MultipageDocumentPage_____14496.aspx)
  - [http://www.med.govt.nz/templates/MultipageDocumentPage\\_\\_\\_\\_\\_14500.aspx](http://www.med.govt.nz/templates/MultipageDocumentPage_____14500.aspx)
  - <http://www.moh.govt.nz/moh.nsf/indexmh/pandemicinfluenza-resources-posters#staffroomposter>
  - <http://www.med.govt.nz>
  - <http://www.dol.govt.nz/initiatives/workplace/pandemic/reduce-spread.asp>

## 7.5 Staff Management

KDC Staff Policy – to provide a safe and healthy workplace. Following the announcement of a code yellow alert by the Medical Officer of Health, BOP DHB:

- Staff will be educated on influenza prevention strategies as per the MOH website eg. <http://www.dol.govt.nz/initiatives/workplace/pandemic/index.asp>
- All staff meetings will be discouraged unless the meeting is to ensure the viability in the provision of essential services – social distancing will be practised.
- Education on social distancing, hand washing and surface cleaning will be provided.
- Posters and pamphlets on ‘influenza like illness’ will be downloaded from MoH and BOP DHB websites and made available to staff.



# Kawerau District Council Pandemic Plan

- Perspex screen will be used at the customer service desk (perspex available from hardware stores).
- Masks and gloves are not necessary for council staff. The availability of these products will be limited nationally – staff will be encouraged as per best practice to use infection control, guidelines as per the BOP DHB website, unless otherwise advised by the Medical Officer of Health.
- The community will be encouraged to phone the KDC with enquiries to limit contact with staff.
- One person will operate the customer service desk and a perspex screen will be used as a barrier.
- Staff who are able to work from home will be provided with dial in access and/or data sticks will be used if telecommunication access is unavailable.

## 7.6 Sick Leave during a pandemic

KDC Pandemic Sick Leave Policy - to provide a safe and healthy workplace.

- Current contractual requirements and policies will be maintained during a pandemic.
- Staff are informed of this policy.
- KDC will work with community groups and churches to provide emotional support and counselling.
- On the announcement of a code yellow alert - staff with 'influenza like illness' will be encouraged to stay at home during a pandemic to ensure that the district council maintains a safe and healthy workplace.
- KDC remains committed, as a good Employer, to maintain a safe and healthy workplace. The Employer will make a decision regarding additional paid sick leave allowance, over and above current sick leave allowance negotiated with respective unions and employment agreements for 'influenza like illness' during code red only. KDC will encourage people with 'influenza like illness' to take sick leave to reduce the risk of exposure to other council staff and customers.
- Flexibility, redeployment and changes to current work expectations will be done in good faith to ensure ongoing viability of services.
- KDC will negotiate with unions to ensure non-essential and willing staff are able to be redeployed to essential services and to the Kawerau Community Based Assessment Centre (CBAC).
- Staff may be employed, during a pandemic, on temporary agreements to replace staff unable to work during a pandemic.

# Kawerau District Council Pandemic Plan

## 7.8 Financial impact

- Primary source of income is rates, assuming 40% of the Kawerau population is going to be directly impacted by a pandemic influenza, compromising current levels of employment.
- Assuming 40% of staff will be on sick leave during the pandemic period, other staff will require sick leave due to family illness, impacting on the current sick leave budget. KDC will decide on extra paid sick leave allowance for 'influenza related illness', as a good Employer to encourage people with 'influenza like illness' to take sick leave to reduce the risk of exposure to other council staff and customers. This cost will be supported through reduced spending due to reduced service provision during the pandemic.
- Potential economic impacts could be catastrophic depending on the nature of the pandemic which is unknown. KDC will be providing essential services only, during a pandemic, limiting planned expenditure.
- KDC will revisit its Long Term/Annual Plans in the recovery phase of the pandemic.
- It is anticipated that non-essential expenditure will be limited during the pandemic which will assist to offset unplanned costs during a pandemic.

## 7.9 Suppliers

- Key suppliers:
  - Waste management
  - Funeral services
  - Electricity
  - Telecommunication
  - IS support
  - General supplies
  - Fuel
- Alternative suppliers:
  - Waste management is a contracted service. If this service is unable to be supplied, the community message will then be to burn as much rubbish as possible. A central site will be identified for household rubbish. KDC staff will provide a limited service to collect using council trucks and delivering rubbish to the central collection area.
  - Current funeral services are required to develop pandemic plans to ensure that they continue to provide a service to Kawerau. The KDC CDEM plan identifies temporary mortuary options and an increase in cemetery land available. KDC will follow MoH guidelines and directives when these are developed.
  - Electricity: KDC can maintain essential services for a limited time of up 2 weeks.

# **Kawerau District Council Pandemic Plan**

- Telecommunications: KDC has stand alone systems which can function without phone access.
- IS support is dependent on telecommunications and will continue as long as telecommunications are maintained.
- General Supplies: KDC has enough supplies to keep essential services operating.
- Fuel: as per the Kawerau CDEM plan.

## **7.10 Anti-Viral and Vaccination Priorities**

Anti-virals will not be used as preventative treatment as per MoH directive. The MoH has a policy for the use of anti-virals - only CBACs will be able to prescribe anti-virals to people who meet criteria. A vaccination will not be able to be even developed until the Influenza virus is identified and then will not be available for human use until some time after the outbreak of a pandemic.

<http://www.moh.govt.nz/moh.nsf/0289fe904fa6958acc256ff1007291de/1184de33e7272455cc25716f000580e0?OpenDocument>

## **8.0 LIBRARY PLAN**

## **9.0 SWIMMING POOL PLAN**

## **10.0 WASTE MANAGEMENT PLAN**

## **11.0 WATER MANAGEMENT PLAN**

## **12.0 PARKS AND RESERVES PLAN**

## **13.0 CEMETERY PLAN**