

Subject: Rules concerning firearms in educational institutions

To all members of the HEC Montréal community:

On March 18, 2007, Premier Charest announced that he would do everything in his power to avoid a recurrence of such tragic events as the shootings at Dawson College in September 2006. This pledge led to the adoption of the *Act to protect persons with regard to activities involving firearms and amending the Act respecting safety in sports (Anastasia's Law)* that came into effect on September 1, 2008. The legislation prohibits the possession of a firearm in all educational institutions.

We also wish to inform you of the instructions to be followed if such a situation should occur at HEC Montréal.

Hence, there is an obligation to inform the police without delay, by calling 911 when:

- a teacher or a person occupying a management position has reasonable grounds to believe that a person on the premises of the institution is behaving in such a way as to compromise his or her own safety or that of others by the use of a firearm;
- anyone working at a university who has reasonable grounds to believe that an individual has a firearm in his or her possession or that a firearm is on the premises of the institution.

He or she must also immediately notify the HEC Montréal Security:

- Côte-Sainte-Catherine building: 514 340-6611
- Decelles building: 514 340-6969
- Hélène-Desmarais Building: 514-340-3869

For more information on responsibilities arising from this legislation, see the Quebec Department of Public Security Website:

http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=%2F%2FP_38_0001%2FP38_0001.htm

HEC Montréal – Instructions

The school would like to inform you of the procedures to follow if you witness behaviour likely to compromise your safety or that of others. Following this message, please read the procedure to be followed in the presence of an armed person.

PROCEDURE IN THE PRESENCE OF AN ARMED PERSON

Instructions for all members of the HEC Montréal community

What you must not do

Do not sound the fire alarm under any circumstances. This would cause the other occupants of the building to evacuate, putting their lives in danger.

What you must do

If you are in a public or open space (corridor, cafeteria or library) and it is possible to evacuate your location:

- Evacuate the premises discreetly.
- Keep your hands in the air so that the police know you are not a threat.
- Tell everyone you meet to leave the premises immediately.
- Once you are safe, call 911 immediately and provide the location and description of the individual. Then call HEC Montréal Security at 514-340-6611(CSC) at 514-340-6969 (Decelles) and at 514-340-3869 (Hélène-Desmarais).
- Follow instructions from emergency response services (police/firefighters) and HEC Montréal Security.

You will be asked to provide the following information:

- your name;
- the location of the incident (be as specific as possible);
- the number of armed persons and their physical description, if possible; ▪ your current location.

If you cannot leave the building immediately, because of the proximity of the assailant(s) or for any other reason:

- take shelter in the nearest classroom or office; ▪ Lock the door and barricade it, if possible.
- Cover any windows onto the hallway and stay away from them.
- Turn off the lights and computers and any source of noise (put cell phones on silent mode). ▪ Hide.
- Remain calm and silent.
- Wait for instructions from the police or emergency personnel before leaving the premises.

Important:

- Look around you carefully and identify all exit doors and staircases and where they lead.
- If the armed person enters the space or room where you are, or if you are wounded, try to remain still (pretending to be dead).
- Remain as calm as possible and obey police requests and orders, so as not to interfere with police operations. Once the first-response police force has entered the building to overcome the assailant(s), an emergency team will be formed shortly thereafter, responsible for finding everyone in the building and guiding them out as safely as possible.