

## Monash University Procedure

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| <b>Procedure Title</b>     | Civil Disturbance Procedures  |
| <b>Parent Policy</b>       | <a href="#">Civil Disturbance Policy</a>  |
| <b>Date Effective</b>      | 3 May 2017  |
| <b>Review Date</b>         | 3 May 2020  |
| <b>Procedure Owner</b>     | Director Services, Buildings and Property Division  |
| <b>Category</b>            | Operational   |
| <b>Version Number</b>      | 2.0   |
| <b>Content Enquiries</b>   | <a href="mailto:Russell.gammie@monash.edu">Russell.gammie@monash.edu</a>  |
| <b>Scope</b>               | <p>This policy applies to all staff and students of:</p> <ul style="list-style-type: none"> <li>• Monash University at the university's Australian campuses, Residences and off-campus facilities; and</li> <li>• Monash College Pty Ltd business units at the university's Australian campuses.</li> </ul> |
| <b>Purpose</b>             | To ensure that the university environment remains safe, orderly and conducive to learning.  |
| <b>PROCEDURE STATEMENT</b> |   |

### Reporting a Civil Disturbance

1. Any person who becomes aware of a civil disturbance or the likelihood of a civil disturbance at/or within the precincts of any university premises must, as soon as is practicable, notify the nearest campus security office.

#### **Responsibility**

Any person who becomes aware of a civil disturbance or the likelihood of a civil disturbance at or within the precincts of any university premises.

### Interim Action

1. Where a civil disturbance immediately threatens a particular building or area and security staff are not present, staff in that building should if safe, consider any or all of the following actions to protect themselves and university property;
  - Close and lock all external doors – considering need for emergency egress.
  - Make special arrangements for any visitors to leave the premises.
  - Secure essential or confidential records, consider backing up important computer files and lock away disks, files and papers.
  - Ensure that all offices and non-public areas are locked or sealed off.
  - Ensure someone knows where you are.
  - Avoid physical conflict with persons even if provoked.

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- Follow verbal instructions of campus security staff and/or police.
- Consider evacuation if your safety is at risk

### Responsibility

Staff in any building threatened by a civil disturbance.

2. Where possible continue to provide security with updates on what is actually occurring at the location (how many people involved, what activities are they engaging in, etc.).

### Responsibility

Staff in any building threatened by a civil disturbance.

## Security Response

1. The security staff member notified will obtain detailed information regarding the matter and in most instances initiate an immediate operational security response to the location in accordance with security training and standard operating procedures.

### Responsibility

Security personnel

2. Where a civil disturbance is considered anything other than minor, the security staff member will advise their security supervisor who will assess the information and initiate an appropriate security response.

### Responsibility

Security personnel

3. If the disturbance is considered serious and/or may be likely to escalate, the relevant campus security supervisor will, as soon as practicable, notify the university security manager and determine an operational action plan to deal with the situation. Where necessary the services of police may be requested.

### Responsibility

Campus security supervisor

## Crisis Management and Recovery Team Notification

1. Where a level of a civil disturbance becomes notifiable within the meaning of the university's crisis management and recovery process, the university security manager, who is also the university crisis team coordinator, will notify and consult with the relevant crisis management and recovery team leader.

### Responsibility

University security manager

2. As always, the decision to activate a crisis management and recovery team is that of the relevant team leader. Should a decision be made to convene, that team shall manage the university's response in consultation with the Victoria Police.

### Responsibility

Crisis management and recovery team leader

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| <b>Responsibility for implementation</b> | Executive Director, Buildings and Property Division |
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| <b>Status</b>                           | Revised  |
| <b>Approval Body</b>                    | <p><b>Name:</b> Executive Director, Buildings and Property Division</p> <p><b>Date:</b> 3 May 2017</p>   |
| <b>Definitions</b>                      | <p><b>Breach of the Peace:</b> Includes conduct which, if committed, may amount to an unlawful act or acts including, but not limited to assault, threatening or offensive behaviour, riot or obstruction.</p> <p><b>Campus Security Office:</b> The main security office at or responsible for a university campus or other location.</p> <p><b>Security Representative:</b> The person appointed to the role by the university.</p> <p><b>Civil Disturbance:</b> Any act which constitutes a 'breach of the peace' or which has the express aim of preventing or obstructing the continuation of the university's normal operation. (Such events may occur internally or externally to the University and may range from verbal arguments to organised protests, demonstrations and rioting).</p> <p><b>Crisis Management and Recovery Team:</b> Persons nominated to the role by the university.</p> <p><b>Crisis Management and Recovery Team Leader:</b> The person nominated to the role by the university.</p> <p><b>Disciplinary Statute:</b> Monash University's Discipline Statute.</p> <p><b>University Security Manager:</b> The person appointed to the role by the university.</p> |
| <b>Legislation Mandating Compliance</b> | <p><a href="#">Crimes Act 1958</a></p> <p><a href="#">Summary Offences Act 1966 (VIC)</a></p> <p>Monash University Statute and Regulations</p>   |
| <b>Related Policies</b>                 |  |
| <b>Related Documents</b>                |  |