

11th May 2009



Introduction to pandemic planning

Dear Parents / Caregivers

Most of you will be aware that a '**swine flu**' virus, **H1 N1**, is currently affecting small numbers of people here in New Zealand and in countries overseas . Most of the people affected by the virus have travelled overseas recently and have returned to New Zealand with flu symptoms. The current spread of the virus is not seen as a big threat to our country.

But international health experts are concerned that the virus could mutate to pass easily between humans, leading to a global pandemic.

The government is preparing plans to protect the country from a possible influenza pandemic. As part of this nation-wide planning, ECEs/Schools/TEOs have been asked to prepare their own pandemic plans.

Our Pre-school has an **emergency management plan** that covers most emergencies, such as fire and earthquake. Using resources provided by the Ministry of Education, we are now updating our emergency management plan to include plans for coping with a pandemic.

We will keep you informed as our **pandemic plan** develops. Meanwhile, you can reduce the risk of your child catching influenza by:

- Teaching your children the importance of hand washing – especially before meals and after toileting.
- Teaching your children to use a disposable tissue when coughing or sneezing.
- Keeping your children at home if they have the flu.

An important part of emergency planning is ensuring we have **up-to-date contact details** for all children and staff. Please ensure that you **complete and return the attached form**. Your personal details will not be used for any other purpose other than in the context of emergency management.

Find out more about pandemic planning on these websites: www.moh.govt.nz./influenza-a-h1n1 and www.minedu.govt.nz/goto/pandemicplanning .

If you have any questions or concerns at this stage, please contact me directly.

Yours sincerely

Penny Davy
Licensee/Manager

Contact details

Please take time to fill out this form with up-to-date contact details for you as parents/caregivers of your child (or children) at school. Please also provide two local emergency contacts of people your child knows (e.g. family/friends) who could take care of your child in an emergency:

Date: _____

Family name: _____

Name(s) of children: _____

1. Parent/caregiver: _____

Home phone: _____

Work phone: _____ **Mobile phone:** _____

2. Parent/caregiver _____

Home phone: _____

Work phone: _____ **Mobile phone:** _____

3. First emergency local contact (eg, friend or family member):

Name _____

Home phone: _____

Work phone: _____ **Mobile phone:** _____

4. Second emergency local contact (eg, friend or family member):

Name _____

Home phone: _____

Work phone: _____ **Mobile phone:** _____