Monash University Procedure

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
Monash University Procedure

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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<th>Executive Director Buildings and Property Division</th>
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<td>Status</td>
<td>Revised</td>
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<tr>
<td>Approval Body Name:</td>
<td>Chief Operating Officer &amp; Senior Vice- President</td>
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<td>Meeting:</td>
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<td>Date:</td>
<td>13 June 2017</td>
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Definitions

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.

Campus Security Office: The main security office at/or responsible for a university campus or other location

Security Representative: The person appointed to the role by the university.
### Chief Building Warden
A person nominated by the university to act as a chief warden for the purposes of directing an evacuation.

### 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.

### 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.

### University Counselling Services Health and Well Being
Counselling services provided by the university.

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<td>Suspicious Objects on University Property Policy</td>
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<td>University Security Personnel Standard Operating Procedures –</td>
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<td>• Bomb response plan suspicious item</td>
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<td>• Bomb Threat response plan and check list</td>
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