In the event that suspicious activity or a suspicious object is observed:

**Step 1: CONTACT PROTECTIVE SERVICES**

If you observe a criminal act, a suspicious individual(s) or a suspicious object, immediately contact Protective Services at 306-966-5555. Provide the nature of the activity, and the exact location including the building, room number and closest entrance, your name and the phone number at which you can be reached.

**Step 2: BE MINDFUL OF PERSONAL SAFETY**

- Do not confront an individual engaged in criminal or suspicious activity.
- If you see the person is armed, do not attempt to disarm the individual.
- Do not attempt to block or restrain the individual from leaving the area.
- Do not touch, open or move any suspicious package.
- Immediately and calmly leave the area. If you feel threatened call Protective Services at 306-966-5555 or call 911 from a mobile phone, or call 5555 or 9-911 from a campus telephone.

**Step 3: Contact the Dean’s Office**

Ask to speak with the Director of Finance and Physical Resources or Library Support Service Manager to report the incident and complete a Library Incident report.

Please contact me directly if you have any feedback or concerns relating to this matter.

Dale Amerud  
**Director, Financial and Physical Resources**  
University Library, University of Saskatchewan  
Dean’s Office, Room 156 Murray Building, 3 Campus Drive  
Saskatoon, SK S7N 5A4  
Tel: (306) 966-5934; Fax: (306) 966-5932