

Dear Principal,

A Code Red / Catastrophic Fire Danger Rating has been declared for the Central Fire Danger District (Ballarat) during your school's visit to Sovereign Hill.

I am writing to advise you of Sovereign Hill's procedures to ensure the safety of your visiting students during their stay. Sovereign Hill and the Sovereign Hill Hotel are **NOT** identified as a high risk bushfire location. Procedures as part of Sovereign Hill's Emergency Management Plan have been developed for visiting schools, and will be implemented in the event of a fire emergency on-site or threat in the immediate vicinity.

### **On a declared Code Red or Catastrophic Fire Danger Day:**

- Your staff at Sovereign Hill will be given a copy of this letter. They will need to refer to the Sovereign Hill Teacher Map for Schools which details 'What to do in an Emergency' and locates the emergency assembly area.
- Your staff will be asked to provide the number of a continuously available on-site mobile phone, which must be left on; and to carry their student rolls with them throughout the day.
- If your students are staying at the Sovereign Hill Hotel, emergency details are outlined on the back of teacher room doors.

### **In the event of an emergency:**

- Our Emergency Procedures will be enacted, and your staff will be contacted and instructed to implement the procedures.
- You will be contacted by your staff and informed of the situation as indicated in the flow chart.
- The Sovereign Hill contact number will be (03) 5337 1100.
- Parents calling Sovereign Hill for information will be advised that Sovereign Hill's Emergency Procedures are being enacted and that parents should call the school for updated advice, which will have been communicated to you via your teachers on-site at Sovereign Hill.
- In the event that students have to be relocated from Sovereign Hill, they will be escorted to safe areas at the Gold Museum Carpark (5 minutes' walk), or an alternate location close by.

If a Code Red Day is declared in the area of your school on days when your students are visiting Sovereign Hill and it is unsafe for your students to return home, Sovereign Hill will assist your staff in sourcing accommodation for the students and themselves in Ballarat until the Code Red in their home area is cancelled.

We will work closely with your staff to manage any emergency, with the primary goal of ensuring the safety of your students and staff during their visit to Sovereign Hill.

Yours sincerely,



**Sara Quon**  
Chief Executive Officer