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 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
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 get students out of the building. If the fire or explosion occurs in an office area, the person closest to the fire or explosion that is able to act should call 911 and alert other persons to get out of the building. If available, fire extinguishers should be used to put out a fire. 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.