

Monash University Procedure

Procedure Title	Suspicious Objects on University Property Procedures
Parent Policy	Suspicious Objects on University Property 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	<p>This policy applies to all staff, 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 believes a reasonable suspicion exists regarding the lawfulness of any object or item found on university property and which in the circumstances may pose a threat to the safety of persons or university property.
PROCEDURE STATEMENT	

- Where a reasonable suspicion exists regarding the lawfulness of any object or item found on university property, which in the circumstances may pose a threat to the safety of persons or university property, the situation must be treated as potentially harmful and reported to the campus security office immediately and instructions sought.

Responsibility

Any person finding a suspicious object or item on university property

- Where possible suspicious objects should not be touched or disturbed and should be left *in situ*. It is important not to interfere with the object in order to preserve any evidence.

Responsibility

Any person finding a suspicious object or item on university property

Responsibility for implementation	Executive Director, Buildings and Property Division
Status	Revised
Approval Body	<p>Name: Executive Director, Buildings and Property Division</p> <p>Date: 3 May 2017</p>
Definitions	Campus Security Office: The main security office at or responsible for a

Monash University Procedure

	university campus or other location Suspicious Object: Includes any article(s) received, found or left in circumstances not regarded as normal which causes concern.
Legislation Mandating Compliance	
Related Policies	Bomb Threat Policy Security Incident Reporting Policy
Related Documents	University Security Standard Operating Procedures – Bomb Threat response plan and check list University Security Standard Operating Procedures – Bomb Threat.