If the FIRE ALARM/LOCKDOWN ALARM sounds for 10 seconds or more  
(testing is less than 10 seconds)

Normal Working Hours 8am-5pm

Door guard: Ground Floor Main Library Entrance and Stairwell Doors
Yellow armbands are located in drawer below the cash register
Lock the bottom drawer cash register and the laptop cabinet cupboard
  • the cash register key is in the drawer just below the register in a brown envelope
  • the laptop cabinet key is kept in room G5(labelled laptop/circ desk)
  • Fire extinguisher is located next to Rm. G3.

Responsibilities:
  • if anyone refuses to leave, do not stay to argue, but tell the Chief Fire Warden where that person is located
  • as an area is cleared, close the door behind you on the way out
  • leave through the nearest exit
  • do not re-enter the building until you the Saskatoon Fire Dept. gives the all clear.

  • For Lockdown procedures pull breezeway doors closed and go to safe place on maps (G3, G19 or G21.1) on the ground floor.

Outside Normal Working Hours (evening & weekends):
Exit the building by the nearest exit.
  • See above for locking cash register and laptops
  • All persons shall evacuate the building by the nearest safe exit, go to the nearest marshal area and wait quietly for instructions.
  • If you initiate the fire alarms report directly to emergency responders to provide info about why alarm was sounded.
  • Protective Services and SFD will be first on the scene and an Operations & Maintenance electrician will be called in. The decision to silence and allow people to re-occupy a building shall fall to SFD. Safety Resources personnel will only be called for an actual fire or at the request of Protective Services.