

Emergency Policy

Approved by the Lawrence Public Library Board of Trustees, October 21, 1996. Revised December 16, 1996; April 20, 1998; June 15, 1998; April 18, 2001; January 21, 2002; April 18, 2005; May 20, 2008, June 21, 2010; February 15, 2016, and May 16, 2022.

The Library's first priority in an emergency situation is the safety of staff and patrons and secondarily to minimize damage to property. Emergency procedures for Lawrence Public Library shall follow the Emergency Preparedness, Response, and Recovery Plan and will be reviewed annually with staff. Emergency and nonemergency phone numbers are listed in this manual, along with procedures for handling emergency situations. The emergency fire alarm and sprinkler system will be inspected annually. As a public service institution, the Library will make every effort to remain open during regularly scheduled hours, but may close when conditions warrant. Decisions to close or alter Library hours due to emergency conditions are the responsibility of the Executive Director, or in his absence, the designated Person in Charge. The Emergency Preparedness, Response, and Recovery Plan manual can be found in the Security office or at the desk of any library staff that serve as a Person in Charge (PIC).