

Appendix 12

Bushfire Emergency Evacuation Plan (BEP)

Evacuation procedures for patrons, guests and staff.

Bushfire Emergency Plan

Lot 1 (No.5) Morrissey Road, Bullsbrook

City of Swan

Date: 19 November 2025

Bushfire Logic

ABN: 926 121 79165

Document Control: Report Details		
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V1.1	19 November 2025	Original
BPAD Practitioner	Jemma Douglas (Level 2)	BPAD-38400
Limitation of Liability: The measures contained in this Bushfire Emergency Plan, are considered to be minimum requirements and they do not guarantee that a building will not be damaged in a bushfire, persons injured, or fatalities occur either on the subject site or off the site while evacuating. This is substantially due to the unpredictable nature and behaviour of fire and fire weather conditions. Additionally, the correct implementation of the required bushfire protection measures will depend upon, among other things, the ongoing actions of the landowners and/or operators over which Bushfire Logic has no control. All surveys, forecasts, projections and recommendations made in this report associated with the proposed development are made in good faith based on information available to Bushfire Logic at the time. All maps included herein are indicative in nature and are not to be used for accurate calculations. Notwithstanding anything contained therein, Bushfire Logic will not, except as the law may require, be liable for any loss or other consequences whether or not due to the negligence of their consultants, their servants or agents, arising out of the services provided by their consultants.		

Emergency Management Team		
Name	Organisation	Contact details
Shane Fowler	Shane's @ Utopia	0409 082 764

EXECUTIVE SUMMARY

This plan is for Lot 1 (No.5) Morrissey Road, Bullsbrook and has been designed to assist in defining the responsibilities and processes to be followed in the event of an emergency caused by bushfire.

This plan was developed in line with 'Bushfire Emergency Plan (BEP) Manual' (WAPC, 2024). Some items are listed as To Be Confirmed (TBC) as the required information was not available during the time this plan was developed. It is critical that this plan be updated with all required information prior to the occupation of the proposed tourism development. This plan is to be reviewed prior to the start of the bushfire season each year and is to be maintained throughout. The bushfire season is considered to run from November to April each year.

The general information contained within this Bushfire Emergency Plan document is as follows:

- Individual roles and responsibilities.
- Access and egress routes.
- Assembly points within the site.
- Firefighting equipment locations.

This information should be made available to visitors and displayed in a prominent and readily accessible location. It is recommended that a printed full copy of this Bushfire Emergency Plan (as amended) is provided for reference.

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Bushfire Emergency Evacuation Plan



1. FACILITY DETAILS			
NAME OF PREMISES	Shane's @ Utopia		
STREET NO. AND NAME:	Lot 1 (No.5) Morrissey Road	Suburb:	Bullsbrook
LOCAL GOVERNMENT:	City of Swan		
CONTACT PERSON(S) AND ROLES:	Contact Person(s):	Shane Fowler	
	Contact No:	0409 082 764	
DATE OF PLAN:	16 November 2025		
TYPE OF FACILITY:	Tourism Accommodation and Cafe		
NUMBER OF BUILDINGS:	1 x Café 6 x Chalets 1 x Break Room		
MAXIMUM NO. OF VISITORS:	32 x chalet guests 100 x café/nursery visitors		
MAXIMUM NO. OF STAFF:	5 x café 3 x nursery/chalet staff		
NUMBER OF OCCUPANTS WITH SUPPORT NEEDS:	Nil (Occupants with support needs will be accompanied by a dedicated carer)		
LOCATION FOR EVACUATION:	Ethel Warren Bullsbrook Community Centre – 1 Maroubra Avenue, Bullsbrook		

2. RESPONSIBILITIES

The following outlines who has responsibility for implementing the emergency procedures in the event of a bushfire.

Position	Chief Fire Warden
Name	Shane Fowler
Area of Responsibility	Whole of Facility
Phone Number	0409 082 764
Responsibilities	
• Ensure the facility is prepared for the bushfire season. • Ensure the required Asset Protection Zones are established and maintained as per the Bushfire Management Plan (Version 1.1 dated 16 November 2025) and the Asset Protection Zone requirements of the Planning for Bushfire Guidelines (as amended). • Ensure procedure for recording guest contact details is up to date for use in an emergency. • Oversee training of staff in respect to procedures for a bushfire emergency. • Assess the need for evacuation or facility closure on a daily basis. • Initiate evacuation of visitors and staff/volunteers. • Contact DFES and/or 000 to confirm if evacuation or refuge actions are to be taken. • Oversee evacuation of staff, visitors and guests. • Coordinate shelter-in-place if required. • Determine safe destination. • Coordinate recovery. • Inspect grounds on return and extinguish any small fires, smouldering objects if it is safe to do so. • Determine damage to buildings, only re-enter a building if it is undamaged or superficially damaged. • Document the emergency situation, what happened, and what the outcome was.	

Position	Deputy Chief Warden
Name	TBC
Area of Responsibility	Whole of Facility
Phone Number	TBC
Responsibilities	
• Receive directions from Chief Warden. • Sound alarm onsite. • Ensure that guests & visitors have been alerted and accounted for. • Guide guests & visitors to areas as directed by the Chief Warden. • Carry out tasks as directed by the Chief Warden. • Be readily identifiable, such as wearing high visibility vests. • Contribute to debriefing.	

3. EMERGENCY CONTACTS

Western Australian Police, Fire and Ambulance	Response to life threatening emergencies. Use to report a fire.	Call triple zero (000)
Department of Fire and Emergency Services (DFES)	Current warnings and incidents Emergency information, preparing for emergencies	13 DFES (13 33 37) www.dfes.wa.gov.au
Emergency Alert	The automated national telephone warning system used by emergency services to send voice messages to landlines and text messages to mobile phones within a defined area about likely or actual emergencies.	www.emergencyalert.gov.au
Emergency WA	Current warnings and incidents How to prepare your property for a bushfire How to recover from an emergency	www.emergency.wa.gov.au
State Emergency Services (SES)	Assistance with building damage resulting from storm or fire.	132 500
ABC Emergency	Current alerts, warnings and information updates.	https://www.abc.net.au/emergency
ABC Radio	Current alerts, warnings and information updates.	Local frequency ABC Perth 720 AM
Bureau of Meteorology	Weather forecasts and warnings	www.bom.gov.au/wa

4. PREPAREDNESS

Ongoing, just prior and during the bushfire season (November to April)

ACTIONS
PRIOR TO BUSHFIRE SEASON
Ensure the Asset Protection Zones (APZs) surrounding the tourism accommodation chalets, café, greenhouses and break room are maintained to the requirements of the Bushfire Management Plan and in accordance with Appendix B.2, Table 9 of the Planning for Bushfire Guidelines (as amended).
Detailed information and checklists are available on the DFES website including the 'The Homeowner's Bushfire Survival Manual' and the 'Fire Chat Bushfire Preparedness Toolkit' published by DFES.
Review the Bushfire Emergency Plan to ensure details, procedures, evacuation locations, diagrams and contact phone numbers are correct and up to date.
Place current version of Bushfire Emergency Poster Plan in facility in visible location(s) in each of the 6 chalets, café, nursery and break room.
Ensure adequate levels of drinking water are available in the facility in case of emergency.
Ensure no hazards are present (for example, rubbish piles, wood stacks, clippings, leaves) that could contribute to increased fire intensity.
Ensure internal driveway, turn around spaces and car parking areas are kept clear and easily trafficable.
Ensure first aid kits, fire extinguishers, emergency lighting and other emergency resources are current, serviceable and accessible.
Ensure roof and gutters of all buildings are free from leaf litter and debris.
Ensure an emergency evacuation kit has been prepared and is easily accessible.

ACTIONS
DAILY/ONGOING ACTIONS DURING BUSHFIRE SEASON (to be completed each morning by the landowner/caretaker during fire season)
Check www.emergency.wa.gov.au and/or DFES website for any alerts.
Check Fire Danger Rating for the day: http://www.bom.gov.au/wa/forecasts/fire-danger-ratings.shtml

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Fire Danger District: Swan Inland North
Ensure guests, visitors and staff upon arrival are aware and familiar with the evacuation and refuge procedures
Ensure grounds are maintained, in particular grasses are kept below 100mm around the access ways and buildings
Ensure flammable materials are not stored adjacent to any buildings or activity areas
Ensure access ways around site are clear of any obstructions
Ensure communication equipment is in working order and mobile phones are charged
Ensure first aid kit is accessible and complete
Ensure drinking water is available and sufficient for all visitors

5. AWARENESS AND PRE-EMPTIVE PROCEDURES

The following table outlines actions to be undertaken to ensure the facility maintains situational awareness of a possible bushfire approaching and pre-emptive procedures (if applicable). It is imperative that the Chief and Deputy Fire Warden(s) monitor the Fire Danger Ratings (FDRs) daily (after 4pm) available on the DFES and BoM websites to determine the FDR for the following day and the weekly prediction. Staff, accommodation guests and other visitors are to be updated if there is a likelihood of the facility being closed due to Extreme or Catastrophic Fire Danger Rating. Bushfire Management Procedures for each of the FDR are provided below.

ACTIONS	FREQUENCY	RESPONSIBLE PERSON
Days forecast with No Rating		
No actions required.		
Days forecast Moderate FDR		
Monitor Emergency WA and/or DFES website or ABC Radio for fire incidents	Once daily (1pm)	Chief Fire Warden
Days forecast High FDR		
Monitor Emergency WA and/or DFES website or ABC Radio for fire incidents	Twice daily (1pm & 3pm)	Chief Fire Warden
Complete building preparedness checks	Once daily (prior to 10am)	Chief Fire Warden
Days forecast Extreme Fire Danger rating		
FACILITY CLOSED		
Days forecast Catastrophic Fire Danger rating		
FACILITY CLOSED		

6. EMERGENCY PROCEDURE LOCATION AND TRANSPORT DETAILS

Offsite evacuation is only safe if adequate time is available to complete evacuation safely. The vegetation to the east/north-east/south-east of the subject land is identified as the highest risk of bushfire threat to the proposed development.

It is important to confirm with the lead agency (DFES or other Emergency Service) prior to sheltering in place or evacuating and follow all directions provided. Procedures and triggers are provided below and align with the DFES Bushfire Warning Levels.

6.1 EVACUATION

Designated evacuation assembly point:

1. Car parking area adjacent to nursery and café

Primary Off-Site Evacuation Assembly Point	
Name of venue	Ethel Warren Bullsbrook Community Centre
Address of venue	1 Maroubra Avenue, Bullsbrook
Nearest intersection	Chittering Road
Venue Contact Number	(08) 9207 8989
Primary Transportation Arrangements	

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Transport Options	Private Vehicles Visitors and Staff are expected to evacuate using their private vehicles that they arrived to the site in. On notification of evacuation by vehicle being enacted, Chief and Deputy Chief fire wardens are to undertake a head count of visitors and arrange for suitable vehicles to transport visitors to the evacuation destination.
Estimated Travel Time	5 minutes (driving)
Primary Route to Location	Turn right onto Morrissey Road, turn left at the intersection of Great Northern Highway and travel south towards Bullsbrook townsite. Turn left onto Chittering Road. Turn left onto Maroubra Avenue. The emergency evacuation destination on the left. Refer to Bushfire Emergency Map for details.
Secondary Route to Location	N/A

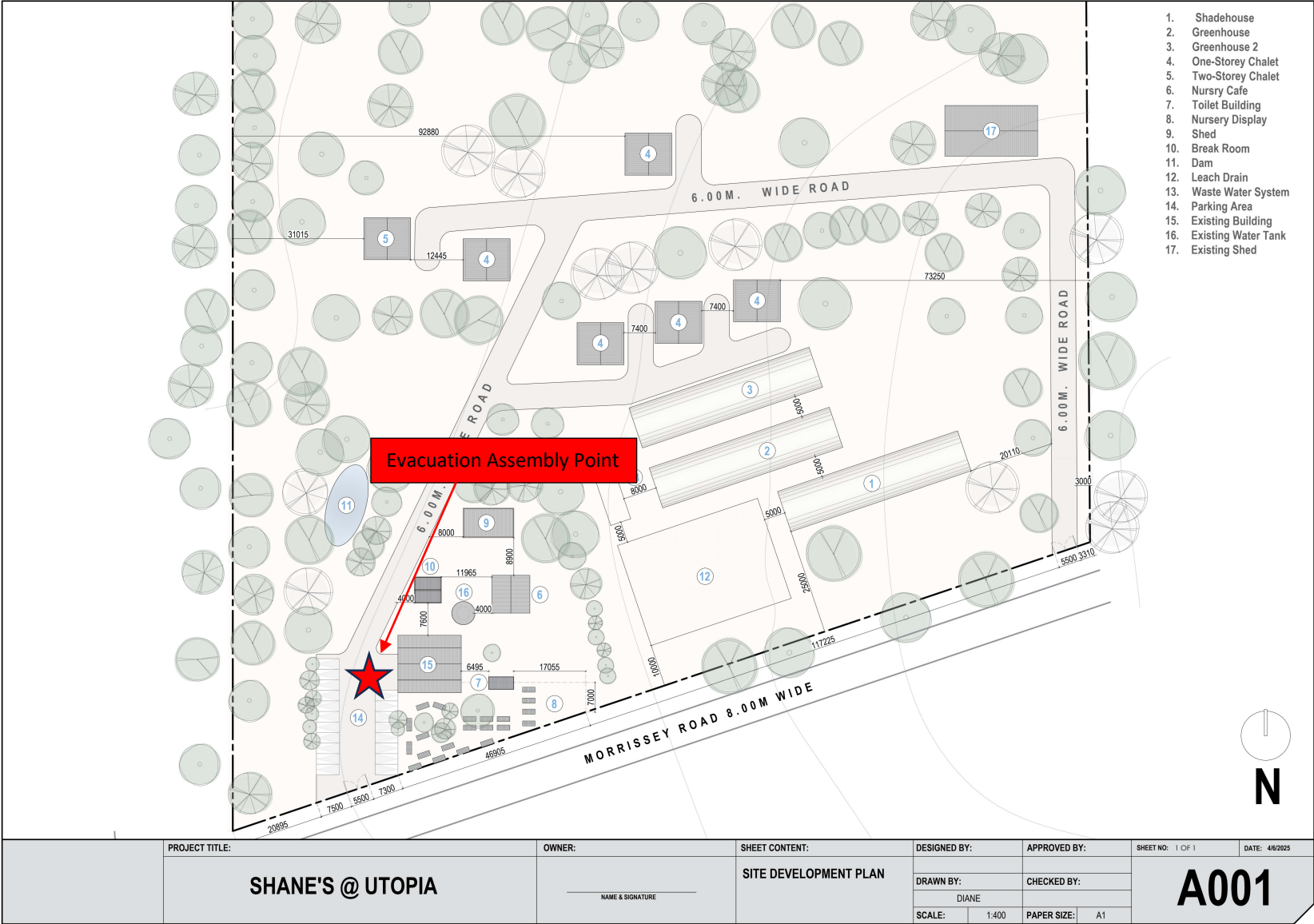
Secondary Off-Site Evacuation Assembly Point	
Name of venue	Mucnea Recreation Centre
Address of venue	48 Archibald Street, Mucnea
Nearest intersection	Carl Street

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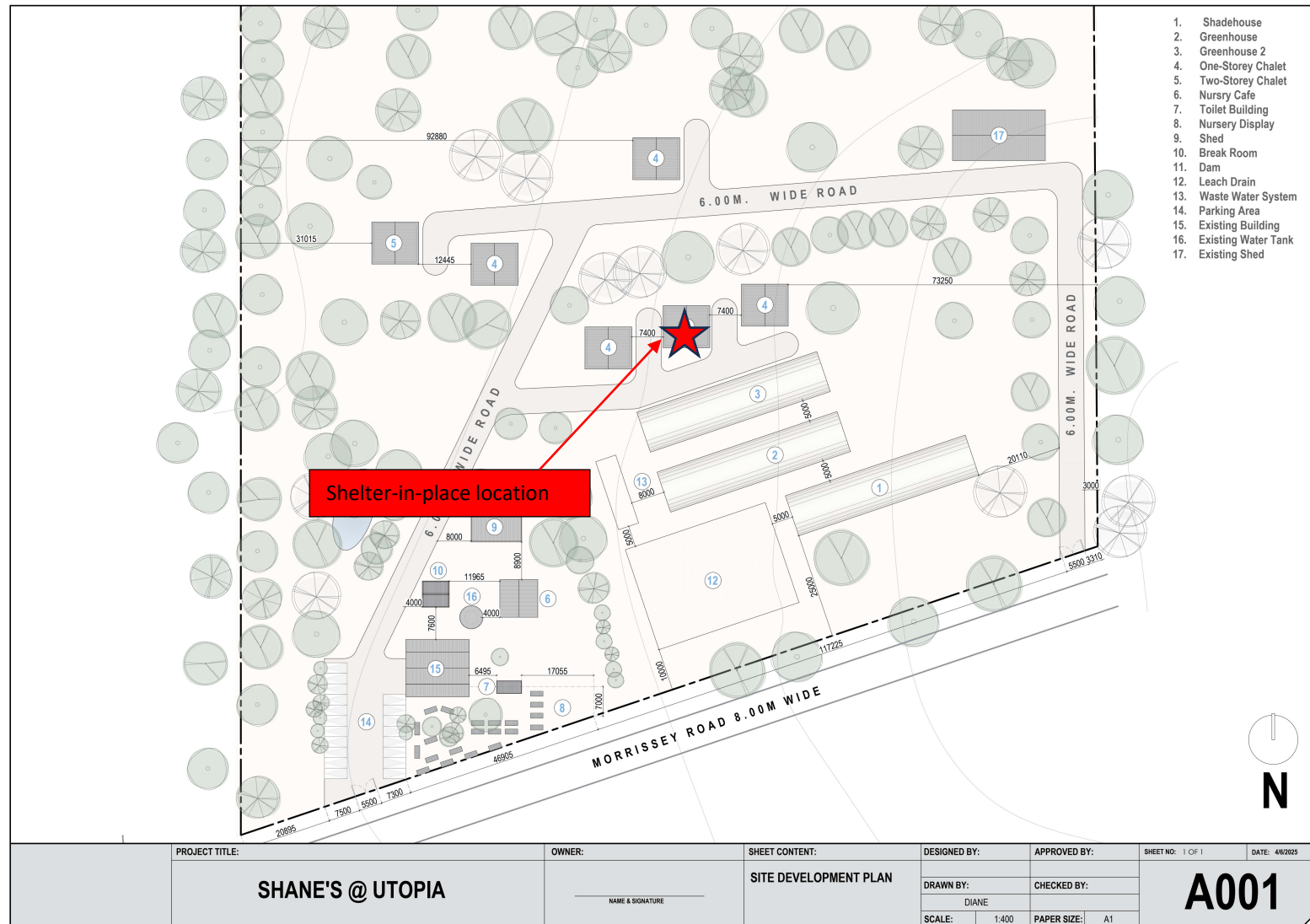
Bushfire Emergency Plan



Venue Contact Number	(08) 9576 4600
Secondary Transportation Arrangements	
Transport Options	Private Vehicles Visitors and Staff are expected to evacuate using their private vehicles that they arrived to the site in. On notification of evacuation by vehicle being enacted, Chief and Deputy Chief fire wardens are to undertake a head count of visitors and arrange for suitable vehicles to transport visitors to the evacuation destination.
Estimated Travel Time	9 minutes (vehicle)
Primary Route to Location	Turn right onto Morrissey Road. Turn right at the intersection of Great Northern Highway and travel north along Great Northern Highway. Turn left onto Granary Drive. Turn left onto Muchea South Road. Turn right on Archibald Street. The evacuation destination on the right.
Secondary Route to Location	Right onto Morrissey Road, left onto Great Northern Highway, right onto Rutland Road, right onto Muchea South Road, left onto Archibald Street, destination on the right.



6.2 SHELTER-IN-PLACE



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7. EMERGENCY RESPONSE

(Note: Early evacuation should always be the primary action – you should never ‘wait and see what happens’. Sheltering-in-place during a bushfire should be a last option when there is insufficient time to evacuate. In some limited circumstances such as in remote locations or facilities with people with morbidity issues, early evacuation may be difficult to implement and sheltering in place may be the safest action.)

The primary action to follow with an imminent bushfire threat is to:

EVACUATE	~~Shelter in place~~
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TRIGGER TO ACT	ACTION	RESPONSIBLE PERSON
DFES issue ‘Advice’ bushfire warning. Direction to evacuate from an emergency service authority.	If a fire is spotted, report immediately to 000 and then Chief Fire Warden. Request information from DFES regarding bushfire time to arrival and if OFF SITE EVACUATION should be undertaken. If OFF SITE EVACUATION is to occur, undertake actions in Row 2 below. Establish regular communication between Chief Fire Warden or appropriate delegate and all guests/visitors to provide awareness of potential bushfire threat. Chief Fire Warden to account for location of all accommodation guests, staff and café/nursery visitors.	Chief Fire Warden or Deputy Fire Warden

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	Chief Fire Warden is to inform guests and visitors of bushfire threat and advise them of closure/evacuation of facility (based on DFES advice). Chief Fire Warden is to maintain situational awareness through a range of information sources, including Local frequency ABC Perth 720 AM, the Emergency WA website (emergency.wa.gov.au), dialling 13 33 37 and local emergency services. Continually monitor DFES alerts for change in conditions and advice, and prepare for evacuation.	
DFES issue a WATCH AND ACT bushfire warning and there is <u>NO FIRE</u> in the vegetation to the east/north-east/south-east of the site.	If a fire is spotted, report immediately to 000 and then Chief Fire Warden. Request information from DFES regarding bushfire time to arrival and if OFF SITE EVACUATION is contact accommodation guests, café visitors and staff to advise. If DFES and/or the Chief Fire Warden confirm OFF SITE EVACUATION is to be undertaken, all staff, accommodation guests and visitors are to be informed and instructed to move to the On-site assembly area (with the exception of those with specific bushfire responsibilities). Chief Fire Warden to account for location of all accommodation guests, visitors and staff and organise transport. All accommodation guests, visitors and other non-essential staff to be asked to leave the facility if safe to do so.	Chief Fire Warden and/or Deputy Fire Warden

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	If SHELTER-IN-PLACE is to occur, undertake actions in Row 3 below.	
DFES issue a WATCH AND ACT bushfire warning and there is <u>A FIRE</u> in the vegetation to the west of the site	Chief Fire Warden to account for location of all accommodation guests, visitors and staff and organise transport. Chief Fire Warden or delegate to supervise and ensure that all accommodation guests, visitors and staff are located indoors, onsite within the SHELTER-IN-PLACE building(s), in a room with an exit from the building on the western side (if possible). Ensure all windows/doors are closed. Soak towels and rugs in water and lay them along the inside of external doorways. All flammable material and equipment are removed away from windows, doors and air-conditioner units. Chief Fire Warden or delegate to nominate a sole liaison officer to contact DFES immediately to determine appropriate course of action and inform all accommodation guests, visitors and staff.	Chief Fire Warden and/or Deputy Fire Warden
DFES issue an EMERGENCY WARNING bushfire warning	Chief Fire Warden to account for location of all accommodation guests, visitors and staff and organise transport. Chief Fire Warden or delegate to supervise and ensure that all accommodation guests, visitors and staff are located indoors, onsite within the SHELTER-IN-PLACE building(s), in a room with an exit from the building on the western side (if possible).	Chief Fire Warden and/or Deputy Fire Warden

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	Ensure all windows/doors are closed. Soak towels and rugs in water and lay them along the inside of external doorways. All flammable material and equipment are removed away from windows, doors and air-conditioner units. Chief Fire Warden or delegate to nominate a sole liaison officer to contact DFES immediately to determine appropriate course of action and inform all accommodation guests, visitors and staff.	
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8. RECOVERY

Following a bushfire emergency event impacting on the site, the following actions should be undertaken:

ACTION	RESPONSIBLE PERSON
Ensure the safety of all people and seek medical assistance for those requiring it.	Chief Fire Warden and/or Deputy Fire Warden
Determine damage to buildings, only re-enter a building if it is undamaged or superficially damaged.	Chief Fire Warden and/or Deputy Fire Warden
Inspect grounds on return and extinguish any small fires, smouldering objects if it is safe to do so.	Chief Fire Warden and/or Deputy Fire Warden
Follow the directions of emergency services personnel at all times.	Chief Fire Warden, Deputy Fire Warden and all visitors.
Checking the Australian Red Cross 'Register, Find, Reunite' service.	All staff and visitors.
Document the emergency situation, what happened, and what the outcome was. Review the BEP for effectiveness, make note of weaknesses and amend as necessary.	Chief Fire Warden and/or Deputy Fire Warden

9. REFERENCES

Western Australian Planning Commission. (2024). State Planning Policy 3.7 –Bushfire. Western Australian Planning Commission, Perth, WA.

Western Australian Planning Commission. (2024). Planning for Bushfire Guidelines. Western Australian Planning Commission, Perth, WA. December 2021

Western Australian Planning Commission. (2019). A Guide to Developing a Bushfire Emergency Evacuation Plan. Western Australian Planning Commission, <https://www.wa.gov.au/system/files/2022-12/20221220-Emergency-Evacuation-Plan-Template-for-WA.pdf> accessed 8 February 2024.

BUSHFIRE EMERGENCY RESPONSE

LOCATION: Lot 1 (No.5) Morrissey Road, Bullsbrook

TYPE: Tourism Accomodation, Cafe and Nursery

MAXIMUM OCCUPANCY: Cafe & Nursery: 100 x visitors
Chalets: 32 guests
Total Staff Members: 8

CONTACTS:
Contact Person: Shane Fowler
Ph: 0409 082 764

FIRE EMERGENCY - CALL TO CONFIRM SAFE EVACUATION ROUTE

- SES/DFES ASSISTANCE: 132 500
- POLICE, FIRE, AMBULANCE: CALL TRIPLE ZERO (000)

CHIEF FIRE WARDENS (CFW) ROLE

- Ensure facility is prepared for the bushfire season.
- Monitoring Emergency Warning Sources (see below).
- Ensure sufficient vehicles and transport options are available for evacuation of guests/visitors/staff at all times during bushfire season.
- Initiate and oversee evacuation.
- Coordinate shelter-in-place is required.
- Coordinate recovery.
- Document the emergency situation, what happened, and what the outcome was.



INFORMATION SOURCES

Local ABC Radio: 720AM
DFES Information line: 13 33 37
Emergency WA
www.emergency.wa.gov.au

ADVICE - PREPARE TO EVACUATE

TRIGGER: DFES issue 'Advice' bushfire warning

ACTION:

- If a fire is spotted, report immediately to 000 and then Chief Fire Warden (CFW). Request information from DFES regarding bushfire time to arrival and if OFF SITE EVACUATION should be undertaken.
- If OFF SITE EVACUATION is to occur, undertake actions in 'WATCH AND ACT - EVACUATE' below.
- CFW to account for location of all guests/visitors/staff.
- CFW/delegate to establish regular communication between the guests/visitors/staff to provide awareness of potential bushfire threat, closure/evacuation of facility (based on DFES advice).
- CFW to maintain situation awareness through information sources.
- CFW to monitor DFES alerts for change in conditions and advice and prepare for evacuation.

WATCH AND ACT - EVACUATE

TRIGGER: DFES issue a WATCH AND ACT bushfire warning and there is NO FIRE within 10km of the site.

ACTION.

- If a fire is spotted, report immediately to 000 and then Chief Fire Warden (CFW).
- Request information from DFES regarding bushfire time to arrival and if OFF SITE EVACUATION is advised.
- CFW to account for location of all accommodation guests, visitors and staff and organise transport.
- If DFES and/or the CFW confirm OFF SITE EVACUATION is to be undertaken, all staff, accommodation guests and visitors are to be informed and instructed to move to the On-site assembly area (with the exception of those with specific bushfire responsibilities).
- All accommodation guests, visitors and other non-essential staff to be asked to leave the facility if safe to do so.

EMERGENCY - SHELTER IN PLACE

TRIGGER: DFES issue an EMERGENCY WARNING bushfire warning OR DFES issue a WATCH AND ACT bushfire warning and there is A FIRE within 10km of the site.

THIS SURVIVAL PLAN IS ONLY TO BE ENACTED IN THE EVENT THAT DFES OR POLICE ADVISE THAT SAFE EVACUATION IS NOT AVAILABLE - FOLLOW DFES INSTRUCTIONS

ACTION:

- CFW to account for location of all accommodation guests, visitors and staff and organise transport.
- CFW or delegate to supervise and ensure that all accommodation guests, visitors and staff are located indoors, onsite within the SHELTER-IN-PLACE building(s), in a room with an exit from the building on the western side (if possible).
- Ensure all windows/doors are closed.
- Soak towels and rugs in water and lay them along the inside of external doorways.
- All flammable material and equipment are removed away from windows, doors and air-conditioner units.
- CFW or delegate to nominate a sole liaison officer to contact DFES immediately to determine appropriate course of action and inform all accommodation guests, visitors and staff.

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WHEN EMERGENCY SERVICES HAVE DEEMED THE AREA SAFE:

- Ensure the safety of all people and seek medical assistance for those requiring it.
- Determine damage to buildings, only re-enter a building if it is undamaged or superficially damaged.
- Inspect grounds on return and extinguish any small fires, smouldering objects if it is safe to do so. Check roof spaces, roof gutters, valleys, garden beds, furniture, sheds and storage areas.
- Monitor DFES accouncements and follow the directions of emergency services personnel at all times.

EMERGENCY EVACUATION DIAGRAM

