

## Security and Fire Safety Report

The Lotus Professional College faculty and staff are concerned that all students and employees experience a safe and secure environment while at our school. It is the responsibility of every student and employee to be aware of safety and security matters and to promptly report any crime to school officials and to the local police.

In compliance with the Crime Awareness and Campus Security Act of 1990, the Campus Security Policy and Report is available to prospective students upon request to the registrar. The report discusses safety and security issues such as the importance of prompt reporting of crimes, campus security procedures, and statistics for the prior three calendar years, as well as other pertinent information.

No later than October 1 of each year, current students and employees receive the annual Crime Awareness and Campus Security Report by email and is available in print if requested from the registrar.

### REPORTING A CRIME OR EMERGENCY

Criminal activities and emergencies occurring at the Lotus Professional College should be reported immediately to the Director of Education, Assistant Director of Education, or Registrar either in person, telephone, or electronically.

A representative of the Lotus Professional College and local authority will investigate the incident, document the information, and take appropriate action.

Victims or witnesses should report crimes on a voluntary, confidential basis for information to be included in the annual disclosure.

The Campus President or Campus Director will ensure that all reports of criminal activities or other emergencies occurring on campus will be reported and recorded. College administration will maintain a record of the following criminal offenses reported to campus security authorities or local police agencies:

- Criminal Homicide
  - Murder & non-negligent manslaughter
  - Negligent manslaughter
- Sex Offenses (including forcible and non-forcible)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Arrests and Disciplinary Action Referrals for: Drug and Liquor Law Violations & Illegal Weapons Possession
- Hate Crimes includes the following offenses determined to be hate crimes:
  - Larceny/Theft
  - Simple Assault
  - Intimidation
  - Destruction of Property/Damaged Property/Vandalism of Property
- Domestic Violence
- Dating Violence

- Stalking

The annual security and fire safety report will be sent via email by October 1 of each year to all current students, staff and faculty as well as prospective students.

Annual Fire Log and Crime Log:

2021a: January 2021-April 15, 2021, located at 10960 Three Chopt Road, Henrico Virginia 23233.

2021b: April 15-December 31, 2022, located at 8935 Patterson Avenue, Richmond Virginia 23229.

- **Annual Fire Log**

	2019	2020	2021a	2021b
Number of fires	0	0	0	0
Number of injuries	0	0	0	0
Cause of fire	N/A	N/A	N/A	N/A

- **Annual Crime Log**

The Lotus Professional College is dedicated to providing assistance to all members of the Lotus community. It is important that the Lotus Community recognize their own safety and security.

Category	2019	2020	2021a	2021b
Aggravated Assault	0	0	0	0
Arson	0	0	0	0
Burglary	0	0	0	0
Computer Crime	0	0	0	0
Dating violence	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0
Domestic violence	0	0	0	0
Drug abuse arrests	0	0	0	0
Drug law violations	0	0	0	0
Fondling	0	0	0	0

Hate Crime and type	0	0	0	0
Homicide	0	0	0	0
Incest	0	0	0	0
Intimidation	0	0	0	0
Illegal weapons possession	0	0	0	0
Larceny- theft	0	0	0	1
Liquor law arrests	0	0	0	0
Liquor law violations	0	0	0	0
Murder	0	0	0	0
Motor vehicle theft	0	0	0	0
Negligent manslaughter	0	0	0	0
Non-negligent manslaughter	0	0	0	0
Possession of unlawful substance	0	0	0	0
Rape	0	0	0	0
Referral for disciplinary actions of an offense	0	0	0	0
Robbery	0	0	0	0
Simple assault	0	0	0	0
Stalking	0	0	0	0
Statutory rape	0	0	0	0
Trespassing	0	0	0	0
Weapon law arrests/referrals	0	0	0	0

## TIMELY WARNINGS, EMERGENCY NOTIFICATION AND EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency notifications will be sent when a significant event occurs that immediately endangers the safety and welfare of students, staff and faculty. The notification will identify the

nature of the emergency, the location and any precautions that should be taken. The emergency notification can be distributed through various methods that include but are not limited to: Stars alert, email and Lotus website

A timely warning will be issued in instances that involve specific crimes mandated by the Clery Act. The timely warning can be distributed through various methods that include but are not limited to: Stars alert, email and Lotus website

The following are offences that require a timely warning if a threat is posed to the community:

Murder/ Manslaughter, Non-Negligent Manslaughter, Aggravated Assault, Robbery, Sex Offenses, Burglary, Arson, and Motor Vehicle Theft. Warnings are also distributed in the event of a biased/hate crimes that include the above and vandalism, larceny, intimidation and simple assault.

- ***Emergency Contacts and Phone Numbers***

Campus Location information:

Lotus Professional College

8935 Patterson Avenue

Richmond, VA 23229

Phone # 804-290-0980

## EMERGENCY PHONE NUMBERS

		NAME	PHONE #
Henrico Fire Department			804-501-4900
Paramedics	Tuckahoe Volunteer Rescue Squad		804-288-6686
Ambulance	Tuckahoe Volunteer Rescue Squad		804-288-6686
Henrico Police	Emergency		911
	Non-Emergency		804-501-5000
Federal Protective Service	(Homeland Security)		877-437-7411
Mental Health Emergency Services			804-727-8484

## UTILITY COMPANY EMERGENCY CONTACTS

		NAME	PHONE #
Electric	Dominion Energy		866-366-4357
Water	Henrico County Public Utilities (8am - 4:30pm)		804-501-4275
	(nights and weekends)		804-501-5025
Gas			911
Telephone	Xfinity		800-XFINITY

- ***Emergency Reporting and Evacuation Procedures***

Types of emergencies to be reported by site personnel are:

- Medical
- Fire
- Severe Weather
- Bomb Threat
- Chemical Spill
- Structure Climbing/Descending
- Extended Power Loss

- **Evacuation Routes**

Evacuation route maps have been posted in each area, the following information is marked on evacuation maps:

1. Emergency Exits
2. Evacuation routes
3. Location of fire extinguishers
4. Assembly points

- **Evacuation Procedures**

- Close all windows and leave the overhead light on.
- Before opening any door, feel the door. If it is hot, do not open it; if it is not hot, brace yourself against the door, open it slightly, and if the heat or heavy smoke is present, close the door and stay in your room.
- If there is a phone in the room call 911 or from a cell phone 804.501.5000 and report that you are trapped. Remain calm and give your building location and what portion of the building you are in. Stuff clothes or similar materials under all doors leading into corridors. Stay close to the floor if smoke enters the room.
- If conditions allow you to leave the room, close but do not lock the door and walk directly to the nearest exit and leave the building. Students should assemble in the grassy area in the adjacent apartment complex along Patterson Avenue.
- If you have exited the facility, stand clear of the building (minimum of 300 feet). Emergency apparatus may be maneuvering around the building.
- Follow the direction of fire and police personnel and NEVER re-enter the building until they give you permissions to do so.

- **Drills and Exercises**

Fire drills are conducted at least once during the calendar year. Tornado and Earthquake drills are conducted annually in conjunction with the Virginia state wide drills (October and April). The drills are both announced and unannounced and are documented by campus safety authority.

- **Severe Weather and Natural Disasters**

**Tornado:**

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

**Earthquake:**

- Stay calm and await instructions from the Emergency Coordinator or the designated official.

- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

### **Flood:**

#### *If indoors:*

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

#### *If outdoors:*

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

### **Hurricane:**

- The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

#### *Once a hurricane watch has been issued:*

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Moor any boats securely, or move to a safe place if time allows.
- Continue to monitor local TV and radio stations for instructions.
- Move early out of low-lying areas or from the coast, at the request of officials.
- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
- Collect drinking water in appropriate containers. Once a hurricane warning has been issued:
- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding.

#### *During a hurricane:*

- Remain indoors and consider the following: - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.

### **Blizzard:**

#### *If indoors:*

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
  - Close off unneeded rooms or areas.

- Stuff towels or rags in cracks under doors.
- Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

*If outdoors:*

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
  - Prepare a lean-to, wind break, or snow cave for protection from the wind.
  - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
  - Do not eat snow. It will lower your body temperature. Melt it first.

*If stranded in a car or truck:*

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
  - Turn on the dome light at night when running the engine.
  - Tie a colored cloth to your antenna or door.
  - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.