Monash University Procedure

Procedure Title	Security Incident Reporting Procedures
Parent Policy	[Security Incident Reporting Policy](#)
Date Effective	3 May 2017
Review Date	3 May 2020
Procedure Owner	Director Services Buildings and Property Division
Category	Operational
Version Number	2.0
Content Enquiries	Russell.gammie@monash.edu
Scope	This policy applies to all staff and students of: • 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	Comprehensive security incident reporting helps to provide the university with an accurate picture of events affecting the university community and enables the university to prepare and respond appropriately. It is the responsibility of all staff and students of the university to report all security incidents occurring within the university environment, actual or suspected (including matters which may have already been reported to police), to the university's security service.
PROCEDURE STATEMENT	

Reporting a Security Incident

1.   Any person who observes a security incident at or near a Monash University property should report details to the nearest campus security office or security personnel as soon as is practicable.

   Responsibility
   Any person who observes a security incident at or near a Monash University property.

2.   Where there is uncertainty as to whether a particular event is regarded as a security incident the university security service should still be contacted.

   Responsibility
   Any person who observes a security incident at or near a Monash University property.

Security Response

1.   Security personnel so notified of any security incident must respond appropriately having regard to the circumstances of the particular incident and ensure that such response is in accordance with relevant university, security (and other) policies, standard operating procedures, internal instructions and accepted security industry training principles.

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Responsibility
Security personnel

Incident Recording

1. The security member detecting, or receiving, information relating to a security incident will ensure the prompt compilation and submission of a university security incident report in the prescribed format, which includes electronic lodgement. Where more than one member of the university security team becomes aware of a particular security incident, the most senior member shall ensure that the report is completed and the university's security incident reporting process is fully complied with.

    Responsibility
    Security personnel

2. University security services will provide summary statistical reports on a periodic basis to selected university management to ensure greater awareness and assist future planning with respect to maintaining a safe and secure university environment. These reports remain confidential and privacy legislation provisions as well as the university's own privacy policy are applied to ensure proper use of an individual's recorded details.

    Responsibility
    University security services.

Reports Made to Police

1. Where any security related incident has also been reported to a recognised law enforcement or other relevant agency, the university security services will, where necessary, liaise appropriately with the representatives of such agency.

    Responsibility
    University security services.

Responsibility for implementation	Executive Director, Buildings and Property Division
Status	Revised
Approval Body	Name: Executive Director, Buildings and Property Division Date: 3 May 2017
Definitions	**Campus Security Office:** The main security office at or responsible for a university campus or other location **Security Incident:** An act, omission, circumstance, or occurrence which directly or indirectly adversely affect, the security of people or assets on any campus or other university property. Such incidents may include actual and suspected events including: acts of violence, theft, loss or damage to personal and/or university property, suspicious or threatening behaviour, emergency situations such as fire, flood, chemical spills, accidents or bodily injury, disorderly and/or disruptive conduct, unauthorised access and alarm activation. **University 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. **University Security Personnel:** Persons appointed by the university,

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	including contractors, responsible for the delivery of security related services to the organisation.
	University Security Service: The university appointed staff, including contractors, responsible for the delivery of security related services to the organisation.
Legislation Mandating Compliance	
Related Policies	Contacting Police Policy
Related Documents	