



SUBJECT **Service Delivery preparations for Omicron**

DATE 13 January 2022

TO Operational personnel only

FROM Ron Devlin, Acting Deputy Chief Executive Service Delivery

STATUS Information only

Situation

- Over recent months, the Service Delivery Co-ordination Centre (SDCC) has been undertaking preparations to ensure we can continue to operate safely and effectively in the likely scenario there is widespread community transmission of the Omicron variant of COVID-19 in Aotearoa New Zealand.
- The safety of our people, their whānau and the communities we support is, of course, our top priority and, if more widespread community transmission of Omicron does occur, we'll use a range of protocols, processes and tools to minimise the risk of our people contracting or transmitting this highly contagious variant of COVID-19.
- Currently, with the support of a number of areas across Fire and Emergency, the SDCC is:
 - Working with the Ministry of Health and suppliers to secure Rapid Antigen Test kits.
 - Developing a policy, procedure and training for the use of Rapid Antigen Tests.
 - Supporting regions to further develop their business continuity plans and RAM documents.
 - Liaising with our AFAC partners to gather intelligence and lessons learned from their experiences.
 - Ensuring our planning and preparations are in line with Government policy.
- Our preparations will continue over the coming weeks and we will keep all personnel informed as the situation develops.

More information

- Information about the Government's response to minimise the risk of Omicron can be found on the [Unite Against COVID-19](#) website.
- If you are sick, stay home. Do not come to work. If you have symptoms of cold or flu, call your doctor or Healthline on 0800 358 5453.
- Keep checking the COVID-19 Portal page for the latest updates.
- If you have any questions, please talk to your manager or your Region COVID-19 Lead.

End of Notice.



SUBJECT N95 mask use, supply, and ordering
DATE 28 January 2022
TO Operational personnel only
FROM Paul Turner, National Manager Response Capability
STATUS Operational instruction

- Action**
- Only order N95 mask stock to replace what has been used for operational response.
 - Do not stockpile or order larger quantities than required as this will affect supply for other parts of the country.
 - Only use N95 masks as directed in the PPE guidance section of the SDCPF
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- Situation**
- We are currently experiencing a large number of requests from Districts for N95 masks.
 - As a result of this, stocks in our national stores are being depleted. We currently have enough stock, nationwide, to ensure that our operational staff can respond safely to incidents, so long as personnel are following PPE guidance in the SDCPF.
 - The Ministry of Health controls the number of N95 masks that we receive each month for response to medical incidents and we are working with the Ministry to ensure this supply continues.
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- More information**
- You can find the SDCPF for Red [on the Portal](#), along with other COVID-19 information.
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End of Notice.

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SUBJECT COVID-19 Protection Framework ‘Traffic Light’ Level Changes – 13 December 2021

DATE 13 December 2021

TO Operational personnel only

FROM Kerry Gregory, National Commander

STATUS Operational instruction

Action **All personnel:**

- Follow the [Service Delivery COVID-19 Protection Framework \(SDCPF\)](#) that corresponds with the Government’s COVID-19 Protection Framework (traffic light) setting for the area you are based in or responding to.

Situation

- The Government has today announced that Auckland, Taupō and Rotorua Lakes Districts, Kawerau, Whakatane, Ōpōtiki District, Gisborne District, Wairoa District, Rangitikei, Whanganui and Ruapehu District will move to Orange setting at 11.59pm on Thursday, 30 December.
- Northland will remain in the Red setting.
- These settings will be reviewed on the week of 17 January 2022.
- The Government will continue to monitor the COVID-19 situation around the country and may be required to adjust COVID-19 Protection Framework settings for different areas of the country over an extended period of time. From this point onwards, National Notices will no longer be issued for each of these changes.
- It is expected that all personnel will follow the SDCPF for the location in which they are based in/responding to at all times. If you are unsure which setting you are in (or operating in) please refer to your Region Lead or refer to the Government’s [traffic light map](#).
- The SDCPFs, RR&CRR CPFs and ComCen CPFs detail the protocols that must be followed under each setting (Green, Orange and Red) as well as under localised lockdown situations.
- Our Service Delivery Coordination Centre and the Region teams continue to consider and monitor how Service Delivery operates at all settings under the COVID-19 Protection Framework.
- The CPF is designed to minimise exposure risks and to make sure we can maintain our operational capability to respond when we’re needed.

More information

- If you are sick, stay home. Do not come to work. If you have symptoms of cold or flu, call your doctor or Healthline on 0800 358 5453.
- Keep checking the [COVID-19 Portal page](#) for the latest updates. It is publicly available, and you don’t need to be logged in.
- If you have any questions, please talk to your manager or your Region COVID-19 Lead.

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- General information on the Government's COVID-19 Protection Framework can be found on the [Unite Against COVID-19 website](#).
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End of Notice.

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SDCC Region Leads Tactical Minutes

Date: 23 December 2021

Venue: MS Teams

Time: 8.00 –8.25

Attendees James Martin-Bond, Ben Colbert, Becs Gray, Jeremy Cowan, Cam Grylls, Phil Larcombe, Mark Wirihana, Barry Fox, Jeremy Gibbons, Alan Docherty, Brett Lockyer, Dave Key, Rodger Smith, Kim Wright, Mark Richards, Harry Howard, , Zoe Mounsey

Apologies Colin Russel, Blair Kiely, Denis Fitzmaurice, Craig Cottrill

Absent Joe Stanley

Chair Ben Colbert

Minutes Katherine Davey

ActionPoint	Description	Responsibility	Update Timeframe
29.10.21	OSM task for Pandemic PPE	SDCC	Underway
08/12/21	Cleaning process review.	SDCC	new

Minutes – review of previous minutes

29.10.21 - OSM Task for pandemic PPE – has gone through to L&D prior to being made available on portal

Closed action points

Update on exclusion issue raised in Te Hiku

SDCC Update

Introduced Jeremy Cowan - MIQ Liaison

- Murupara – in the Bay of Plenty have had a case of Covid
This is being monitored as it is an area of interest due to low vaccination rates
- Article – by Jason Jones Emergency management MoH
PPE and Omicron – N95, physical distancing, hand hygiene, and ventilation are the best protection for the Omicron variant

MIQ liaison – Jeremy Cowan

- A red flag issue is the Community Isolation & Quarantine facilities (CIQ's) being set up and managed by Ministry of Social Development and the Ministry of Health. These will primarily be contracted Motels and predominately motels have a low Evacuation Scheme compliance rate and those that do fail to keep the Schemes maintained. I have offered the co-chair, of the COVID-19 Regional Accommodation Sub Function Group, FENZ assistance with compliance evaluation of these facilities. I have also requested the location of these facilities nationally so that our Comcen can tag them as Covid locations of interest.

Medical Liaison - Cam Grylls

- Local level relationships with the DHB/PHU need to be fostered to hopefully close some of the gaps around where local supported isolation facilities are, and to help with contact tracing/positive case notification after we have attended an incident
- There has been a reported increase in pressure on St John (specifically in Auckland at the moment) Comcen and operational personnel are encouraged to pass details on to me if we are getting an increase in requests for inappropriate MED incidents.

PSA – Liz Metsers

- Looking to have another rep in the new year

If you are submitting any questions around Alert levels and changes to the SDPPP's – Please send through pragmatic solutions to enable the SDCC and the region leads to respond and evaluate the question.

Mandatory Vaccination - Becs Gray

- H&S Risk Assessment Consultation for all roles which sit outside the HO is under way including visitors to Fire and Emergency premises
- Booster shots will be included in the Mandate post an announcement by Government on Tuesday 21st December, we are awaiting more information but this will come through in the legislation
- Partially vaccinated, lists are being worked through with DMs and GMs at present
- HRMs on call through the Holiday lockdown are -
 - Fiona Clark
 - Jeremy wheeler
- The identified unvaccinated and unknow Paid and Volunteers captured by the original HO are being worked through as well
- Questions from LM re onboarding of new staff and vaccination status?
 - A. Anyone who has already signed a contract will go through the same process as any other employee dependent on the outcome of the draft H&S risk assessment and draft policy through consultation

Questions for the Mandatory Vaccination Group should be sent to
Beccs Gray care of the SDCC email
Subject line of - **MV Question - NAME/SUBJECT OF THE TOPIC of Qs**

Regions

Te Hiku – Phil Larcombe

- Chasing vaccination status in the far North

Nga Tai Ki Te Puku – Alan Docherty

- Who should manage the new canteen rules?
 - A. The Chief and or Canteen manager

Te Upoko – Brett Lockyer

NIL

Te Ihu –Dave Key

NIL

Te Kei – Liz Metsers

NIL-

- Rodger Smith will be Te Kei representative in the new year

Comcen - Mark Richards

- Updates to the dashboard – please send through information to Mark Richards over the holiday break
- On call SDCC – please contact them through Comcen

CCMG – Zoe Mounsey

- CMT will be sending an email to NHQ re welfare over Christmas

Unions and Associations

PSA – Liz Metsers

- Looking to have another rep in the new year

NZPFU – Joe Stanley (absent)

UFBA – Harry Howard

RPA – Craig Cottrill

Nothing to report

People Branch Workforce Capability – Kim Wright

SHW – Denis Fitzmaurice

FECA – Roy Breeze

Meeting Closed: 8:25

Next meeting; 10 January 2022

Lesson observations forms

To ensure continuous improvement below is a link to the Coordination Centre's lesson observations form.

[1gNx0GqJPcLmyIgxuPVTpk2LPIEo6UIjSu2bRBURThPQIIISzhNWVFUNKVEQIVMVzVMVUISUjQIQCNOPWcu](https://www.gov.uk/government/forms/1gNx0GqJPcLmyIgxuPVTpk2LPIEo6UIjSu2bRBURThPQIIISzhNWVFUNKVEQIVMVzVMVUISUjQIQCNOPWcu)



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Workforce Capability Scheduled Training Covid-19 Protection Framework (CPF)

Introduction

Purpose

This document applies with Omicron and Delta in the community and while we await the outcome for roles outside of the Health Order.

These protocols outline a range of measures to be adopted to minimise the current impact of Covid-19 on people engaging in scheduled training, either as a trainer or course attendee. It also applies to people based at or visiting our training centres.

The purpose of this protection framework is to reduce risk of exposure and transmissibility of COVID-19 while providing opportunities for our people to train safely and in accordance with the COVID-19 Protection Framework and associated legislative measures.

How to use

When entering a Training Centre or other training location, all personnel shall make themselves aware of the requirements identified in this document and will be committed to following the protocols. This document has been formatted based on the government declared COVID-19 Protection Framework and **NOT using Vaccine Passes**.

At training centres and other training locations

Topic	Green	Orange	Red	Local Lockdown
Protect yourself and others	<ul style="list-style-type: none"> • Stay home if you are unwell <ul style="list-style-type: none"> ○ Personnel feeling unwell when at work should advise manager and/or trainer and go home, assistance should be provided if necessary. A precautionary entry is to be logged on Safe@Work. ○ Personnel feeling unwell at home should stay home and contact Healthline (0800 611 116) or their GP to determine if a COVID-19 test is needed, then advise manager and/or trainer. • Keep track of where you have been – (some sites may have more than one Code) <ul style="list-style-type: none"> ○ Personnel must use the QR codes for the NZ COVID Tracer app, or sign in manually • Always wear a mask, with two exceptions: <ul style="list-style-type: none"> ○ When seated and able to maintain physical distancing of one meter you do not have to wear a mask ○ When participating in a training activity and the trainer advises you can remove your mask • Wash your hands or use hand sanitiser regularly, cough or sneeze into your elbow • Clean and disinfect shared and high use surfaces regularly • Maximise ventilation • Keep your distance - maintain physical distancing of one meter as per government guidelines 			<ul style="list-style-type: none"> • Scheduled training cancelled • Training centres closed

Topic	Green	Orange	Red	Local Lockdown
Signage and sign-in	<ul style="list-style-type: none"> • COVID-19 caution signage on our building entry points. • Ensure all training centres, and other training locations, display the QR code for scanning. • Enquiries can be dealt with at entrance areas ensuring safety measures are maintained • All personnel must use the QR codes for the NZ COVID Tracer app, or sign in manually, and note that some sites could have more than one QR code zone. • All visitors must use the QR codes for the NZ COVID Tracer app, or sign in manually <ul style="list-style-type: none"> ○ Visitors must be advised to follow the guidelines in the Protect yourself and others section • COVID questioning must be asked when entering a site. • From 12.00am on 28 February 2022 we will be utilising the 'My Vaccine Pass' at our training centres and on our training courses. 			<ul style="list-style-type: none"> • Scheduled training cancelled • Training centres closed
Meetings	<ul style="list-style-type: none"> • Face-to-face meeting participants ensure one-meter physical distancing is maintained 		<ul style="list-style-type: none"> • Wherever possible, conduct virtual meetings to limit exposure • Face-to-face meeting participants ensure one-meter physical distancing is maintained 	<ul style="list-style-type: none"> • Training centres closed • No face-to-face contact. • Conduct internal forums and virtual meetings
Cleaning on site	<ul style="list-style-type: none"> • Clean high contact areas regularly during the day, using disinfecting wipes or disinfecting spray and paper towels • Individuals to clean common areas, including kitchenettes and lecture rooms, after use so that they are clear for the next person, use disinfecting wipes or disinfecting spray and paper towels • Individuals to clean your workstation daily with disinfecting wipes or disinfecting spray and paper towels • Extra cleaning rounds will be carried out by our cleaners 			<ul style="list-style-type: none"> • Training centres closed
Capacity to work from home	<ul style="list-style-type: none"> • Take your laptop home every night as part of our business continuity. It allows you to work from home when needed. 			<ul style="list-style-type: none"> • Training centres closed
Staff working remotely	<ul style="list-style-type: none"> • Workplaces – open • There is no requirement to work from home. 	<ul style="list-style-type: none"> • Workplaces – open • Alternative working arrangements may be reached with line manager in consultation with WCLT management. 	<ul style="list-style-type: none"> • Workplaces – open • Working from home may be appropriate for some staff • Alternative working arrangements may be reached with line manager 	<ul style="list-style-type: none"> • Staff must work from home.

Training

Topic	Green	Orange	Red	Local Lockdown
Scheduled Training courses	<ul style="list-style-type: none"> Scheduled training courses can continue based on a local risk assessment which will be carried out between Workforce Capability training leaders and local management Safety is paramount and General Public Health settings are to be followed 			No scheduled training courses within lockdown areas.
Training at other locations	<ul style="list-style-type: none"> Follow this document in conjunction with the WC Schedule Training Guidelines, SDCPF, and any local site requirements Trainers must ensure they are aware of all requirements and include them in the induction of course attendees Trainers can visit stations to deliver training and support Brigade Capability Training 			<ul style="list-style-type: none"> Scheduled training cancelled Training centres closed
Traveling to training	<ul style="list-style-type: none"> Travel for training has been classified as essential to the maintenance of our operational response capability. Be aware that if you are identified as a close contact or test positive while away from home there are additional risks, particularly for those traveling between islands. Please consider these risks before traveling. When traveling to training we encourage you to bring your 'My Vaccine Pass' as it may be required while traveling and where you are staying. Locations that may request your 'My Vaccine Pass' include accommodation providers, restaurants and bars, public transport including air travel and when moving from a red traffic light location to an orange. When traveling to training you may cross different traffic lights, stay up to date with the latest information and be aware of any variances. 			<ul style="list-style-type: none"> Scheduled training cancelled Training centres closed
Career OSM skills	Career crews complete OSM skills with safety measures.			Critical or essential skills maintenance only that is conducted in ways that maintain crew safety.
Volunteer currency / OSM	<ul style="list-style-type: none"> Volunteers complete currency/OSM skills with safety measures. Training on composite stations can occur. District Management are to work with local leaders and stakeholders to develop guidelines for training on composite and yellow watch stations where required. 			Local skills maintenance for critical or core OSM will be placed on hold for volunteer crews.
Interstation training	Conduct interstation or multi-station training as normal, with safety measures in place.			No inter-station or multi-station training.
PCA	Physical Competency Assessments (PCAs) and Pack tests can take place following public health advice			No Physical Competency Assessments (PCAs) and Pack tests

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Temporary

Welfare

Self-isolation protocols will be implemented as directed, according to government recommendations. Where personnel are advised to self-isolate, they will be placed on special leave or can liaise with their manager regarding working from home

Topic	Green	Orange	Red	Local Lockdown
Welfare of all personnel	<ul style="list-style-type: none"> Psychological Wellbeing is everyone's concern – take care to ensure the ongoing wellbeing of personnel around you Be kind, model and promote a culture of looking out for yourself and those around you Ensure all personnel know how to access wellbeing support, see the Welfare and wellbeing page on the portal Managers are to check in with staff regularly and carry out wellbeing checks, particularly when in isolation 			
Higher risk personnel	<ul style="list-style-type: none"> Ensure higher risk personnel are identified and supported to continue to work where it is safe to do so. All personnel who consider themselves at higher risk may wish to have a medical verification regarding their operational status for peace of mind. They can choose to use the medical assessment process, or consult their GP to do this. Any requests for special leave following a medical assessment process should be discussed with your Manager. Further guidance on how families and households can safeguard themselves can be found on Portal> COVID-19> Keeping yourself and those around you safe. If further consideration might be needed, discuss with your manager. 			
Self-isolation protocols	Self-isolation protocols from Ministry of Health can be found on the Government COVID-19page			
COVID-19 Exposure	Follow the G2 SOP-D Exposure to COVID-19 at incidents procedure			

Document information

Owner	DCE People Branch
Steward	National Manager Workforce Capability
Last reviewed	23 December 2021
Review period	Six-monthly

Record of amendments

Date	Brief description of amendment
23 December 2021	Initial version