



Department of
Education

Shaping the future

Standalone bushfire plan 2025-2026

Edgewater PS

Purpose

The *Standalone bushfire plan* document is a detailed plan of how our school is to prepare and respond to the bushfire high-threat period or in the event of a bushfire.

All staff, students, contractors and visitors on the school or facility site are to follow this completed plan in the event of a bushfire emergency. All other emergencies are to be managed in accordance with the school's incident management plan.

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1 School details

School or site details	
School name	Edgewater Primary School
School address	Treetop Avenue Edgewater
Education Region	North Metropolitan
Number of students	415
Number of students requiring extra support if evacuating	0
Number of staff	46
Number of school sides bordered by bush	1
Names of major roads bordering school	Treetop Avenue & Kestrel Mews
School's site-specific alert, for example: <ul style="list-style-type: none"> • siren/pause x 3 • continuous handbell • continuous siren or short whistle blasts 	<ul style="list-style-type: none"> • PA message or • Siren/pause or • Megaphone – sound/pause (if power unavailable)

Plan prepared by (name)	Brian Baily on behalf of Principal, Amanda Kelley
Date prepared or reviewed	12 August 2025

2 Emergency response contact list

Enter the contact details into the following table:

Organisation	Details	Phone number / website
Local police (for example, name of nearest police station)	Joondalup Police Station	9400 0888 (24 hours)
Local hospital (name of nearest hospital or medical emergency facility)	Joondalup Health Campus	9400 9400 (24 hours)
Department of Fire and Emergency Services regional contact	City of Joondalup Rangers	1300 655 860
Local fire brigade (for example, name of nearest fire station)	Joondalup Fire Station	9300 9222 (24 hours)
Local bushfire brigade (for example name of nearest station)	Wanneroo Central Volunteer Bush Fire Brigade	0428 101 132
Bus contractors (ready for pre-emptive closure or offsite evacuation)	West Coast Bus Charters	9209 3756
Electricity provider - in the case of a power outage (for example, Horizon Power, Western Power)	Western Power	13 13 51
State emergency service (if known)	Wanneroo / Joondalup State Emergency Unit	9300 1666 (24 hours)
Poisons information (where relevant)	WA Poisons Information Centre	13 11 26 (24 hours)
Director of Education name	Lou Zeid	9285 3730

2.1 Important bushfire emergency contact sources

DIAL 000 in an emergency

- **Emergency WA**
 - Website: <https://www.emergency.wa.gov.au/>
- **Department of Fire and Emergency Services**
 - Information line: 13 33 37
 - Website: <https://www.dfes.wa.gov.au/>
 - Facebook: <https://www.facebook.com/dfeswa>
 - Twitter: https://twitter.com/dfes_wa
- **ABC Emergency**
 - Website: <https://www.abc.net.au/emergency>
- **Local radio**
 - ABC local radio: Find your local radio station at <https://www.abc.net.au/local>
 - 6PR: Listen online at <https://www.6pr.com.au/listen-live/> or tune into AM 882 and Digital Radio

3 School Response Team

Enter the names and mobile numbers of the staff responsible for carrying out emergency procedures during a bushfire event. The principal coordinates the incident response to onsite or offsite locations (refer to Appendix B & C procedures).

Examples of suggested duties include:

- fire warden duties
- checking all rooms
- keeping a copy of school registers for roll call
- monitoring the bushfires warnings stages (as per Appendix A)
- send out text alerts to parents
- liaising with emergency services, community members, parents and carers.

Consider making cards that outline the duties of the school response team. This can be useful to hand out at the start of the incident.

Position	Staff name	Duties	Mobile number
Principal	Amanda Kelley	Incident Response Manager.	0401317373
Deputy Principal	Brian Bailly Sadie Brayshaw	Deputise for Principal if absent. Overall school organisation. Monitoring bushfire warnings. Coordinate text alerts to parents.	0421 328 851 0434 982 979
Manager Corporate Services	Diana Bruce	Ensure school data is safe. Gather First Aid kit if required. Ensure Admin staff are ready.	0419 930 257
Teachers	All staff	Organise students for potential evacuation. Collect class list. Check areas, including toilets. Wait for instructions.	
Accredited first aid officers	Sue Nock Kylie Dawson Dawn Latham	Obtain medical kit from Medical Room and support Principal.	
Office	Ashley Lewis or Karene Byrne	Prepare list of students, staff, visitors & other onsite personnel. Monitor phone communication. Support Principal.	

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left blank.

5 Emergency equipment

Identify the location and the type of emergency equipment at your site.

Equipment	Details (include location/s, date checked and any other comments)
Evacuation kit (section 7 of the school Incident Management Plan).	Located in Medical Room in the Admin building
First aid kit(s) - include masks in case some students are susceptible to smoke.	Located in Medical Room in the Admin building
Emergency alert system and communication equipment, for example: <ul style="list-style-type: none"> mobile telephones (charged) hand-operated fire alarm (portable siren) megaphone/loud hailer portable CB radios spare batteries. 	Personal mobile phones Battery operated megaphone (in photocopy room Admin building) Spare batteries MCS office
Registers for: <ul style="list-style-type: none"> students staff visitors. 	Available from Reception in Integris (student, staff data and Passtab (tablet) – sign in
Standalone bushfire plan: <ul style="list-style-type: none"> hard copy in the evacuation kit copy saved to an online platform for access offsite. 	Copy available – school website – www.edgewater.wa.edu.au

6 Bushfire preparation checklist

Principals will:

- complete this bushfire preparation checklist annually
- inform all staff members of their responsibilities.

Management activities	☑ or N/A	Comments
The annual review of the Standalone bushfire plan has been completed before the start of bushfire season.	✓	Reviewed and uploaded to Sharepoint.
Consulted and received advice in preparing your Standalone bushfire plan from any of the following(as relevant): <ul style="list-style-type: none"> • local Emergency Services • Department of Fire and Emergency Services • Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service • local volunteer fire brigade • WA Police Force • local emergency management committee (LEMC) or local government representative • community emergency services manager, if there is one for the area. 	✓	Standalone bushfire plan prepared in consultation with the Captain of the Muchea Volunteer Fire Brigade.
Staff have been made aware of the Standalone bushfire plan through: <ul style="list-style-type: none"> • staff meetings • staff bushfire induction session that includes: <ul style="list-style-type: none"> – an overview of the Standalone bushfire plan – how to turn off evaporative air conditioner units, the location of switches – how to close roof vents – the types of bushfire warnings issued by the Department of Fire and Emergency Services and the Emergency Alert telephone warning system 	✓ ✓ ✓ ✓ ✓	Staff meetings
Students and parents or carers have been made aware of the Standalone bushfire plan through: <ul style="list-style-type: none"> • key bushfire safety messages incorporated into the curriculum • newsletters • school information booklet (include actions and procedures) • school website. 	✓ ✓ ✓	Shelly/Brian/Office
Communication plans are in place:	✓	

Principals will:

- complete this bushfire preparation checklist annually
- inform all staff members of their responsibilities.

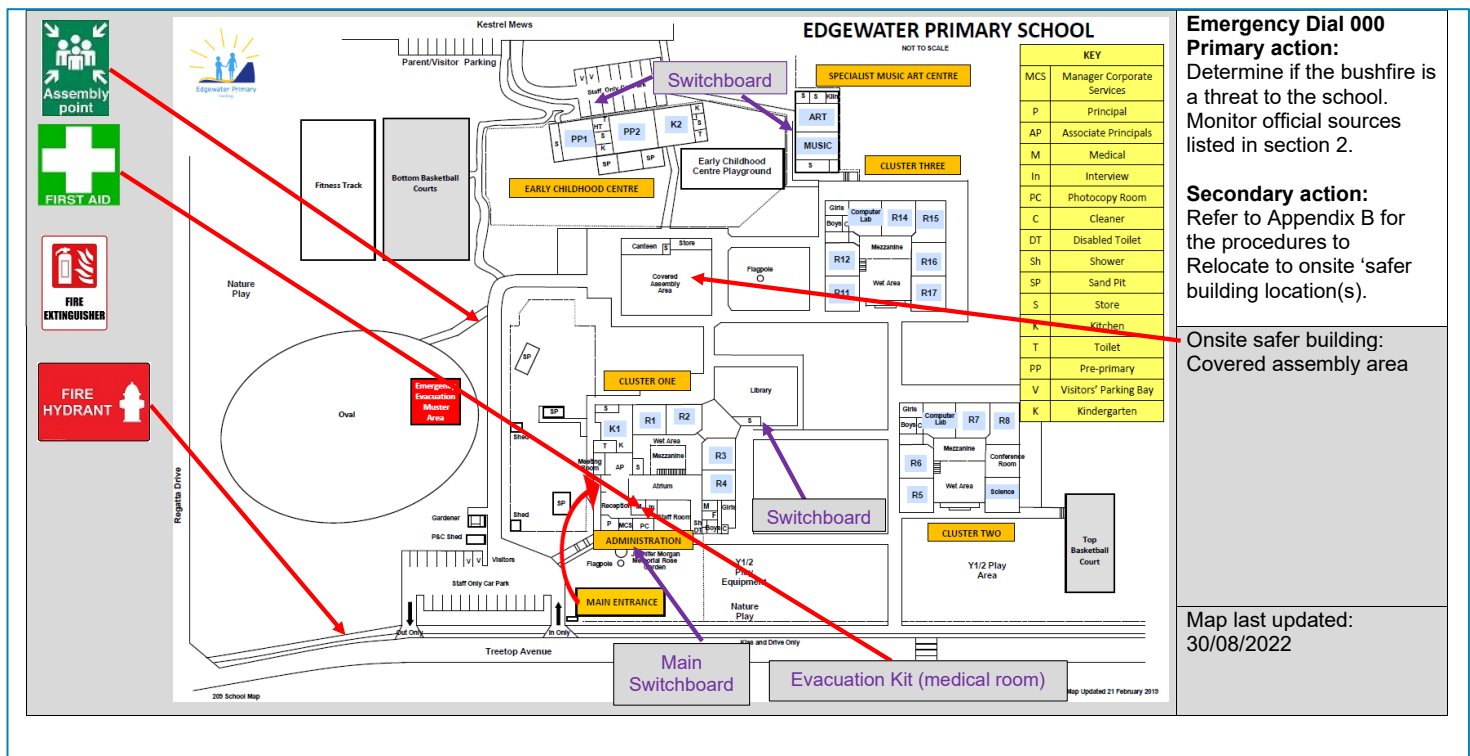
Management activities	☑ or N/A	Comments
<ul style="list-style-type: none"> • Emergency response contact list completed (section 2). • Bushfire response telephone tree completed (section 4). • communication templates for sample emergency text message, newsletter content and school notice text are complete (refer to Appendix D). <p>Contact lists for staff and parents must be current.</p>	<p>✓</p> <p>✓</p>	<p>To be prepared by office staff</p> <p>Compass – office staff</p>
<p>Emergency equipment available and checked (section 5):</p> <ul style="list-style-type: none"> • evacuation kit checked at least once per term • emergency warning or alert system works • emergency communications equipment available • first aid kit(s) available • registers for students, staff and visitors readily accessible for roll call. 	<p>✓</p>	
<p>Practise drills moving to your onsite 'safer building location(s)':</p> <ul style="list-style-type: none"> • before the start of the bushfire season • at least once per term during the bushfire season. <p>You must do at least 2 drills per year.</p>	<p>✓</p>	<p>Completed in Terms 1, 3 and 4</p>
<p>The asset protection zone, which is a minimum distance of 20 metres surrounding the main school buildings, is checked and is:</p> <ul style="list-style-type: none"> • clear of all rubbish, long dry grass, bark, flammable and combustible materials, including leaf litter and unused piles of mulch • maintained routinely throughout the year. 	<p>✓</p>	

7 Bushfire action plan maps

7.1 Onsite 'safer building location(s)'

The school site map below shows the following details:

- the onsite 'safer building locations(s)'. Include the name of the building, such as 'library'
- routes to access the location
- fire hydrants
- electrical switchboards
- phones and communication board
- first aid kits
- evacuation kits
- any other relevant details.






7.2 Offsite evacuation locations

<div>Evacuation to a safer offsite location will be confirmed and arranged with the City of Joondalup, as the school would use their buildings. This is dependent on the direction of the bushfire. Possible buildings could be the HBF Arena or the Craigie Leisure Centre.</div>	Emergency, dial 000 Primary action: Determine if the bushfire is a threat to the school. Monitor official sources listed in section 2. Secondary action: Refer to Appendix B for the procedures to Relocate to an offsite evacuation location.
	Details last updated: August 2025

Appendix A - Bushfire warning stages

Emergency services communicate information in a number of ways during a bushfire event. Use these warnings to understand when your need to activate your bushfire procedures (refer to Appendix B).

Bushfire warning stages	
<p>ADVICE</p> 	<p>A fire has started, be aware and keep up to date.</p> <p>This is general information to keep principals informed and up to date with developments.</p> <p>Principals must:</p> <ul style="list-style-type: none"> • turn off evaporative air conditioners and ensure roof vents are closed. • check and patrol the school regularly for bushfire activity, paying particular attention to the evaporative air conditioners.
<p>WATCH AND ACT</p> 	<p>There is a possible threat to lives and property. Conditions are changing.</p> <p>Principals must prepare to:</p> <ul style="list-style-type: none"> • evacuate; or • move students, staff and visitors to their pre-determined onsite 'safer building location'. They must not be moved to an open area. <p>Evacuation orders are:</p> <ul style="list-style-type: none"> • issued by the Incident Controller or Emergency Services if required. • relayed via official sources such as Emergency WA. <p>It is vital that the principal:</p> <ul style="list-style-type: none"> • accesses bushfire information from official sources • makes an informed decision to stay onsite or evacuate offsite based on advice from the Incident Controller or Emergency Services.
<p>EMERGENCY</p> 	<p>A school is in danger as its area will be impacted by fire. Take immediate action to survive.</p> <p>The principal will be advised whether staff, students and visitors can leave the area or if they must shelter where they are as the fire burns through the area.</p> <p>A siren, called the State Emergency Warning Signal (SEWS), may accompany an emergency warning.</p> <p>Evacuation orders are:</p> <ul style="list-style-type: none"> • directed by the Incident Controller or Emergency Services. • relayed via official sources, such as Emergency WA. <p>It is vital that the principal:</p> <ul style="list-style-type: none"> • accesses bushfire information from official sources • makes an informed decision to stay onsite or evacuate offsite based on the advice.

Appendix B - Procedures in the event of a sudden bushfire

Relocate to onsite 'safer building location'

If instructed to relocate to the onsite 'safer building location(s)' do not use an open area such as a school oval or non-enclosed building.

Initiate this procedure if either of the following occurs:

- a 'Watch and Act' or 'Emergency Warning' alert is issued on the [Emergency WA](#) website (refer to Appendix A for details about the alerts)
- instruction from the Department of Fire and Emergency Services, Emergency Services or your Director of Education.

Follow these procedures to relocate to the onsite safer building location(s).

Action	Notes (if required)
<p>Dial 000 for emergency services and request fire brigade.</p> <p>When connected to Department of Fire and Emergency Services, advise:</p> <ul style="list-style-type: none">• your school name and address• the fire situation• how many students and staff are being impacted• if moving to a 'safer building location' and where it is located• if anyone requires medical attention• CB radio channel, if being used. <p>Remain in contact with the Department of Fire and Emergency Services.</p> <p>Monitor official bushfire emergency information contact sources in section 2.1.</p>	
<p>Activate your school response team to carry out their responsibilities (section 3).</p>	
<p>Use your emergency response contact list to contact stakeholders (section 2).</p>	
<p>Follow your bushfire response telephone call tree (section 4) to communicate with the school community.</p> <p>Ensure parents receive emergency text message alerts to:</p> <ul style="list-style-type: none">• inform them of relocation• keep them updated (use the emergency text message alert templates)• Parents must not collect students until instructed.	

<p>Confirm:</p> <ul style="list-style-type: none"> • evaporative air conditioners are turned off • all building roof vents, windows and doors are closed before anyone enters the onsite safer building location(s). • where possible and safe to do so, relocate vehicles or other combustible items (school bags, rubbish bins etc) at least 20 metres from safer building locations. • monitor embers for possible ignition. 	
<p>Take emergency equipment (section 5):</p> <ul style="list-style-type: none"> • registers for students, staff and visitors • evacuation kit • water • mobile phones (charged) • student medication 	
<p>Sound the school emergency warning or alert system.</p>	
<p>Follow advice from the incident controller, emergency services, the Manager Security and Emergency Management or the director of education to move to the onsite safer building location(s) (section 7.1)</p> <p>Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location.</p>	
<p>Check student, staff and visitor registers after moving to an onsite safer building location (roll call). Advise the police if anyone is missing.</p> <p>Special consideration must be given to students with known respiratory conditions.</p>	
<p>Wait for emergency services to arrive or the incident controller to provide you with information.</p> <p>Ongoing advice will also be provided by the Manager, Security and Emergency Management or the director of education.</p> <p>Continue to monitor official bushfire information sources listed in section 2.1.</p>	
<p>The Department will consult the incident controller or emergency services and notify you when it is safe to return to classrooms or for students to be collected by parents. Advice will be received from the director of education.</p>	

Offsite evacuation procedures

We may be instructed to relocate to our offsite evacuation location.

The principal will act on the official advice received from the Incident Controller, emergency services, director of education, Security and Emergency Management or Incident Support Unit, which includes remaining on site and preparing for possible evacuation.

Offsite evacuation procedures should be initiated under direction from either:

- the Incident Controller
- OR
- the director of education

The following procedures should be followed if there is a need to evacuate to an offsite evacuation location during a bushfire event.

Action	Notes (if required)
<p>Dial 000 for emergency services and request fire brigade.</p> <p>When connected to Department of Fire and Emergency Services, advise:</p> <ul style="list-style-type: none">• your school name and address• the fire situation• how many students and staff are being impacted• if moving to a 'safer building location' and where it is located• if anyone requires medical attention <p>Remain in contact with Department of Fire and Emergency Services and your director of education.</p> <p>Monitor official bushfire emergency information contact sources listed in section 2.1.</p>	
<p>Activate the School response team to carry out their responsibilities (section 3).</p>	
<p>Refer to the Emergency response contact list to contact stakeholders (section 2).</p>	
<p>Follow advice from the emergency services or the Manager, Security and Emergency Management or the director of education to decide which of the school's offsite evacuation location(s) is the safest to use (section 7.2).</p>	
<p>If safe to do so, muster at the identified assembly area where staff, students and visitors can gather to prepare for offsite evacuation.</p> <p>Use an alternative assembly area if your first identified assembly area is unsafe.</p>	

Note: Students and staff must remain in classrooms unless they are directed to move to an onsite safer building location and/or onsite assembly area.	
<p>Follow the Bushfire response telephone call tree to communicate with the school community (section 4).</p> <p>Ensure parents and carers receive emergency SMS alerts to:</p> <ul style="list-style-type: none"> • inform them of relocation • keep them updated (use the emergency text message alert templates) <p>Note: Parents must not collect students until instructed.</p>	
<p>Confirm:</p> <ul style="list-style-type: none"> • evaporative air conditioners are turned off • building roof vents and doors are closed. 	
<p>Take emergency equipment (section 5):</p> <ul style="list-style-type: none"> • registers for students, staff and visitors • evacuation kit • mobile phones (charged). • student medication. <p>Sound the school emergency warning or alert system.</p>	
<ul style="list-style-type: none"> • Notify bus operators • Notify other contractors scheduled to visit the site • Move all students, staff and visitors from the assembly area to the offsite evacuation location. 	
Check registers after evacuating staff, students and visitors (roll call). Advise the police if anyone is missing.	
<p>The Manager, Security and Emergency Management or the director of education will provide ongoing advice.</p> <p>Continue to monitor official bushfire information sources listed in section 2.1.</p>	
<p>The Incident Controller, emergency services or the Manager, Security and Emergency Management or Incident Support Unit will notify the director of education when it is safe to return to classrooms or for students to be collected by parents. You will receive advice from the director of education.</p>	

Appendix C - Pre-emptive (planned) closure procedures

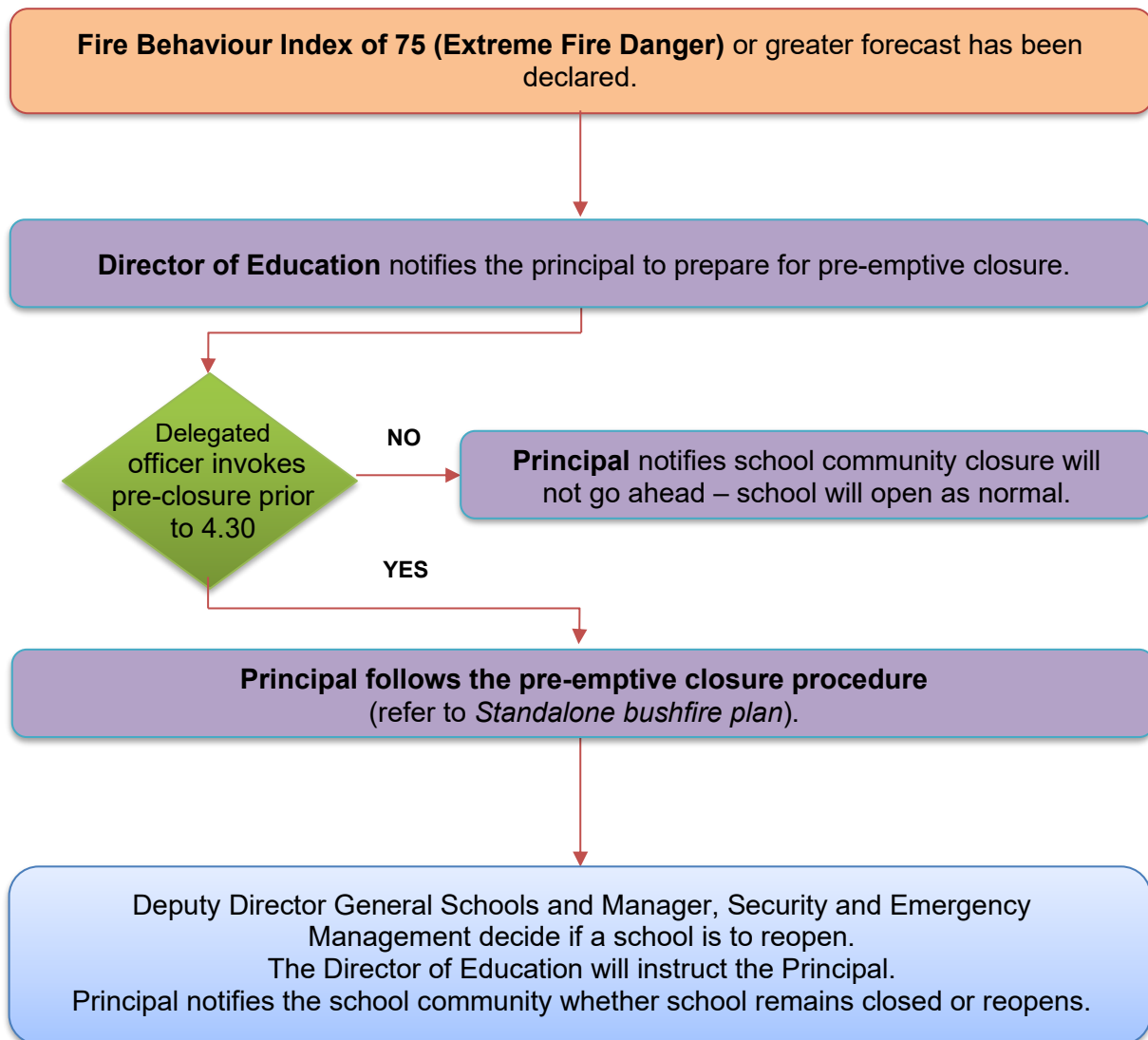
You may be instructed to pre-emptively close your school due to a fire behaviour index of 75 (extreme fire danger) or greater being forecast.

Schools must initiate the closure procedures below if they receive advice from the director of education or the Security and Emergency Management unit.

Action	Notes (if required)
Monitor official bushfire emergency information contact sources listed in section 2.1.	
Activate the School response team to carry out their responsibilities (section 3).	
<p>Communicate the pre-emptive closure, continued closure or school reopening:</p> <ul style="list-style-type: none"> • use your Emergency response contact list to contact stakeholders (section 2) • use your Bushfire response telephone tree (section 4) • use communication templates for SMS, social media posts and Connect notices to keep the school community informed • place the notice of temporary closure on external school access points and on the school website. <p>Note: Contact lists for staff, parents and carers must be current.</p>	
<p>Confirm:</p> <ul style="list-style-type: none"> • windows and doors are closed • evaporative air conditioners are turned off • roof vents closed • money is removed from the school premises • expensive items of equipment secured. 	
<p>Secure school premises and activate security system.</p> <p>Before departing, email AssetPlanningServices.SecurityEM@education.wa.edu.au or call 9264 4632 to confirm:</p> <ul style="list-style-type: none"> • all security systems armed • site is secure. 	
When the pre-emptive closure is cancelled, remove the notice of temporary closure from external school access points.	

Refer to the following Flow chart – Principal's pre-emptive school closure response.

Flow chart – Principal's pre-emptive school closure response



Appendix D – After-hours or school holiday procedures

You may be instructed to keep your school closed during the school holidays or after hours during a bushfire event.

Initiate the below procedure if both of the following occur:

- A 'Watch and act' or 'Emergency warning' bushfire warning alert on the [Emergency WA](#) website is invoked (refer to the bushfire warnings listed in Appendix A)
AND
- Direction received from the Deputy Director General, Schools or the Manager, Security and Emergency Management. The director of education will relay the decision to you.

Follow these procedures if a bushfire starts during the school holidays or after hours.

Action	Notes (if required)
Remain in contact with your director of education and monitor official bushfire emergency information contact sources listed in section 2.1.	
Use your emergency response contact list to contact stakeholders (refer to section 2).	
Follow the bushfire response telephone call tree to communicate with the school community. Send parents and carers and staff emergency text message alerts to inform them of the school closure..	
Work with the director of education to seek alternative school and transport arrangements (if required).	
The Department's Media Unit and Incident Support Unit uses media outlets and Emergency WA to make public announcements of: <ul style="list-style-type: none">• the school closure• temporary alternative accommodation.	
The Department will consult the incident controller or emergency services and notify you when it is safe for the school to reopen. You will receive advice from the director of education or the Manager, Security and Emergency Management.	
Send parents, carers and staff emergency text message alerts to inform them when school can reopen.	