



## Emergency Policy

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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, sprinkler system, fire extinguishers, and the passenger elevator 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 designee. The Emergency Preparedness, Response, and Recovery Plan manual and the Quick Reference sheets are available in hardcopy format in the library or digitally on the staff intranet.