Security and Fire Safety Report 10.1.2021

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.

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 and annual fire safety report described in the following sections.

The annual security and fire safety report will be sent via email by October 1 of each year.

**Annual Fire Log**

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of fires</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of injuries</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cause of fire</td>
<td>N/A</td>
<td>N/A</td>
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</tr>
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</table>

**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.

<table>
<thead>
<tr>
<th>Category</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggravated Assault</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
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</tr>
<tr>
<td>Crime</td>
<td>2016</td>
<td>2017</td>
<td>2018</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Computer Crime</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Destruction/damage/vandalism of property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Domestic violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug abuse arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug law violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fondling</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crime and type</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Homicide</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Intimidation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal weapons possession</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Larceny-theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor law arrests</td>
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<td>0</td>
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<tr>
<td>Liquor law violations</td>
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</tr>
<tr>
<td>Murder</td>
<td>0</td>
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</tr>
<tr>
<td>Motor vehicle theft</td>
<td>0</td>
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<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Crime Description</td>
<td>Count 1</td>
<td>Count 2</td>
<td>Count 3</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Possession of unlawful substance</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Referral for disciplinary actions of an offense</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Simple assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Trespassing</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapon law arrests/referrals</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Reporting a crime or emergency**

All students and faculty are encouraged to quickly and accurately report crimes or emergencies to the Campus Security Authority (CSA). During regular business hours the CSA is the front desk personnel and during evening and weekend hours the CSA is the senior faculty member.

At any time, if a student or faculty member feels unsafe or have an emergency, they should call **911** or contact the Henrico County Police department **804-501-5000** for non-emergency situations. The Lotus Professional College does allow voluntary confidential reporting of crime; Virginia’s open-record law requires all crime reports and incidents to be available for viewing. However, victims and witnesses can withhold their names.

All crimes reported to a campus director will be disclosed on the Lotus Professional College annual crime report log. Additionally, if students feel threatened or unsafe at any time, they should consult with a program director immediately. All crimes reported will be investigated by the campus directors immediately; students will be contacted via email following an investigation of a crime on campus.
Students are encouraged to review the student handbook that provides information about the safety of themselves, others, and the general campus area. Faculty and staff will remind students on a regular basis of campus security measures and procedures. These reminders will include campus security prevention measures and reminders to lock car doors and be aware of surroundings at all times. It is important that students do not tamper with any evidence after an alleged crime. It is vital to preserve evidence that may support the investigation. The Lotus Professional College will cooperate with law enforcement during an investigation of alleged crimes and incident on campus. This includes the enforcement of restraining orders and any other orders issued by the court.

- Students and faculty will be notified via email as soon as the situation has been verified to be credible.
- The Lotus Professional College prohibits the possession, use, and sale of drugs and alcohol which is enforced by state and federal laws.
- The Lotus Professional College will provide a statement of notification to accommodate victims after an alleged crime, regardless if the crime is reported to a law enforcement agency.
- The campus president will consult with victims about their rights and options after an alleged crime is reported.
- Students can obtain information about registered sex offenders in the campus area from the Henrico County Police Department.
- Classroom instructors will remind students to be mindful when meeting up with other students and building relationships with others that could lead to dating violence, domestic violence, sexual assault, and stalking.
- The Lotus Professional College will protect the confidentiality of victims and others and follow the Clery Act, without reporting and identifying specific information about the victim.
- The annual crime report will be available for students and faculty members to view in the main office.

**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 Contact Information:

LOTUS PROFESSIONAL COLLEGE
8935 Patterson Avenue
Richmond, VA  23229

**EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS**

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Security Authorities (CSA)</td>
<td>Daytime: Front desk personnel; Evenings and weekends: Senior faculty member on-site</td>
</tr>
</tbody>
</table>

**EMERGENCY PHONE NUMBERS**

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Henrico Fire Department</td>
<td>804-501-4900</td>
</tr>
<tr>
<td>Paramedics Tuckahoe Volunteer Rescue Squad</td>
<td>804-288-6686</td>
</tr>
<tr>
<td>Ambulance Tuckahoe Volunteer Rescue Squad</td>
<td>804-288-6686</td>
</tr>
<tr>
<td>Henrico Police Emergency</td>
<td>911</td>
</tr>
<tr>
<td>Henrico Police Non-Emergency</td>
<td>804-501-5000</td>
</tr>
<tr>
<td>Federal Protective Service (Homeland Security)</td>
<td>1-877-437-7411</td>
</tr>
<tr>
<td>Mental Health Emergency Services</td>
<td>804-727-8484</td>
</tr>
</tbody>
</table>

**UTILITY COMPANY EMERGENCY CONTACTS**

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electric</td>
<td>866-366-4357</td>
</tr>
<tr>
<td>Water</td>
<td>804-501-4275</td>
</tr>
<tr>
<td>(nights and weekends)</td>
<td>804-501-5025</td>
</tr>
<tr>
<td>Gas</td>
<td>911</td>
</tr>
<tr>
<td>Telephone</td>
<td>1-800-XFINITY</td>
</tr>
</tbody>
</table>
Alerts (2 categories)

I) Emergency Response and Evacuation Procedures

The Lotus Professional College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

This action will be initiated if there is an imminent threat to administration, faculty, and or students.

The Campus Security Authority (CSA) will make the decision to initiate action.

During regular office hours the CSA is the front desk personnel. If the front desk personnel is not going to be on site, then they will appoint a substitute CSA.

During evening and weekend hours the senior faculty member on site will be the CSA.

In the event there is an emergency the CSA will notify the students on campus and off campus to evacuate or stay away from campus. The notification will be sent via STARS 911 notification through text to all students and employees. Any students on campus will be notified directly as all our classes are housed in a single building.

Students should be directed to evacuate the building unless this would put them in direct danger.

Students will be notified of the situation as soon as the CSA has verified the emergency situation may exist.

If there is a weather threat student will be directed to the interior of the building to wait out the threat.

If there is a dangerous person or situation the decision will be made to both lock the doors and have the students move to the interior of the building or evacuate the building, this will depend on where the threat is located.

• 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 are 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.
  - Call 911 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 front of the Landmark at Patterson apartment complex located adjacent to the College.
  - If you have exited the facility, stand clear of the building. 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 annually. Drills are both announced and unannounced.

- **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:
• Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
• Assist people with disabilities in finding a safe place.
• Evacuate the building and/or move to a safe area.

Flood:
If indoors:
• Be ready to evacuate as directed by the CSA.
• Follow the recommended 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 CSA.
• Moor any boats securely, or move to a safe place if time allows if applicable.
• 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 CAS.
• 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 CSA.
- 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.
II) Timely Warning and Emergency Notification

A: Timely warning

• Circumstances for which a warning will be issued:

Policy states that faculty; administration will be notified if there is any ongoing threat that is verified by the CSA

• Identity of the individual(s) or office(s) responsible for issuing the warning:

The CSA is responsible for issuing the warning. During regular business hours the CSA is the front desk personnel and during evening and weekend hours the CSA is the senior faculty member.

• Manner in which the warning will be disseminated:

The notification will be sent via STARS 911 notification through text to all students and employees.

Students will be notified of any crime that may pose a serious or continuing threat to the campus community. The decision to issue a timely warning will be made by the CSA once the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts is made.

B. Policies for preparing the annual disclosure of crime statistics

The annual disclosure of crime statistics report is designed to provide access to any person that would like to view the crime and safety procedures of the Lotus Professional College. The areas reported on and the crimes reported are included in the report. Policies on how the information is collected and what procedures are in place for emergency situation. The report is prepared by the director of education and office personnel. The required information is gathered from faculty, staff, students, and municipality police department and is included in the report.

C. A list of titles of each person or organization to whom students and employees should report Clery Act crimes for the purpose of making timely warning reports and the annual statistical disclosure

Clery Act crimes should be reported to the Director of Education, Assistant Director of Education, Financial Aid Director, or Registrar either in person, telephone, or electronically.

There is a 48-hour requirement for any employee to report to the office manager any actual or perceived crimes. The director of education will gather data for the Clery Act Geographical Area to put into the annual report and to have available to interested groups.
D. Describe institutional policies or procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual security report.

1. Clery Act crimes should be reported to:

The Director of Education, Assistant Director of Education, Financial Aid Director, or Registrar either in person, telephone, or electronically. There is a 48-hour requirement for any employee to report to either the Director of Education, Assistant Director of Education, Financial Aid Director, or Registrar. If a report is made the name of the individual may be protected and identifying information not included in the annual report. The exception to this is if there is evidence presented of a crime, or if a situation is presented where a person of a protected class is being the subject of the crime, or if there is an ongoing threat.

2. Provide a statement of current policies concerning the following:

   a. Security of and access to campus facilities, including campus residences:

The Lotus Professional College does not have campus residences. The campus is monitored by the front desk personnel during regular business hours and the senior faculty member during evening and weekend hours. The campus entrances are monitored by security cameras and kept unlocked during business hours as required by fire codes.

   b. Security considerations used in the maintenance of campus facilities:

The front desk personnel monitors the campus for any maintenance issues to be addressed and reports items needing attention to the President of the College.

3. Provide a statement of current policies concerning campus law enforcement, including the following:

   a. The law enforcement authority and jurisdiction of security personnel:

The Lotus Professional College does not have any security personnel.

   b. The working relationship of campus security personnel with state and local law enforcement agencies, including whether those security personnel have the authority to make arrests, and any agreements, such as written memoranda of understanding between the institution and such agencies, for the investigation of alleged criminal offenses.

The Lotus Professional College does not have any security personnel and therefore does not have any agreements with law enforcement and security personnel.

   c. Policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report.
The Lotus Professional College encourages all victims of a crime to immediately report any crime to local law enforcement.

d. A description of procedures, if any, that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The Lotus Professional College does not employ or directly utilize the services of professional counselors or pastoral counselors and therefore does not have a policy regarding the reporting of crimes from either.

4. Provide a statement that describes the type and frequency of programs designed to inform students and employees about campus security procedures and practices, and to encourage students and employees to be responsible for their own security and the security of others.

Type: New Students and Employees are presented with information and procedures that relate to campus safety and security during orientation process. The Security and Fire Safety report is also available on our web-site @ lotusva.com

Frequency: For new students information is reviewed during student orientation prior to the start of each program. New employees are given these resources during their orientation period. Annually, all students and employees receive the Security and Fire Safety report via electronic notification.

5. Provide a description of programs designed to inform students and employees about the prevention of crimes.

The Security and Fire Safety report provides a list of strategies to enhance personal safety. There are several videos with links to aid employees and students in being aware of personal safety.

6. Provide a statement of policy concerning the monitoring and recording, through local police agencies, of criminal activity in which students engaged at non campus locations of student organizations officially recognized by the institution, including student organizations with non-campus housing facilities.

The Lotus Professional College does not have any officially recognized student organizations with no campus locations, and therefore does not have a policy regarding the reporting on these organizations.

7. Provide a statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws.

The Lotus Professional College does not sell alcoholic beverages. The Lotus Professional College does not allow any illicit use of alcohol on its premises.
The Lotus Professional College follows all applicable laws including those for underage drinking.

8. Provide a statement of policy regarding the possession, use and sale of illegal drugs and the enforcement of Federal and State drug laws.

The Lotus Professional College does not allow the sale or use of illegal drugs on its premises. This is grounds for dismissal from the program.

The Lotus Professional College follows all applicable laws for the sale and use of illegal drugs and the local law enforcement would be contacted if such a case arises.

9. Provide a description of any drug or alcohol abuse education programs as required under Section 120(a) through (d) of the HEA (otherwise known as the Drug-Free Schools and Communities Act of 1989).

The Lotus Professional College makes available to students and employees’ information on drug and rehabilitation support services when a student or employee is suspected of having an issue or when a student or employee asks for help. The Lotus Professional College does not employ such support services however the Lotus Professional College will work with the student or employee to find the appropriate support services.

The health risks associated with drug and alcohol use as well as support services will be distributed annually in the Security and Fire Safety report to all students and employees.

10. Provide a statement that the institution will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

The Lotus Professional College shall disclose the result of any disciplinary action to the victim of an allegation of dating violence, domestic violence, sexual assault or stalking. In these cases, it is not necessary for a victim to make a written request.

The Lotus Professional College shall upon written request disclose any disciplinary action taken to the victim’s next of kin in cases where the crime resulted in the victim’s death.

11. Provide a statement of policy regarding your institution’s emergency response and evacuation procedures.

The Lotus Professional College policy on emergency response and evacuation is contained within the annual Security and Fire Safety Report which is available on our website. Evacuation route maps are posted throughout the building. The Security and Fire Safety reported is provided to all students and employees annually.
Prevention and Awareness

Drug and alcohol abuse prevention
The Lotus Professional College is dedicated to establishing a positive learning environment for students, teachers, and staff to learn and grow. It is essential that students and staff understand the significance of drug and alcohol prevention. Students and staff should be highly aware of the easy addiction of many drug and alcoholic substances. Everyone is encouraged to make smart and healthy choices. It is also important to find healthy and safe methods to relieve and control stress. The Lotus Professional College encourages all students and staff to practice healthy behaviors.

What is an addiction?
A complex brain disease when one is compulsive and obsessed with a particular substance or activity.

- It is important to know the consequences of addiction
- An addiction can impact your performance at work and school.
- An addiction can impact your relationship with others, especially family members.

You may be experiencing addiction if you have the following symptoms:
- An uncontrollable urge for a substance or alcohol.
- Changes in appetite, sleep pattern, and decline in work and or school performance.
- Symptoms of withdrawals including sweats, cravings, seizures, and headache.

If at any time you feel that you are suffering from an addiction and need help. You can call the addiction hotline at 1-800-662-HELP (4357). You can also schedule an appointment with a program director or campus president, he/she will be able to suggest various resources to assist in treatment and support. It is also important for students and staff to understand how serious an addiction can be to your mental and physical health.

The Lotus Professional College has created a policy of drug and alcohol abuse prevention with the purpose of protecting the welfare of all its community. Lotus Professional College strives to balance the needs of employees, students, and the community with respect to recovery support and safety concerns.

The unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school’s property or as part of the school’s activities is strictly prohibited.

Unlawful possession, use, or distribution of drugs and alcohol by students or employees on school property or during school sponsored events is grounds for disciplinary action, dismissal from the program, or termination of employment.
Unlawful possession, use, or distribution of drugs and alcohol by students or employees on school property or during school sponsored events is grounds for disciplinary action, dismissal from the program, or termination of employment.

The Lotus Professional College will follow all local, state, and federal laws for unlawful possession, use, or distribution of illicit drugs and alcohol which include but are not limited to fines, community service, and/or incarceration.

The Lotus Professional College will make available to students and employees’ information on drug and rehabilitation support services when a student or employee is suspected of having an issue or when a student or employee asks for help. The Lotus Professional College does not employ such support services however the Lotus Professional College will work with the student or employee to find the appropriate support services.

The health risks associated with drug and alcohol use as well as support services will be distributed annually to all students and employees.

The Lotus Professional College will follow its policies and procedures with respect to imposing sanctions on students and employees which could include expulsion, termination. The Lotus Professional College will refer any illegal activity to local, state, and/or federal prosecutors’ as appropriate.

**Dating Violence, Domestic Violence, Sexual Assault and Stalking**

These concepts and programs will be presented to new employees and students in the first week of attending the Lotus Professional College, whether it is for work or school. There will be an ongoing program in effort to decrease the amount of dating violence, domestic violence, stalking and sexual assault on and off campus.

The Lotus Professional College primary prevention and awareness programs for Dating Violence, Domestic Violence, Sexual Assault and Stalking include information on how to be vigilant to one’s surroundings, signs to look for in someone that could potentially be violent, what to do if you are a victim and what to do if you see a victim in need of help. The 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*

Consent is an agreement between participants to engage in sexual activity. There are many ways to give consent, and some of those are discussed below. Consent doesn’t have to be verbal, but verbally agreeing to different sexual activities can help both you and your partner respect each other’s boundaries.

How does consent work in real life?
When you’re engaging in sexual activity, **consent is about communication.** And it should happen every time. Giving consent for one activity, one time, does not mean giving consent for increased or recurring sexual contact. For example, agreeing to kiss someone doesn’t give that
person permission to remove your clothes. Having sex with someone in the past doesn’t give that person permission to have sex with you again in the future.

Definitions

The 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.

Crime Prevention

**Dating Violence**

Dating violence includes any behavior that is used to manipulate, gain control, gain power; cause fear, cause physical harm or make a dating partner feel bad about him or herself.
Online Dating and Dating Safety Tips

- Use different photo on dating apps than your other Social Media accounts
- Be wary of suspicious profiles
- Always check out your potential date on social media
- Block and report suspicious users
- Never share personal information
- Video chat before meeting in person
- Let a friend or family member know where and when you are meeting someone new
- Meet in a public place

For more information visit: Rainn.org

Tips for preventing Dating Violence

- Define what you want in a healthy relationship. Equality, open communication and boundaries are great values to consider.
- Believe and support victims.
- Lessen the stigma for victims by openly discussing how dating & sexual violence affects us all.
- Know victims can be any gender, sexual orientation and race. Recognize unique challenges and barriers different victims may experience.
- Define your own masculinity or femininity. Challenge society’s view of men as violent and dominant individuals and women as passive and subordinate objects.
- Be media literate. Pay attention to images and messages in music, TV, online and in movies and about gender and violence. Talk about what you don’t like and what you do like.
- Advocate for more violence prevention educational programming.
- Respect yourself and others. Expect to be respected.
- Realize you always have the right to end a relationship and that you should always respect someone else’s wish to end a relationship with you.
- Participate in and organize something with friends, school groups or your community during February’s Teen Dating Violence Prevention and Awareness Month!
- Get consent for sexual activity. Openly communicate with your partner.
- Practice bystander intervention. Safely prevent or stop violence when you see it happening.
- Know how to stay safe and protect your privacy on the internet. Don’t harass, threaten, or spread rumors about others online.
- Talk about healthy relationships and sexual respect. Have ongoing discussions.

Domestic Violence

Healthy Conflict Resolution

Conflicts, such as verbal disagreements and arguments, happen in every healthy relationship. While conflict is normal, it could also be a sign that parts of your relationship aren’t working.
Healthy communication skills are the key to resolving conflict respectfully. When conflict arises, the tips below can help you resolve these arguments in a healthy way:

- Set boundaries
- Find the real issue
- Agree to disagree
- Compromise when possible
- Consider Everything

For more information on setting healthy boundaries visit: www.thehotline.org

Plan for Safety

- Tell your kids that, if there’s violence, their job is to stay safe, not to protect you. Find a safe place for them to stay in case of violence, such as with a neighbor or in a locked room. Teach them to call 911 and what to say to the dispatcher.
- Hide money, spare keys and a small bag of clothes at work or at a friend’s house. For small children, hide a favorite toy or stuffed animal that will comfort them.
- Inform your employer about the situation and develop a safety plan at work. Share a photo and description of the abuser with them and any pertinent legal documentation, such as a protection order.
- Document the abuse by taking photos of bruises and injuries, tell your doctor and get copies of your medical records; save threatening voicemails, notes and emails and write each incident down in a journal.
- Gather important documents or copies of documents such as passports, birth certificates, social security cards, insurance papers, work permits or green cards, ownership documents for car and/or house, checkbooks and bank account numbers. Hide these papers at work or at a friend’s house. Know the abuser’s social security number, birth date and place of birth.
- Consider obtaining a protection order. It directs the abuser not to contact, communicate with, attack, sexually assault or telephone you, your children or other family members. If you have a protection order, carry a copy of it with you at all times.

Stalking

Red Flags of being stalked.
- Calling or messaging you repeatedly, even when you have asked them to stop.
- Following you on your way to work, school, home, etc.
- Showing up at places you frequent, repeatedly and purposefully.
- Entering your home uninvited.
- Sending “gifts” or leaving other forms of evidence that they have been at your home.
- Looking up your personal information and details through public records, online searches, contacting your friends and family, going through your trash, or hiring a private investigator.
- Posting information about you or spreading rumors about you publicly.
- Damaging your car, home, or property.
- Threatening to damage your property.
• Threatening to hurt you or people you know (either directly or indirectly).

Safety planning when someone is stalking you:

• **Be prepared to reach out.** If possible, keep your cell phone charged and have emergency contact numbers programmed ahead of time. You may want to save these contacts under a different name. Memorize a few numbers in case you don’t have cell phone access in the future.

• **Change your routine.** Be aware of your daily routine and begin to alter it over time. Switch up the way you commute more often, taking different routes or different modes of transportation. Visit the Stalking Resource Center for more ways to stay safe.

• **Tell someone you trust.** Stalking shouldn’t be kept a secret. Tell your loved ones, parents or other trusted adults, or the local police to determine if a report can be made.

**Sexual Assault**

Sexual Assault is never the victim’s fault. There are a few things to help keep you out of situations that could result in you being a victim of sexual assault.

**Practicing Alcohol Safety**

• Keep an eye on your friends
• Have a backup plan: Have Uber or Lyft downloaded on your phone in case you can’t drive or need to leave quickly.
• Know what you are drinking
• Never leave your drink unattended
• Trust your instincts
• Don’t accept drinks from anyone you do not know or trust
• Know your limits
• Be aware of sudden changes in the way you feel. Some drugs are odorless, colorless and tasteless. If you feel uncomfortable tell a friend or call 911.

**Know what Consent looks like**

• You can change your mind at any time.
• You can withdraw consent at any point if you feel uncomfortable. It’s important to clearly communicate to your partner that you are no longer comfortable with this activity and wish to stop. The best way to ensure both parties are comfortable with any sexual activity is to talk about it.

Positive consent can look like this:
• Communicating when you change the type or degree of sexual activity with phrases like “Is this OK?”
• Explicitly agreeing to certain activities, either by saying “yes” or another affirmative statement, like “I’m open to trying.”
• Using physical cues to let the other person know you’re comfortable taking things to the next level

It does NOT look like this:
• Refusing to acknowledge “no”
• Assuming that wearing certain clothes, flirting, or kissing is an invitation for anything more
• Someone being under the legal age of consent, as defined by the state
• Someone being incapacitated because of drugs or alcohol
• Pressuring someone into sexual activity by using fear or intimidation
• Assuming you have permission to engage in a sexual act because you’ve done it in the past

For more information visit: Rainn.org

Awareness Campaigns

Dating Violence:

The Lotus Professional College recognizes that no matter why it happens, abuse is not okay, and it is never justified.

• Roughly 1.5 million high school boys and girls in the U.S. admit to being intentionally hit or physically harmed in the last year by someone they are romantically involved with.
• Teens who suffer dating abuse are subject to long-term consequences like alcoholism, eating disorders, promiscuity, thoughts of suicide, and violent behavior.
• 1 in 3 young people will be in an abusive or unhealthy relationship.
• 33% of adolescents in America are victim to sexual, physical, verbal, or emotional dating abuse.
• In the U.S., 25% of high school girls have been abused physically or sexually. Teen girls who are abused this way are 6 times more likely to become pregnant or contract a sexually transmitted infection (STI).
• Females between the ages of 16 and 24 are roughly 3 times more likely than the rest of the population to be abused by an intimate partner.
• 8 States in the U.S. do not consider a violent dating relationship domestic abuse. Therefore, adolescents, teens, and 20-somethings are unable to apply for a restraining order for protection from the abuser.
• Violent behavior often begins between 6th and 12th grade. 72% of 13 and 14-year-olds are “dating.”
• 50% of young people who experience rape, or physical or sexual abuse will attempt to commit suicide.
• Only 1/3 of the teens who were involved in an abusive relationship confided in someone about the violence.
• Teens who have been abused hesitate to seek help because they do not want to expose themselves or are unaware of the laws surrounding domestic violence.

Domestic Violence:

The Lotus Professional College recognizes that no matter why it happens, abuse is not okay, and it is never justified.

Key Statistics

Prevalence of Domestic Violence in the United States
• On average more than three women a day are murdered by their husbands or boyfriends in the United States.
• Nearly one in four women in the United States reports experiencing violence by a current or former spouse or boyfriend at some point in her life.
• Women are much more likely than men to be victimized by a current or former intimate partner. Women are 84 percent of spouse abuse victims and 86 percent of victims of abuse at the hands of a boyfriend or girlfriend. About three-fourths of the persons who commit family violence are male.
• Women ages 20 to 24 are at the greatest risk of experiencing nonfatal intimate partner violence.

Violence and Young People
• 15.5 million Children in the United States live in families in which partner violence occurred at least once in the past year, and seven million children live in families in which severe partner violence occurred.
• In a single day in 2008, 16,458 children were living in a domestic violence shelter or transitional housing facility. Another 6,430 children sought services at a non-residential program.
• Approximately one in three adolescent girls in the United States is a victim of physical, emotional or verbal abuse from a dating partner — a figure that mirrors victimization rates for other types of violence affecting youth.

Consequences of Violence
• Women who have experienced domestic violence are 80 percent more likely to have a stroke, 70 percent more likely to have heart disease, 60 percent more likely to have asthma and 70 percent more likely to drink heavily than women who have not experienced intimate partner violence.
• In the United States in 1995, the cost of intimate partner rape, physical assault and stalking totaled $5.8 billion each year for direct medical and mental health care services.
and lost productivity from paid work and household chores. When updated to 2003 dollars, the cost is more than $8.3 billion.

Prevalence of Violence against Women Globally
- The United Nations Development Fund for Women estimates that at least one of every three women globally will be beaten, raped or otherwise abused during her lifetime. In most cases, the abuser is a member of her own family.

For more information visit: [http://www.futureswithoutviolence.org/](http://www.futureswithoutviolence.org/)

**Stalking:**
- One in 6 women (16.2%) and 1 in 19 men (5.2%) in the United States have experienced stalking victimization at some point during their lifetime in which they felt very fearful or believed that they or someone close to them would be harmed or killed (by any perpetrator).
- Two-thirds (66.2%) of female victims of stalking were stalked by a current or former intimate partner.
- Men were primarily stalked by an intimate partner or acquaintance (41.4% and 40%, respectively).
- Repeatedly receiving unwanted telephone calls, voice, or text messages was the most commonly experienced stalking tactic for both female and male victims of stalking (78.8% for women and 75.9% for men).
- An estimated 10.7% of women and 2.1% of men have been stalked by an intimate partner during their lifetime.
- Emotional distress is difficult to conceptualize
  - Difficulty eating or sleeping.
  - Anxiety or nervousness.
  - Nightmares.
  - Increased drug or alcohol use.
  - Stomachaches or headaches from the stress of experiencing the stalking.
  - Decreased ability to perform at school or accomplish daily tasks.
    - Frustration, irritability, anger, shock, or confusion.
  - Feeling “on-guard” all the time/hyper vigilance.
  - Changing routines.
  - Depression.
- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, social media posts, written letters, gifts, or any other communications that are undesired and place another person in fear or emotional distress.
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by a victim.
- Surveillance of any type including the use of electronic devices such as GPS or other types of observation including staring, “peeping;”
• Direct or indirect threats (including via electronic media or text).
• Gathering information about the victim from friends, family, and/or co-workers or having third parties intentionally gather information about the victim and report back to the offender—called stalking by proxy.
• Threats to harm self or others.
• Defamation, slander, or lying to others about the victim.
• Committing other crimes that often intersect with stalking including, but not limited to:
  » Assault
  » Burglary
  » Criminal mischief
  » Harassment
  » Hate crimes
  » Identity theft
  » Intimate partner violence
  » Nonconsensual dissemination of intimate images
  » Protective order violations
  » Sexual assault
  » Theft
  » Trespassing
  » Vandalism
  » Voyeurism
  » Wiretapping

Use of online, electronic, or digital technologies, including:
  » Posting pictures or information on social media, websites or chat rooms
  » Sending unwanted/unsolicited texts, messages, or emails
  » Posting private or public messages on social networking sites, and/or other school bulletin boards or websites
  » Installing spyware on a victim’s computer or cell phone
  » Using global positioning systems (GPS) to monitor a victim
  » Using a tracking app downloaded onto victim’s phone

**Sexual Assault:**

Understanding the scope of sexual assault in the United States.

For more statistics, please visit [rainn.org/statistics](http://rainn.org/statistics).

**Who Is Affected?**

- Every two minutes, another American is sexually assaulted.
- Women ages 18 to 24 are five times more likely than any other group to be sexually assaulted.
- About 18% of women and 3% of men have experienced an attempted or completed rape.

**Effects of Sexual Assault** Victims of sexual assault are:
• 3 times more likely to suffer from depression
• 6 times more likely to suffer from post-traumatic stress disorder
• 13 times more likely to abuse alcohol
• 26 times more likely to abuse drugs
• 4 times more likely to contemplate suicide

Impact of the Crime
• The majority of victims know their perpetrator personally. About 75% of rapes are committed by someone known to the victim.

Bystander Intervention and Risk Reduction:
Bystander intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.

Bystander intervention includes:
• recognizing situations of potential harm.
• understanding institutional structures and cultural conditions that facilitate violence (this might include fraternity or sports cultures at some institutions).

Bystander Intervention programs teach people to overcome their resistance to checking in and helping out. They raise an individual's self-efficacy—confidence in one's ability to perform the necessary action.
• identifying safe and effective intervention options; and
• taking action to intervene.

Video on importance of being an Intervening Bystander:
https://www.youtube.com/watch?v=NNDZfZ7KYNs

We are all responsible for creating the community we want to live in.

CHECK IN BEFORE YOU CHECK OUT

1. Trust your instinct when you notice something is off.
2. Interpret the situation as needing your response - it is your business to check in with your peers.
3. Choose a safe way to intervene that feels natural to you, and don’t hesitate to enlist the support of friends, peers, and professionals.
4. Checking in is a way to show respect for the people in your community. Practice kindness, and be a decent human. It’s that simple.

Everyone has a role to play in preventing dating violence, domestic Violence, stalking and sexual assault. There are many different ways that you can step in or make a difference if you
see someone at risk. This approach to preventing these assaults is referred to as “bystander intervention.”

How can I play a role in preventing dating violence, domestic violence, stalking and sexual assault? The key to keeping your friends safe is learning how to intervene in a way that fits the situation and your comfort level. Having this knowledge on hand can give you the confidence to step in when something isn’t right. Stepping in can make all the difference, but it should never put your own safety at risk.

Create a distraction

- Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.
- Cut off the conversation with a diversion like, “Let’s get pizza, I’m starving,” or “This party is lame. Let’s try somewhere else.”
- Bring out fresh food or drinks and offer them to everyone at the party, including the people you are concerned about.
- Start an activity that draws other people in, like a game, a debate, or a dance party.

Ask directly

- Talk directly to the person who might be in trouble.
- Ask questions like “Who did you come here with?” or “Would you like me to stay with you?”

Refer to an authority

- Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation, like an RA or security guard. Talk to a security guard, bartender, or another employee about your concerns. It’s in their best interest to ensure that their patrons are safe, and they will usually be willing to step in. Don’t hesitate to call 911 if you are concerned for someone else’s safety.

Enlist others

- It can be intimidating to approach a situation alone. Enlist another person to support you.
- Ask someone to come with you to approach the person at risk. When it comes to expressing concern, sometimes there is power in numbers.
- Ask someone to intervene in your place. For example, you could ask someone who knows the person at risk to escort them to the bathroom.
- Enlist the friend of the person you’re concerned about. “Your friend looks like they’ve had a lot to drink. Can you check on them?”

Risk reduction is defined as options designed to

- decrease perpetration and bystander inaction.
- increase empowerment for victims in order to promote safety; and
- Help individuals and communities address conditions that facilitate violence.

Risk Reduction
The Lotus Professional College will always do the best to their knowledge and ability help
individuals and communities address conditions that facilitate violence. Increasing the empowerment of our faculty and students and their safety is a top priority of the Lotus Professional College.

Additional Resources:
http://www.theredflagcampaign.org/handouts

Learning Videos:
https://www.youtube.com/watch?v=pZwvrxVavnQ

Procedures Victims Should Follow in the Case of Alleged Dating Violence, Domestic Violence, Sexual Assault or Stalking
Any student who believes that he/she has been the subject of dating violence, domestic violence, sexual assault or stalking in any form should immediately report the incident to the proper authorities. Students who would like assistance in contacting local authorities may request help from campus authorities.

The Lotus Professional College strongly encourages the reporting of all forms of sexual harassment, violence, assault or stalking to the proper authorities. However, the decision is the individual’s choice. The Lotus Professional College will comply with a student’s request in notifying the authority.

Individuals have the choice to involve law enforcement as they choose. Individuals can

- Notify proper law enforcement authorities, including on-campus and local police.
- Be assisted by campus authorities in notifying law enforcement authorities if the victim chooses; and
- Decline to notify such authorities

Students and Staff have the right to obtain an order of protection, a “no contact” order, a restraining order or a similar lawful order issued by a criminal, civil or tribal court, or by the institution.

The Lotus Professional College will honor such request and protect the identity of the potential victim by standards of the Violence Against Women Act of 1994 as individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault or stalking, regardless of whether the information is encoded, encrypted, hashed or otherwise protected, including:

- a first and last name.
- a home or other physical address.
- contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);
- a social security number, driver’s license number, passport number or student identification number; and
- any other information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.