Fire Safety Policies, Fire Statistics and Fire Log

Fire Safety Policies
The college leases meeting space and therefore abides by the fire policies dictated by the owner of both meeting sites: Aspen Grove Christian Church, 274 Mallory Station Rd., Franklin, TN 37067 and The People’s Church, 828 Murfreesboro Road, Franklin, TN, 37064.

Additionally, Emergency Notification and Evacuation Procedures are detailed in the annual Campus Security Report released to students and employees. They are as follows:

Emergency Notification and Evacuation Procedures

The safety of our campus community is of primary importance. In the event of an emergency, it is critical to stay informed. Notifications will be issued for emergencies with a wider scope that pose an imminent threat to the campus community. Williamson College Administration will immediately notify the campus community upon confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. Senior ranking Administration, along with Franklin Police Department, if appropriate, will determine the activation of emergency notification and the information that is to be disseminated. Methods of notification to alert the campus community may include, but are not limited to, emergency text messages, emails, and posting alerts on the College website. The only reason a notification will not be immediately issued for a confirmed emergency or dangerous situation is if doing so will compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency. The College conducts tests of emergency responses and evacuation procedures through tabletop exercises and drills at least annually and fire alarms are tested during the year. The tests will evaluate the effectiveness of the emergency plans currently in place. It is important to note that a first aid kit is located in the break areas. The City of Franklin also maintains a fire station adjacent to the Mallory Station Road location. A person should be sent to the fire station to request assistance if necessary.

Fire and/or Explosion Emergency

Fire extinguishers and alarm boxes are located throughout the building. However, in the case of a fire or explosives emergency, each person should leave the building as
quickly as possible. If a fire or explosion occurs during class time, the faculty member present should call 911 and help evacuate the building. If the fire or explosion occurs in an office area, the employee should call 911 and alert all other persons to get out of the building. Orientation serves to acquaint students with the location of fire extinguishers, alternate exits, and first aid kits.

**Fire Statistics**
The college has not received any incidents of fires at either of its meeting sites since lease agreements were put into place. Alarms are periodically checked throughout the buildings and batteries are replaced as needed. The Franklin Fire Department does an annual inspection at both sites. The Fire Marshall can stop by at any point to ensure the college is in-line with building codes and the rules and regulations of the city.

**Fire Log**
Williamson College does not have on-campus housing. Alarm checks, however, are periodically done and charted in a spreadsheet for Campus Security purposes. The City of Franklin also maintains a fire station adjacent to the Mallory Station Road location. A person may be sent to the fire station to request assistance if necessary. If needed, the college can work with the Franklin Fire Department, which has jurisdiction over the College and its properties, to gather statistics for reporting. Fire Marshall Andy King is the currently assigned to this jurisdiction. In addition to the annual Campus Safety Report released to employees and students, this information is also denoted in the annual Campus Safety and Security Survey reported online to the U.S. Department of Education in the fall by the Campus Safety Security Administrator (CSSA): Jennifer Speer, Financial Aid Administrator.