

Annual Security and Fire Safety Report

10.01.2024

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 Financial Aid Department. 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 Financial Aid Department.

REPORTING A CRIME OR EMERGENCY

Criminal activities and emergencies occurring at the Lotus Professional College should be reported immediately to the Program Directors, HR, or any staff member, 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

Definitions

Lotus Professional College prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as those terms are defined for purposes of the Clery Act.

Dating violence – Parties that do not meet the family or household member definition but where acts of violence, force, or threat or criminal offenses have resulted in injury to person or property. Parties involved in a dating violence relationship may define their relationship as dating, extramarital affair, or pregnancy (child in common not yet born).

Domestic Violence -Assault and Battery (Code of Virginia §18.2-57 or §18.2-57.2 for Assault and Battery Against a Family or Household Member) – Any person who commits an assault and battery of a family or household member is guilty of a Class 1 misdemeanor. Upon conviction for a third or subsequent conviction, where such person has been previously convicted of two offenses against a family or household member of assault and battery, malicious wounding, aggravated malicious wounding, malicious bodily injury by means of substance, or an offense in any jurisdiction with the same elements of any of the above offenses, in any combination, all of which occurred within a twenty-year period and each of which occurred on a different date, shall be guilty of a Class 6 felony.

Stalking (Code of Virginia §18.2-60.3) – Any person who, on more than one occasion, engages in conduct with the intent to place, or when the person knows or reasonably should know that the conduct placed, another person in reasonable fear of death, criminal sexual assault, or injury is guilty of a Class 1 misdemeanor. Any person who is convicted of a second offense of stalking occurring within five years of a prior conviction of such an offense under this section or for a substantially similar offense under the law of any other jurisdiction is guilty of a Class 6 felony.

Sexual assault – (Code of Virginia under Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2) Those offenses involving sexual penetration or sexual contact with any person by force, fear, intimidation, ruse, or through the use of a person's mental incapacity or physical

helplessness, or any other forced sexual penetration/contact on a person. Sexual assaults may include rape, forcible sodomy, sexual battery, object penetration, and attempts thereof which are personal violent crimes that have great psychological and physical effects on the victims.

Title IX Compliance

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..." 20 U.S.C. § 1681.

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is a federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance.

Lotus Professional College is committed to creating and maintaining an environment free of discrimination, harassment, and retaliation. Lotus does not discriminate on the basis of race, color religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or genetic information. We value a learning community in which all members feel secure physically and intellectually. Behavior that harms others challenge our mission.

If you SEE something, SAY something!

Athena Davis-Title IV Coordinator

Phone: 804-290-0980 / **Email:** athenadavis@lotus.edu

Students: If you are a student who believes you have been subjected to sexual misconduct, including sexual assault, sexual violence, sexual harassment, dating violence and stalking by another student, by faculty or staff or any other form of gender discrimination under Title IX, you may report such misconduct or file a formal complaint with a Title IX Coordinator.

Employees: If you are an employee who believes you have been subjected to sexual misconduct, including sexual assault, sexual violence, sexual harassment, dating violence and stalking by a student, by faculty or staff or any other form of gender discrimination under Title IX, you may report such misconduct or file a formal complaint with the Title IX Program Coordinator.

Federal and state laws prohibit the taking of retaliatory measures against any individual who files a complaint in good faith.

Confidential Resources: Lotus Professional College understands that deciding whether to make a report and choosing how to proceed can be a difficult decision. There are several resources available to provide confidential support, both on campus and in the local community. These confidential resources will not share information with the Title IX Coordinator or any other employee of the campus without the individual's permission.

Campus Security Report (Clery Act)

The Lotus Professional College is compliant with the seven (7) categories and subheadings which are presented here in the Annual Security Report for all Clery Act Criminal Offenses is kept on file at the school office and is available upon request.

Clery Act Definitions for Dating Violence, Domestic Violence, Stalking, and Sexual Assault:

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition

- dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim.
- By a person with whom the victim shares a child in common.
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for the person's safety or the safety of others; or
- suffer substantial emotional distress.

Sexual Assault is defined as an offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI's UCR program and included in Appendix A of 34 CFR Part 668.

Disseminating reports to prospective students and employees

The Lotus Professional College provides an annual report to prospective students and prospective employees electronically and a hard copy is available in the office upon request which contains information on the annual security report described in the following sections.

- **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. The annual security 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.

| Category | 2021 | 2022 | 2023 |
|--|------|------|------|
| Aggravated Assault | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Computer Crime | 0 | 0 | 0 |
| Dating violence | 0 | 0 | 0 |
| Destruction/damage/ vandalism of property | 0 | 0 | 0 |
| Domestic violence | 0 | 0 | 0 |
| Drug abuse arrests | 0 | 0 | 0 |
| Drug law violations | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 |
| Hate Crime and type | 0 | 0 | 0 |
| Homicide | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 |
| Illegal weapons possession | 0 | 0 | 0 |
| Larceny- theft | 1 | 0 | 0 |
| Liquor law arrests | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 |
| Murder | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 |
| Negligent manslaughter | 0 | 0 | 0 |
| Non-negligent manslaughter | 0 | 0 | 0 |
| Possession of unlawful substance | 0 | 0 | 0 |

| | | | |
|---|---|---|---|
| Rape | 0 | 0 | 0 |
| Referral for disciplinary actions of an offense | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Simple assault | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 |
| Statutory rape | 0 | 0 | 0 |
| Trespassing | 0 | 0 | 0 |
| Weapon law arrests/referrals | 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
Henrico, VA 23229
Phone # 804-290-0980
Website: www.lotus.edu

Things you can do to protect yourself

- Always lock your vehicle doors and secure windows
- Stay calm and think rationally
- Remember what the attacker looks like

- Consider what you can do to protect yourself and others

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 Non-Emergency | 911 804-501-5000 |
| 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) (nights and weekends) | 804-501-4275 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 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, lightweight, 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.