

HOLLAND COLLEGE

ADMINISTRATIVE REGULATION

Management Directive

Category: PHYSICAL AND INFORMATION RESOURCES
Topic: CRISIS MANAGEMENT
Subtopic: MANAGEMENT DIRECTIVE – WEAPONS ON CAMPUS
Code: 30-04-3-MEC-D1
Effective Date: January 24, 2013 **Revision:** TWO
Approved by: President of Holland College, Brian McMillan

Holland College has implemented Crisis Management Plans across all College Campuses. In order to help the College community to establish what is acceptable with regard to these important issues concerning the safety of all members of our College community, the Management Executive Committee of the College has identified a number of concerns that will be addressed by Management Directives issued under this regulation ([AR-30-04-3](#)). It is vitally important that all members of the College community make themselves aware of these Directives and their responsibilities under them. Violations of these Directives will be handled in the same manner as the violation of any other College Policy or Regulation.

Definitions:

- 1. Weapon:** A weapon is defined as a device or instrument inherently designed to injure or kill another living being. This definition also applies to anything that looks like a weapon, or is being used, or threatened to be used, as a weapon. An instrument or device that a reasonable person believes is a weapon will be deemed to be an actual weapon and will be treated as such under this policy. (Source: Mount Royal College Weapons Policy - http://www.mtroyal.ca/wcm/groups/public/documents/pdf/mrc_weapons_policy.pdf)

Weapons for the purposes of applying College lock-down procedures have been divided into two categories. Weapons include, but are not limited to:

Weapons Category 1:

- Firearms (including firearms that have been disabled)
- Explosives (including fireworks) –In the possession of, or under the control of an intruder.

- Air, Pellet, BB, and CO₂ guns
- Paint Ball Guns
- Cross Bows
- Long Bows
- Swords
- Combat Knives
- Prohibited Blades (a knife that has a blade that opens automatically by gravity or centrifugal force or by hand pressure applied to a button, spring or other device in or attached to the handle of the knife)
- Replica or imitation firearms (including props)

Weapons Category 2:

- Hunting or fishing knives
- Brass knuckles
- Martial arts weapons
- Pepper, Oleoresin Capsicum (OC), Bear Spray
- Taser
- Any other restricted or prohibited device as defined by the Criminal Code of Canada.

2. Directive

2.1 No person, while on property controlled or owned by Holland College (including Residences), shall store or carry a weapon as defined above.

2.2 Exemptions to this Directive:

- a)** Police Officers, Armoured Transport Personnel or any other individual legally entitled to do so, may carry a weapon on College property, but only while performing their lawfully prescribed duties.
- b)** Members (including students) of the Atlantic Police Academy may carry and use a weapon on College property only while involved in duly authorized training or other activity that is under the supervision of a qualified and licensed weapons instructor or as otherwise authorized by the Executive Director of the Atlantic Police Academy.
- c)** It is recognized that some College programs, such as Culinary Arts and Wildlife Conservation Technology

programs, may require members of the College community who are associated with such programs to have in their possession and use items that might be classified as weapons or could potentially be employed as weapons. This Directive is not in any way intended to interfere with, or limit the lawful use of, such items within the facilities, or at College organized events, where these items are used. Members of the College community who own and or use these items are required to keep them secure, transport them in cases intended for that purpose and not be reckless in openly displaying them in areas of the College campus where they are not normally used. For example: knives used for culinary purposes should be kept in a storage case while being transported to and from kitchen/labs.

- d) Notwithstanding the above, any College sanctioned activity, while on College property, or otherwise representative of the College, that may involve the use or display of a weapon as defined by this Directive, must first be brought to the attention of the appropriate Director, Executive Director or Vice President and approved in writing prior to the use or display of the weapon. The Director, Executive Director, or Vice President must ensure that appropriate precautions and measures are taken to ensure the weapon is under strict control at all times.
- e) The College is willing to comply with religious and cultural requirements in regard to the presence of ceremonial weaponry. This compliance will be given with full expectation that the weapon is being worn strictly in a religious, cultural and non-violent manner. Full disciplinary measures will be exercised if the weapons are used for any other purpose. Members of the College community must make a written request to the Vice President of Corporate Services for permission to wear/carry ceremonial weaponry.
- f) Explosive substances stored in accordance with College requirements and used in College supervised laboratories for the purposes of conducting research and teaching shall not be included in this policy as long as they are being used for the purposes intended.

2.3 Unauthorized Weapons On Campus

- a)** Any Holland College employee who discovers a weapon on campus must:
 - (i)** immediately call the police to report the incident;
 - (ii)** if it is safe to do so, secure the weapon or make safe the area where the weapon was found;
 - (iii)** call a member of College Management or the crisis coordinator for the centre.
- b)** The member of College Management or the crisis coordinator who responds to the incident must ensure the weapon is safely removed and turned over to the appropriate authorities.
- c)** Any and all incidents that involve a weapon as defined in this Directive must be reported to any member of College Management and the incident documented on a Holland College Incident Report Form (QF023). The response received from the police and the disposition of the weapon must be documented on the form.
- d)** A member of a Police Force may seize any weapons found on campus that they deem to be a violation of the Criminal Code.
- e)** Individuals found in possession of unauthorized weapons on campus will be immediately reported to the police and may be excluded from College property pending an investigation. In the case of a student, an individual may be subject to disciplinary action up to and including expulsion from the College under Board Regulation 50-06-1 (Student Discipline). When the situation involves a member of College staff, the individual may be subject to suspension and, depending on the circumstances involved, it may lead to termination of employment under Board Regulation 40-01-1 (Code of Ethics and Conduct). Possession of unauthorized weapons may also result in criminal prosecution.

Reference sources used in the development of this document:

1. Mount Royal College Weapons Policy. Accessed on January 10, 2011 from http://www.mtroyal.ca/wcm/groups/public/documents/pdf/mrc_weapons_policy.pdf
2. Niagara College of Applied Arts and Technology – College Practices - Weapons and Firearms. Accessed on July 25, 2016 from <http://www.niagaracollege.ca/practices/wp-content/uploads/sites/5/2015/09/NC500-09-Weapons-and-Firearms.pdf>