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## 5.20 Unresponsive Patron or Employee Policy

In order to ensure accuracy of information and expedite follow-up by Iowa Lakes Community College, the office of the Executive Dean of the Emmetsburg Campus is responsible for coordinating matters related to the death of a current student or college employee. The college also wishes to be informed of other deaths occurring on college property.

For unresponsive persons discovered at the library, the public library staff shall notify:

1. Call 911 (9-911), immediately upon discovery.
2. Library Director, immediately following notification of emergency response personnel.
3. Executive Dean of the Emmetsburg Campus
4. Dean's Administrative Assistant

The Library Director and/or the Executive Dean of the Emmetsburg Campus will:

- a. Give information to police and/or hospital for immediate notification of next-of-kin.
- b. Coordinate press relations with the college Executive Director of Marketing.

The Library Director shall handle all correspondence and press relations related to the death of a public library patron or employee.

Adopted by the Board of Trustees: August 2011; Reviewed: September 2014, June 2017;  
Amended: September 2020, July 2023; Scheduled for Review: June 2026