



## **Fire Safety Policies, Fire Statistics and Fire Log**

### **Fire Safety Policies**

Williamson 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 Church of the City, 828 Murfreesboro Road, Franklin, TN, 37064.

Emergency Notification and Evacuation Procedures are detailed in the Annual Security Report released to students and employees by October 1 of each year and posted to the College's website, <http://williamsoncc.edu/resources/annual-security-report/>.

### **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 and pose 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, with the Franklin Police Department, if appropriate, will determine the activation of emergency notification and the information that is to be disseminated. Methods of notification include emergency text messages and emails to the affected campus community. The College conducts tests of emergency responses and evacuation procedures through table top 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.

### **Fire and/or Explosion Emergency**

Fire extinguishers and fire alarm boxes are located throughout the building. However, in the case of a fire or explosives emergency, the fire alarm should be engaged and each person must evacuate the building as quickly as possible, seeking a safe location. Faculty are responsible for their students and should exit the building together. If a fire or explosion occurs during class time, the responsible authority present should call 911, help evacuate the building and make sure all have exited. If the fire or explosion

occurs during office hours, the employee should call 911 and engage the fire alarm to alert all other persons to move out of the building. Meeting in a designated area outside the building ensures all are counted for and safe. New student Orientation serves to acquaint students with the location of fire alarms, 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 performs an annual inspection at both sites. The Fire Marshall can stop by at any point to ensure the College is adhering to building codes and the rules and regulations of the city.

## **Fire Log**

Williamson College does not have on-campus housing. Fire alarms are periodically tested and noted in a spreadsheet for Campus Security purposes. The City of Franklin maintains a fire station adjacent to the College's 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 Security Report being released to employees and students, the College's crime statistics are submitted to the Department of Education, according to Department's regulations at 34 CFR 668.41(e), by October 1 each year.