



# Lexington Healing Arts Academy

## ANNUAL CAMPUS SECURITY/FIRE SAFETY REPORT 2024

Lexington Healing Arts Academy has published the crime statistics described in 34 CFR 668.46 for the last three (3) years reporting periods at <https://www.lexingtonhealingarts.com/> and copies of the crime statistics for the reporting period covered under this report can be found in the student lounge on campus. Students, faculty, and staff can also request a hard copy from the Registrar's Office.

### How to Report Criminal Offenses

To report an emergency, always dial **911**. LHAA has three designated Campus Security Authorities – the Executive Director and the Registrar. The Campus Security Authority, upon receiving notification of a crime incident on LHAA property, will verify the circumstances and create an incident report. The data is used in the reporting of the Annual Security Report.

Executive Director-William Booker [Bill@lexingtonhealingarts.com](mailto:Bill@lexingtonhealingarts.com) 859-252-5656 ext. 24

Registrar-Patricia Seaman [Patricia@lexingtonhealingarts.com](mailto:Patricia@lexingtonhealingarts.com) 859-252-5656 ext. 26

Assistant Registrar-Zack Sneed [Zack@lexingtonhealingarts.com](mailto:Zack@lexingtonhealingarts.com) 859-252-5656 ext. 30

### Confidentiality and Assurance against Retaliation

Every effort will be made to ensure confidentiality of information received as a part of this policy and to protect the privacy of all parties involved. Retaliation against employees and/or students who report concerns is strictly prohibited and may be grounds for disciplinary action.

### Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics

All current students, employees and staff will be provided, through printed or electronic publications, a notice that contains a brief description of LHAA's Campus Safety Policies and Annual Crime Statistics.

- The notice will disclose that LHAA's annual crime statistics are available at their website address and in hard copy publications at the campus upon request.
- The notice will contain the exact electronic Website address and the method to obtain a copy of the current published hard copy.
- The notice will also disclose that anyone is entitled to a paper copy of the crime information upon request.

LHAA's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, property owned or controlled by LHAA, and on public property within, or immediately adjacent to and accessible from, the campus. The report includes institutional policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other related matters.

The data for the annual crime statistics is monitored daily. LHAA has two designated Campus Security Authorities – the Executive Director and the Registrar. The Campus Security Authority, upon receiving notification of a crime incident on LHAA property, will verify the circumstances and create an incident report. The data is used in the reporting of the Annual Security Report.

## **Safety Awareness and Crime Prevention**

During orientation in all academic programs, LHAA reviews student safety procedures.

Part of crime prevention is individual safety consciousness and awareness of personal environment. The school suggests the following crime prevention measures, which can contribute to the safety and security of the LHAA community.

- Lock your car.
- Take and keep your car keys with you at all times.
- At night, travel in well-lighted areas, and in pairs if possible. Avoid short cuts and deserted areas.
- Do not leave valuable items in your car, including personal items and school related materials such as textbooks.
- Do not park in isolated areas.
- Leave items of high monetary value at home.
- Do not leave personal property unattended.
- Do not carry more cash than necessary and certainly do not advertise what you have.
- Keep your purse, backpack or briefcase close to your body.
- Mark personal items that you bring on campus.
- Do not bring any kind of weapon onto LHAA's property.
- The carrying of weapons on campus or when meeting with campus personnel is prohibited and subject to disciplinary action.
- If anything makes you feel unsafe or threatened – speak with campus personnel or dial 911.

The Campus Security Authority will post advisements when there has been a known systematic pattern of crime or series of crimes that may pose a threat to the safety or welfare of the campus community.

These reports will be made available through staff and campus bulletin boards and will be posted in visible and accessible areas on the campus. All members of the campus communities are encouraged to report any known problems or hazards to the Campus Security Authority. Prompt reporting enhances campus safety for all concerned.

## **Reporting Criminal Activities**

LHAA encourages students, employees, and staff to report all criminal activity and emergencies that have occurred at the campus. A student may confidentially report a crime by filling out a crime report available in the student lounge and putting the report in the mailbox of the Executive Director or the Registrar.

### **Reporting Emergency Criminal Activities**

- In emergency situations, first dial 911.
- Thereafter, report the criminal offense to the Campus Security Authorities.

### **Reporting Non-Emergency Criminal Activities**

- In non-emergency situations, report criminal offenses to the Campus Security Authorities.

The Executive Director and the Registrar are defined as the Campus Security Authorities. All criminal activity reports should be forwarded to him/her.

## **Access to the Campus**

LHAA secures access to the school's classroom building via an assigned key fob system. The building is kept locked at all times. All students and staff receive a key fob that electronically opens the door. Students and employees have certain access hours. The system identifies anyone who enters with a key fob. After the student enters, the door is automatically locked. Students are not allowed to let anyone in the school. Visitors go to the front door, ring the doorbell and are met by an employee who has them sign in and guides them where they need to go. When a student's status is changed from active to inactive, their key is deactivated and collected. The maintenance staff has keys and access to the buildings. Students and the public have access to the School's clinic building only when it is open for business and an employee is present.

## **Sexual Assault Prevention and Response**

LHAA educates the student community about sexual assaults through mandatory program orientation. The Lexington Police Department and Rape Crisis Center offer sexual assault education and information programs to LHAA students and employees upon request.

If you are a victim of a sexual assault at this institution, your first priority is to get to a place of safety. You should then obtain necessary medical treatment. The Lexington Healing Arts Academy strongly encourages all members of the School community to report information about any incident of sexual misconduct as soon as possible, whether the incident occurred on or off campus. Reports can be made either to the School and/or to law enforcement.

### **Reporting to the School**

An incident of sexual misconduct may be reported directly to the School's Title IX Coordinator. If the School's Title IX Coordinator is the alleged perpetrator of the sexual misconduct, the report should be submitted to the School's Executive Director. Filing a report with a School official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

An individual who has experienced an incident of sexual misconduct may report the incident at any time, regardless of how much time has elapsed since the incident occurred. The School is committed to supporting the rights of a person reporting an incident of sexual misconduct to make an informed choice among options and services available.

The School will respond to all reports in a manner that treats each individual with dignity and respect and will take prompt responsive action to end any misconduct, prevent its recurrence, and address its effects.

### **Reporting to Law Enforcement**

An incident of sexual misconduct can be reported to law enforcement at any time, 24 hours a day/7 day a week, by calling 911. At the complainant's request, the School will assist the complainant in contacting law enforcement. If the complainant decides to pursue the criminal process, the School will cooperate with law enforcement agencies to the extent permitted by law. A complainant has the option to decide whether to participate in any investigation conducted by law enforcement. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Assure the victim has a referral to confidential counseling from counselors specifically trained in sexual assault.

LHAA disciplinary proceedings are detailed in the Sexual Misconduct Policy and Procedures manual, available on the LHAA website at [www.lexingtonhealingarts.com/consumer-information](http://www.lexingtonhealingarts.com/consumer-information). The School may impose any one or more of the following sanctions on a student determined to have violated the Policy:

- Reprimand/warning
- Changing the respondent's academic schedule
- Disciplinary probation
- Restricting access to School facilities or activities
- Community service
- Issuing a "no contact" order to the respondent or requiring that such an order remain in place
- Dismissal or restriction from School employment
- Suspension (limited time or indefinite)
- Expulsion

Emergency – 911

Lexington Division of Police 258-3600

National Sexual Assault Hotline, 800 656-HOPE (4673) 24 hour

Registrar, 252-5656 X 26

Executive Director, 252-5656 X 24

If a student or employee wants information concerning registered sex offenders living near the school or near their homes, the information may be obtained on the website of the Kentucky State Police Sex Offender Registry, <http://kspsor.state.ky.us/>

## Reported Offenses

The following list of crimes is compiled in accordance with the definition used in the Uniform Crime Reporting System of the Department of Justice, FBI, as modified by the Hate Crime Statistics Act.

- **Aggravated Assault**
- **Arson**
- **Burglary**
- **Domestic violence**
- **Dating violence**
- **Stalking**
- **Drug Abuse Violations**
- **Liquor Law Violations**
- **Destruction/damage/vandalism of property**
- **Motor Vehicle Theft**
- **Simple assault**
- **Murder/Non-negligent Manslaughter**
- **Manslaughter by Negligence**
- **Rape, Forcible and Non-Forcible Sexual Offenses**
- **Statutory Rape**
- **Fondling**
- **Incest**
- **Robbery**
- **Intimidation**
- **Larceny-Theft**
- **Weapons Possessions**

Additional Reportable Offense

- **Attempted Motor Vehicle Theft**
- **Vandalism**

LHAA supports a close cooperative working relationship with federal, state, and local law enforcement agencies. Campus crime, arrest and referral statistics include those reported to the LFUCG Police. The Campus Crime Statistics cover crimes reported to LHAA that occurred on campus and on public property within or immediately adjacent to and accessible from the campus,







Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft (not including theft form a motor vehicle?)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

**HATE CRIMES-PUBLIC PROPERTY  
2021**

	TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	GENDER IDENTIFY	DISABILITY	ETHNICITY	NATIONAL ORIGIN
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft (not including theft form a motor vehicle?)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

**VAWA OFFENSES-ON CAMPUS**

	2021	2022	2023
Domestic violence	0	0	0
Dating violence	0	0	0
Rape	0	0	0



**VAWA OFFENSES-PUBLIC  
PROPERTY**

	2021	2022	2023
Domestic violence	0	0	0
Dating violence	0	0	0
Rape	0	0	0

**ARREST-ON CAMPUS**

	2021	2022	2023
Weapons: carrying, possessions, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**ARREST-PUBLIC  
PROPERTY**

	2021	2022	2023
Weapons: carrying, possessions, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**DISCIPLINARY ACTIONS-ON  
CAMPUS**

	2010	2022	2023
Weapons: carrying, possessions, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**DISCIPLINARY ACTIONS-PUBLIC  
PROPERTY**

	2021	2022	2023
Weapons: carrying, possessions, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**UNFOUNDED CRIMES**

	2021	2022	2023
TOTAL UNFOUNDED CRIMES	0	0	0

**Fire Statistics: Fire on Campus**

<b>2015 - 0</b>	<b>2016 - 0</b>	<b>2017 - 0</b>
<b>2018 - 0</b>	<b>2019 - 0</b>	<b>2020 - 0</b>
<b>2021-0</b>	<b>2022-0</b>	<b>2023-0</b>

## **Alcohol and Drug Policies**

LHAA does not tolerate the unlawful use, sale, possession and/or distribution of illegal drugs and alcohol. The information that follows may help inform the LHAA community of the standards of conduct required regarding illicit drugs and alcohol and the possible consequences of inappropriate behavior.

### **Alcohol and Drug Policies**

LHAA does not tolerate the unlawful use, sale, solicitation, possession and/or distribution of illegal drugs and alcohol. The information that follows may help inform the LHAA community of the standards of conduct required regarding illicit drugs and alcohol and the possible consequences of inappropriate behavior.

### **Alcohol and Drug Prevention and Counseling Services**

The agencies below can provide guidance and assistance in identifying a counseling, treatment, or rehabilitation program that meets individual needs. The following agencies are here to assist any member of the LHAA community who may have a drug or alcohol problem:

- KY Help Call Center- provides referrals across the state- 1-833-8KY-HELP, text HOPE to 96714, [www.findhelpnowky.org](http://www.findhelpnowky.org)
- Alcoholics Anonymous Bluegrass Intergroup –859-559-5368
- Operation Unite- toll free referral line for anyone seeking assistance with drug addiction. 1-866-908-6483
- Get Help Lex- online resource people seeking facilities and services for substance use disorder (abuse/addiction) [www.gethelplex.org](http://www.gethelplex.org)
- SAMHSA- Substance Abuse and Mental Health Service (SAMHSA) Behavioral Health Treatment Services Locator (a confidential and anonymous source of information for persons seeking treatment facilities in the United States or U.S. Territories) to find resources in your area. [www.samhsa.gov/find-treatment](http://www.samhsa.gov/find-treatment)

### **Health Risks of Alcohol and Other Drugs**

- Health risks of using alcohol or other drugs are both disturbing and well documented. They range from mood altering to life threatening.
- Alcohol and/or drug abuse may lead to the deterioration of physical health by causing or contributing to varied health conditions,
- The health consequences of drugs depend on the frequency, duration, and the intensity of use.
- For all drugs, there is a risk of overdose. Overdose can result in coma, convulsions, psychosis, or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs are uncertain.
- Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need), or withdrawal (a painful, difficult, and dangerous symptom when stopping the use of drugs).
- Long-term chronic use of drugs can lead to malnutrition, organic damage to the body, and psychological problems. The risk of AIDS and other diseases increases if drugs are injected.
- The consumption of alcohol or drugs by pregnant woman may cause abnormalities (such as Fetal Alcohol Syndrome, the third leading cause of birth defects) in babies.

## **Standards of Conduct**

LHAA adheres to a code of conduct that recognizes that the unlawful manufacture, sale, delivery, unauthorized possession, or use of any illicit drug is prohibited on property owned or otherwise controlled by LHAA. This is also true of any unlawful solicitation of drugs or alcohol of students, faculty, or staff, on or off campus. Conduct that violates this definition, poses unacceptable risks, and disregards the health, safety and welfare of members of LHAA shall result in disciplinary action up to and including suspension and termination. If an individual associated with the school is apprehended for violating any drug or alcohol related law when on campus, LHAA will fully support and cooperate with federal and state law enforcement agencies.

## **Disciplinary Action for Alcohol or Drug Violations**

Any member of the LHAA community found consuming or selling alcohol or drugs on campus shall be subject to disciplinary actions. LHAA has the authority to penalize or impose sanctions on students, faculty or staff who violate the Standards of Conduct and Drug/Alcohol policy. Discipline will be based on the seriousness of the situation.

- Each reviewed case may result in dismissal from the school.
- Warning, probation, counseling referral, suspension are other possible sanctions.

In all cases, the school will abide by local, state, and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.

Federal Trafficking Penalties, Federal penalties and sanctions may result in penalties anywhere from not less than five (5) years and not more than life in prison, depending on the number of offenses. See LHAA Alcohol and Drug Policy in Student Handbook and “Drugs of Abuse”, A DEA Resource Guide 2022

## **Emergency Preparedness Plan**

### **Objective and Authority**

The purpose of the Emergency Preparedness Plan is to establish policies and procedures for response to emergencies occurring at Lexington Healing Arts Academy (LHAA). The objectives of this plan are to:

- Protect the health and safety of the campus population.
  - Attempt to identify nature and severity of threat and all affected areas.
  - Establish emergency communications.
  - Assess personal injuries and track status of injured or missing individuals.
  - Evacuate and isolate affected locations pending additional assessment.
  - Identify and rescue persons trapped in damaged facilities.
  - Determine need for assistance from public safety agencies – request as needed.
  - Communicate critical information and instructions to students, faculty and staff.
- Protect campus assets.
  - Assess facilities • Reinforce, barricade, or secure damaged facilities that pose safety hazards.
  - Shutdown critical utility, data, and telecommunication systems
  - Rescue critical records, backups, and other data, where possible
  - Determine need for outside assistance and/or expertise – request as needed.
  - Document damages
- Preserve LHAA’s ability to operate and ensure a timely recovery from a crisis event.
  - Initiate reactivation and restart of shutdown systems.
  - Establish temporary facilities for displaced activities.
  - Normalize delivery of supplies and equipment to campus
  - Provide psychological and personal assistance to those affected by the event.

- Provide space, equipment, or materials to external agencies, as necessary.
- Centralize and define the procedures to be implemented in response to crisis event.

The objectives listed above may not apply to every possible situation but are included here to provide a framework of global priorities to be considered at any incident.

There are exit signs located throughout the classroom and clinic buildings, leading to an exit door at front or rear of buildings. Evacuation routes are posted in each room in the classroom building and, in the hallways, and main rooms of the clinic building. Students are provided information on this Emergency Preparedness Plan during orientation. It is reviewed yearly with faculty and staff at meetings. Copies of this plan are available for reference at the main office, clinic, and student lounge.

The Emergency Management Team is responsible for the Emergency Preparedness Plan. To report an emergency, always dial **911**.

Lexington Healing Arts Academy has four members on its Emergency Management Team, designated Campus Security Authorities – the Executive Director, the Registrar, the Assistant Registrar, and the Clinic Director.

Executive Director-William Booker [Bill@lexingtonhealingarts.com](mailto:Bill@lexingtonhealingarts.com) 859-252-5656 ext. 24

Registrar-Patricia Seaman [Patricia@lexingtonhealingarts.com](mailto:Patricia@lexingtonhealingarts.com) 859-252-5656 ext. 26

Assistant Registrar- Zack Sneed [Zack@lexingtonhealingarts.com](mailto:Zack@lexingtonhealingarts.com) 859-252-5656 ext. 30

Clinic Director- Robyn Hardy [Rhardy@lexingtonhealingarts.com](mailto:Rhardy@lexingtonhealingarts.com) 859-252-5656 ext. 21

## Communication Plan

- LHAA is committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. Once the Emergency Management Team confirms that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, they will notify local Police (911) and issue the emergency notification through the Student Information System (STARS) and notify faculty and staff through a mass text. Clients will be notified by their therapist or receptionist if in the clinic building. Clients will be notified via phone call or text if they have an upcoming appointment during the alert time. Closing or delayed starts for both the classroom and clinic will be updated on the local news station website.
- All students are registered for the emergency text system when the Registrar's office enrolls them into our Student Information System (STARS) and are aware that they need to let the Registrar department know if any of their personal contact information changes. All clients provide contact information.
- These messages will contain essential information about the emergency and/or specific response instructions.
- Depending upon the nature of the emergency and the immediate threat presented, notifications may be sent to specific groups or all the students, faculty, staff and clients.
- LHAA's Emergency Management Team will rely on first responders and the local police/fire department to disseminate emergency information to the larger community.
- If the situation warrants, the school's Emergency Management Team will establish a telephone call-in center to communicate with the school community during an emergency.

## Risk Assessment

LHAA has divided its risk assessment into two sections with emergency plans and procedures for each:

1. Weather Emergencies
2. Non-Weather Emergencies

## 1) Weather Emergencies

The most common weather alerts are tornado/severe thunderstorm warnings, high wind warnings, or snow/ice warning.

### Tornado/Severe Thunderstorms/High Winds

A tornado is defined as a violent rotating column of air extending from a thunderstorm to the ground. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be more than one mile wide and 50 miles long. Tornadoes may occur with little or no advance warning, whenever conditions are favorable for development. There may not be time to issue an Alert. Stay alert to changing conditions.

#### Before the storm

Stay informed through local media sources on days when severe weather is expected.

- Severe Thunderstorm Watch: Severe thunderstorms are possible in and near the watch area. Stay informed and be ready to act if a severe thunderstorm warning is issued.
- Severe Thunderstorm Warning: Severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property. Take shelter in a substantial building.
- Tornado Watch: Tornadoes are possible in and near the watch area. Review and discuss your emergency plans. Be ready to act quickly if a warning is issued or you suspect a tornado is approaching.
- Tornado Warning: A tornado has been sighted or indicated by weather radar. There is imminent danger to life and property. Move to an interior room on the lowest floor of a sturdy building. Avoid windows. If in a vehicle, or outdoors, move to the closest substantial shelter and protect yourself from flying debris.

#### During the storm

- During hours of operation, the Emergency Management Team monitors local broadcast media for severe weather alerts. Upon receipt of a severe weather notification, the Registrar will activate the Alert system.
- Please note storms travel quickly, alert messages may not arrive before an immediate threat. When in doubt, act!
- If a tornado or severe storm warning is issued in our area, faculty and staff will lead students to the designated tornado shelter area in the classroom building. Clinic staff will lead students and clients to the designated tornado shelter area in the clinic building.

#### After the storm passes

- Watch out for fallen power lines or broken gas lines
- Stay out of damaged buildings
- If you smell gas or hear a hissing noise, open a window, and get everyone out of the building quickly
- Alerts will be issued to provide information soon after the passes, if possible.

### Winter Weather Storms, Snow, and Ice

Depending on the incident's complexity and severity, every reasonable effort will be made for decisions to cancel classes, close the campus or evacuate the campus by the Emergency Management team in a timely and safe manner.

Definitions: A Winter Storm Watch is issued when there is the potential for significant and hazardous winter weather within 48 hours. It does not mean that significant and hazardous winter weather will occur it only means it is possible.

A Winter Storm Warning is issued when a significant combination of hazardous winter weather is occurring or imminent. Significant and hazardous winter weather is defined as a combination of: Five inches or more of snow/sleet within a 12-hour period or 7 inches or more of snow/sleet within a 24 hour period AND/OR Enough ice accumulation to cause damage to trees or powerlines AND/OR life threatening or damaging combination of snow and/or ice accumulation with wind.

An Ice Storm Warning is issued when  $\frac{1}{4}$  inch or more of ice accumulation is likely.

### **When a winter storm is approaching:**

- The Emergency Management Team will meet to aid preparations and make key decisions and communicate information pertaining to the weather event to the campus and clinic communities. They will determine whether there is a campus closure or an evacuation and when it will occur.
- All campus units will implement strategies to enable continued functioning and to minimize their downtime after a storm
- The Registrar will educate campus personnel due to the potential power loss issues on securing computers and files, and will secure their own computers and data files
- In the absence of specific guidance or direction, use common sense and make the most sensible decision.
- Plan for worst-case scenarios since it is easier to scale back than to scale up in an emergency. Consider: possible physical damage (downed power lines, downed trees, branches, and debris); personnel disruption (challenges to making contact afterward, inability to reach campus afterward, evacuation, disordered personal life, child care problems, etc.); scheduling disruptions; power disruptions: loss of campus power infrastructure, telephone (especially cell phone) disruptions.
- Remind individuals that they must tend to their personal and family preparation in addition to what is expected at the University

### **During the Storm**

- If we use Shelter-in-place, all persons are directed to stay indoors throughout the entire storm. Shelter in place means seeking immediate, temporary shelter inside a building or area. Notification of the need to shelter in place may come through in several ways: Emergency notification system; direct observation of sense of dangerous situation; directly from staff or emergency personnel.
  - Actions: Close all doors and windows to the outside.
  - Activate communication devices and prepare to receive additional emergency information and instructions via emergency notification system.
  - Remain Calm, stay inside building remain in place until you are told that it is safe to leave.
  - All persons on campus should follow the instructions of the Emergency Management Team.
  - All individuals restrict telephone calls to emergencies only, since non-emergency calls can overload the phone systems.

### **After Storm**

- LHAA Staff will assess damage to the campus and report conditions to the Executive Director. Damages are documented and photographed.
- Executive Director informs utility companies of damage or outages.
- Emergency Management Team will notify all remaining personnel when to report back to campus for normal duties.
- All employees check email for updates and status of campus.

- The Emergency Management team makes the determination regarding resumption of classes and clinic.
- The Emergency Management team will revise schedules to make up for the class or clinic activities suspended during the warning.
- Emergency Management Team remains operational until campus/ clinic activity has been restored to a sufficient level that it is no longer necessary. They will set a date and time to conduct an after-action review and policy adjustment if needed.

## 2) Non-Weather Emergencies

### Active Shooter Threat/Emergency Lockdown

An active threat is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically using firearms. Always be aware of your surroundings. Take note of the nearest exits anywhere you are.

An active threat is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically using firearms. Always be aware of your surroundings. Take note of the nearest exits anywhere you are.

#### What you should do:

##### Run:

- Leave your belongings behind.
- Keep your hands visible.
- Warn others and tell them to run.
- If possible, leave the campus.

##### Hide:

- Hide in an area out of the assailant's view.
- Barricade entry to your hiding place and lock the doors if possible.
  - Silence your cell phone.
- Close the blinds and turn out the lights.
- Those in hallways or other public, open areas are to immediately seek shelter in the nearest classroom, treatment room or lockable space.

##### Fight:

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the assailant.
- Act with physical aggression and throw items at the assailant.
  - Fire extinguishers make good weapons. They can be discharged in the face, thrown at the assailant, or used as a blunt weapon.

### Lockdown Procedure

- The first person who observes a threat must dial 911 and inform them of the situation once in a safe location. When calling 911 be prepared to give:

- Location of the assailant(s).
- Number of assailants.
- Physical description of the assailant(s).
- Number and type of weapons.
- Number of known victims at your location
- Access to the school is restricted. The Registrar, if possible, initiates a lockdown on the exterior classroom doors. The clinic doors are all locked to avoid entry, if possible.
- An emergency lockdown will be announced campus-wide by communication via the emergency notification messaging system and through verbal, person-to-person communication. Persons in the immediate area should be notified of the emergency by passing information person-to-person.
- All classroom doors are locked by the instructors. Instructors will stay with students in the classroom. The Administration office is locked down and all visitors are required to remain inside the offices with staff.
- All treatment room doors are locked by the therapists. Therapists will stay with students/clients in the treatment rooms. Clinic main office is locked down and all visitors not in a treatment room are required to remain in the main clinic office or yoga studio with staff.
- Lights are turned off.
- Close windows, blinds, and any window treatments present.
- Remain concealed as much as possible by crouching down in areas not visible from doors and windows. Sit on floor and do your best to remain out of view, still, and quiet.
- Once secured, do not open doors for anyone who cannot be clearly identified as a law enforcement officer.
- All cell phones are to be turned to vibrate or silent.
- A member of the Emergency Management team, who is available at the time of the emergency, maintains cellular communication with other staff members on campus as well as external agencies.
- All offices, treatment rooms and classrooms are to remain locked until the “all clear” is given.

#### **When law enforcement arrives:**

- Remain calm and follow instructions.
- Put down any items in your hands, including phones.
- Raise your empty hands in the air with your fingers spread.
- Keep your hands visible at all times.
- Avoid quick movements towards officers.
- Do not grab them or try to thank them.
- Avoid pointing, screaming, or yelling.
- Do not ask officers for help or directions when evacuating.
- Do exactly what they tell you to do.

#### **Bomb Threat**

In the event of a bomb threat the first person who would likely receive the call is the front desk of the clinic.

- **DO NOT HANG UP THE PHONE!** Keep the caller on the line as long as possible. Use another telephone line to have someone contact 911 and report as many details as possible.
  - What the caller says (every word, exactly as spoken, if possible).
  - Pay particular attention to any discernable background sounds and make notes of such.
  - Try to identify voice characteristics (accent, slur, pronunciation.)
  - Try to get specifics on the bomb, i.e. locations, detonation time, etc.
  - Record the number the call was received on.
  - Record the time, date, and duration of the call.

Follow instructions of the responding 911 official.

#### **What to do:**



- Once the institution is notified of a bomb threat all classes and treatment rooms must be evacuated in accordance with the evacuation routes posted in each offer, classroom, and treatment room.
- All evacuations are led by the Emergency Management Team.
- All individuals must move towards the campus designated area, this is the southwest rear parking lot of the admin/classroom building.

**What Not to do:**

- Do not assume a bomb threat is a prank. Assume it is real.
- Do not touch, move, or cover a suspected bomb. Note its description, exact location and report to security
- Do not use cell phones or radio communication devices in the area.
- Do not turn electrical switches on or off.

**Fire Emergency**

Smoke Detectors and Emergency Evacuation floor plans are in each, classroom, office, student/therapists' lounges and treatment room in the Classroom/Clinic buildings. In event of a fire, if you are not familiar with already, please look at your building's Emergency Evacuation floor plans for the specific exit you are to use determined by your current location.

The following describes the general duties and procedures that are to be utilized by all staff, faculty and therapists and clients in the event of a fire.

- The person discovering the fire should notify personnel in the Administration building or Clinic building of the circumstances depending on which building they are in.
- That staff/faculty member notifies a member of the Emergency Management Team immediately so that the alarm can be given.
- Staff should proceed with informing all occupants in their area to vacate the premises, in accordance with the routes outlined on the floor plans. (Your floor plan will outline the primary route for leaving the building and should be used in all instances except when circumstances prevent it, such as the location of the fire/emergency. In that event, an alternate route will be determined at the time of the incident and will be based on the best route available.)
- The Executive Director is responsible for making an immediate call to 911. (Should the Executive Director not be in the building at the time of the emergency, this responsibility falls to the staff or faculty personnel easily available).

**Clinic Building Procedure-**

- The Clinic Director or Manager, Executive Director or senior therapist will assign staff members to assist any person with health conditions or impairments out of the building.
- After leaving the building, staff, therapists, and clients are to report directly to the Southwest rear parking lot of the Administration/classroom building.
- They are to remain there until all persons are notified it is safe to enter the building by the Office Staff.
- If possible, clinic staff must proceed with checking each room in their respective areas, making certain that all rooms, including bathrooms, interview rooms, supply rooms, etc., are vacated and that the doors are closed upon leaving.
- A member of the Office Staff will notify the personnel in the Classroom building.
- The Office Staff are to proceed to the student lounge in the classroom building and account for all staff. The Clinic Director or Manager will identify and account for everyone in the clinic building.
- After accounting for everyone, faculty and staff will report to the Executive Director.
- The staff and faculty must keep the Executive Director informed of the circumstances relating to the emergency until all persons have been evacuated from the building.

### **Administrative/Classroom Building Procedure-**

- The Executive Director or senior staff member will assign staff members to assist any person with health conditions or impairments out of the building.
- After leaving the building, staff, faculty and students are to report directly to the Southwest rear parking lot of the Administration/classroom building. They are to remain there until all persons are notified it is safe to enter the building by a senior staff member.
- The staff designated by the Executive Director, must proceed with checking each room in their respective areas, making certain that all rooms, including classrooms bathrooms, interview rooms, supply rooms, etc., are vacated and that the doors are closed upon leaving.
- A member of the staff will notify the personnel in the clinic building.
- The Executive Director or senior staff member will account for all staff, faculty, and students. After accounting for everyone, faculty and staff will report to the Executive Director.
- The staff and faculty must keep the Executive Director informed of the circumstances relating to the emergency until all persons have been evacuated from the building.

### **Medical Emergency**

To obtain prompt professional emergency medical treatment, you should immediately call 911. When asked for the address, it is:

Clinic- 272 Southland Drive

Administration- 2013 Regency Road

- When requesting an ambulance, be prepared to provide the following information:
  - Your name and telephone number.
  - Exact location of emergency.
  - Extent of the incident, injury, or illness.
  - Location where someone will meet the ambulance for directing personnel to the patient.
  - Patient details, such as: age, sex, known medical conditions, is the patient conscious, and is the patient breathing.
  - The individual making the call should continue to stay on the phone with the dispatcher. Answer as many questions as possible regarding the condition of the injured person so that information can be forwarded to the responding emergency personnel.
- First Aid - If you provide first aid, consider the following:
  - Is immediate action needed to save a life?
  - Will I place myself in harm or jeopardy?
  - First aid is just that. Do not jeopardize your health or the health of the patient. Wait for professional help if you are not able to provide proper first aid safety.

### **Utility Failure**

The possibility exists for a utility failure of some nature and magnitude. If you discover a water leak, gas leak, or other major utility failure which presents some immediate threat to personnel, notify a member of the Emergency Management Team immediately. Do not attempt to correct the problem on your own. The Emergency Management Team will notify the necessary response personnel.

### **Yearly Evaluation of Plans**

- The Emergency Preparedness Plan will be evaluated yearly. This evaluation will occur during the summer by the Emergency Management Team and the campus staff. The evaluation will include:
- Inspection of fire extinguishers
- Inspection of door lock
- Updates or changes to evacuation/lockdown plans
- Changes to the campus/clinic risk assessments

## **Training Plan**

To ensure LHAA's emergency operation plans remain current and actionable, LHAA will conduct a fire drill once a year in June. LHAA will also conduct an emergency management exercise once a year in August. These exercises may include tabletop drills, emergency operations center exercises or full-scale emergency response exercises. The school conducts after-action reviews of all emergency management exercises.

LHAA also conducts an annual test of its Emergency Notification System in July.

## **Sex Offenders Registration**

In accordance with the Sex Crime Prevention Act of 2000, Lexington Healing Arts Academy is providing a link Kentucky State Sex Offenders Registry. <https://kentuckystatepolice.org/sex-offender-registry/>

## **Missing Student Notification**

The Department of Education requires that any institution that provides on campus student housing facilities must include a statement of policy regarding missing student notification procedures in its annual security report. Lexington healing Arts does not have any on-campus student housing facilities.