

Monash University Procedure

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| Procedure Title | Bomb Threat Procedures |
| Parent Policy | Bomb Threat Policy |
| Date Effective | 13 June 2017 |
| Review Date | 13 June 2020 |
| Procedure Owner | Director Services, Buildings and Property Division |
| Category | Operational |
| Version Number | 2.0 |
| Content Enquiries | F-SPolicy@monash.edu |
| Scope | <p>This policy applies to all staff and students of:</p> <ul style="list-style-type: none"> • Monash University at the university's Australian campuses, Residences and off-campus facilities; and • - Monash College Pty Ltd business units at the university's Australian campuses. |
| Purpose | To provide immediate direction to any person who may receive a bomb or similar threat or observe a suspicious article which may be associated with a bomb or similar threat involving the university. |
| PROCEDURE STATEMENT | |

Reporting a Bomb Threat

1. **ABOVE ALL: KEEP CALM AND DO NOT ALARM OTHER EMPLOYEES AND STUDENTS**

Responsibility

Any person receiving or aware of a bomb threat or similar form of intimidation

2. **IF THREAT IS BY TELEPHONE:**

Prolong call – keep the person talking and ask:

- Location of Bomb
- Time set to explode
- Do not replace the handset – enables call to be traced

Responsibility

Any person receiving a bomb threat or similar form of intimidation by telephone

3. **Treat threat as genuine and record information for police**

Responsibility

Any person receiving a bomb threat or similar form of intimidation by telephone

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4. **IF AN OBJECT IS FOUND:**

- Do not touch
- Keep areas clear

Responsibility

Any person finding a suspicious object

5. **IF THREAT IS BY LETTER:**

- Do not handle more than necessary
- Where possible the item should be placed into a plastic pocket to preserve any physical evidence.

Responsibility

Any person receiving a bomb threat or similar form of intimidation by letter

6. **Do not use mobile phones or other electronic equipment that may trigger a device – Turn off mobile phones**

Responsibility

Any person receiving or aware of a bomb threat or similar form of intimidation

7. **RAISE THE ALARM:**

- REPORT TO SECURITY – DIAL 333 or use Red Emergency phone or Security Emergency Help Point
- DO NOT USE – Break Glass Alarm, EWIS, PA, mobile phone etc.

Responsibility

Any person receiving or aware of a bomb threat or similar form of intimidation

Security Bomb Threat Assessment

1. Where possible, a threat assessment team shall communicate and consider the information available, assess the legitimacy of the threat and determine the course of action.

Responsibility

Threat assessment team

2. Where concerns for safety exist police shall be notified and requested to attend, manage the incident and investigate.

Responsibility

Threat assessment team

3. The university may through its security staff and/or building warden direct the evacuation of any building, area or part thereof and/or request a search of the area be conducted by suitably trained security and/or emergency services personnel.

Responsibility

Security staff or building warden

Evacuation

1. Be prepared to evacuate – await further instruction from security

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Responsibility

All those in an area affected by a bomb threat

2. Evacuate the building as instructed to do so by the emergency warden

Responsibility

All those in an area affected by a bomb threat

3. Where possible, persons should be requested to remove all their personal belongings, eg. Briefcases, bags/articles, purse/wallet, keys etc., when evacuating

Responsibility

All those in an area affected by a bomb threat

4. **LECTURE THEATRES/ LABORATORIES**

It is the responsibility of the lecturer/tutor to maintain control of the students during the emergency until released by the emergency control officer

Responsibility

Lecturer/tutor in an area affected by a bomb threat

Incident Recording

1. A Security Incident Report will be completed for all reported threats.

Responsibility

Security representative dealing with a bomb threat or similar form of intimidation

Recovery Assistance

2. Where necessary the university's counselling services Health and Well Being are available to any person who has been involved in, or negatively affected by the incident

Responsibility

University counselling services Health and Well Being

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| Responsibility for implementation | Executive Director Buildings and Property Division |
| Status | Revised |
| Approval Body | <p>Name: Chief Operating Officer & Senior Vice- President</p> <p>Meeting:</p> <p>Date:13 June 2017</p> <p>Agenda item:</p> |
| Definitions | <p>Bomb Threat: Any direct or indirect threat or warning in respect of a real or simulated explosive or incendiary device, or other similar source of harm to the university.</p> <p>Campus Security Office: The main security office at/or responsible for a university campus or other location</p> <p>Security Representative: The person appointed to the role by the university.</p> |

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| | <p>Chief Building Warden: A person nominated by the university to act as a chief warden for the purposes of directing an evacuation</p> <p>Security Incident Report: Reports prepared for the use of and by the university security services to record the details of a security incident as well as any ongoing investigation.</p> <p>Threat Assessment Team: A team, usually comprising the university security manager, a relevant campus security representative and appropriate senior university management, appointed by the university to assess threats to the university</p> <p>University Counselling Services Health and Well Being: Counselling services provided by the university</p> |
| Legislation Mandating Compliance | <p>Occupational Health and Safety Act 2004 (Vic)</p> |
| Related Policies | <p>Security Incident Reporting Policy</p> <p>Suspicious Objects on University Property Policy</p> |
| Related Documents | <p>University Security Personnel Standard Operating Procedures –</p> <ul style="list-style-type: none"> • Bomb response plan suspicious item • Bomb Threat response plan and check list • University Evacuation Procedures |