

Monash University Policy

Policy Title	Crisis Management Policy
Date Effective	11-August-2014
Review Date	11-August-2017
Policy Owner	Executive Director, Campus Community
Category	Operational
Version Number	2.2
Content Enquiries	ccd@monash.edu
Scope	All campuses Crisis Management and Recovery Teams Local Emergency Response Teams
Purpose	To demonstrate the University's commitment and proactive approach to crisis planning. To establish an ongoing structure for the development and regular review and testing of a Crisis Management and Recovery Plan to be adopted across all University campuses, including Monash University Malaysia. To provide information to the general University community on the University's approach to crisis management.

POLICY STATEMENT

Monash University will ensure that processes are in place to ensure that the University:

1. regularly identifies and assesses threats and potential crisis events in order to strengthen the University's preparedness for any such events;
2. has appropriate plans in place for managing a crisis; and
3. can recover promptly from any crisis and resume normal business as soon as possible.

Supporting Procedures	Crisis Management Procedures
Responsibility for implementation	Chief Operating Officer and Senior Vice-President Executive Director, Campus Community University Crisis Team Coordinator (University Security Manager) Crisis Management and Recovery Team Leaders Local Emergency Response Team Managers
Status	Revised
Approval Body	Name: Chief Operating Officer and Senior Vice-President (Administration) Meeting: n/a Date: 11-August-2014 Agenda item: n/a
Endorsement Body	Name: Executive Director, Campus Community

	<p>Meeting: n/a</p> <p>Date: 11-August-2014</p> <p>Agenda item: n/a</p>
Definitions	<p>Crisis: An adverse event or series of events that have the potential to seriously damage Monash University's people, business, reputation or property.</p> <p>Crisis Management and Recovery Manual: A guide to assist team members through the process of managing a crisis. The Manual provides a framework for Crisis/Emergency Management Planning, Prevention, Response and Recovery (PPRR) including a Crisis/Emergency Risk Management Assessment process. It also details the role of team members, the resources available, standard crisis response procedures and communications arrangements.</p> <p>Crisis Management & Recovery-Senior Management Team (CMR-SMT): The University Senior Management Team in relation to a crisis event.</p> <p>Crisis Management and Recovery Plan: A plan outlined in the Crisis Management and Recovery Manual of each campus.</p> <p>Full-Scale Crisis Simulation Exercise (FSCSE): An exercise where simulated events are projected using a scripted scenario with additional inputs and/or updates being added at intervals to challenge exercise participants and processes and to drive activity.</p> <p>Identified Organisational Unit: An organisational unit identified for the purpose of crisis management, which may include but is not limited to a faculty, division, department or school, centre or academy.</p> <p>Local Emergency Response Plan (LERP): An identified organisational unit plan detailing local considerations and responses and a framework of processes and actions to be undertaken at the organisational unit level by the Local Emergency Response Team in the event of an emergency incident affecting the organisational unit.</p> <p>University Community: Staff members, members of the University Council, consultants, students and clients of the university.</p>
Legislation Mandating Compliance	<p>Occupational Health and Safety Act 2004 (Vic)</p>
Related Policies	
Related Documents	<p>Emergency Management Manual, Victoria</p> <p>Crisis Management and Recovery Manuals</p> <p>Local Emergency Response Plans</p> <p>ISO 31000 Risk Management Standard</p> <p>National Emergency Risk Assessment Guidelines (Australia)</p> <p>Crisis Management and Recovery website</p> <p>Country Fire Authority Act 1958 (Vic)</p> <p>Victoria State Emergency Service Act 2005 (Vic)</p> <p>Emergency Management Act, 1986 (Vic)</p> <p>Metropolitan Fire Brigades Act 1958 (Vic)</p>