UT RESEARCH FOUNDATION



Business Incubator | Tenant Manuel 2013-2014

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GENERAL INFORMATION

In addition to education, The University of Tennessee system serves the State of Tennessee in a myriad of ways. It is integrally involved in outreach, economic development and research that add value to Tennessee. As part of its mission of enabling student success and student access, the University of Tennessee Research Foundation (UTRF) provides the **UTRF Business Incubator** as a resource for early stage tech firms that are spun out of university research.

Mission and Goal

The mission of the UTRF Business Incubator is to assist entrepreneurs of technology start-up companies by offering a programmatic approach to executing their business opportunities. As part of this, affordable business space in an environment that supports entrepreneurialism is offered through our facility. Companies can then focus their limited resources and capital toward development of their business and maximizing the value of their opportunity.

The goal of the Center is to move a company through a technology business development process toward self-sustainability while building a more entrepreneurial community. This development of a company typically takes 3 years.

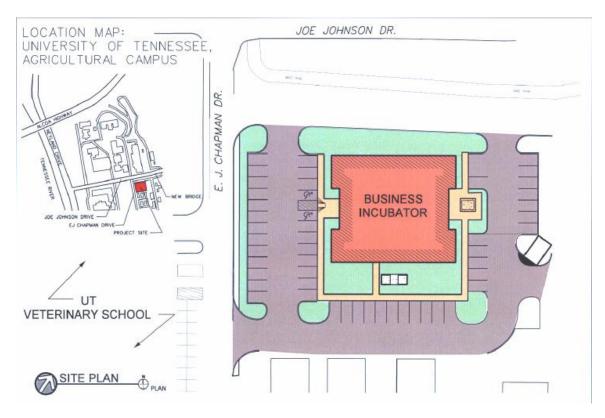
Center Amenities

- -16 office spaces ranging from 146 square feet to 825 square feet (utilities included).
- Conference room
 - Conference phone
 - Projection monitors
 - White boards
 - Conference room furniture
- Common kitchen area
 - Refrigerator
 - Microwave
 - Sink
 - Coffee maker

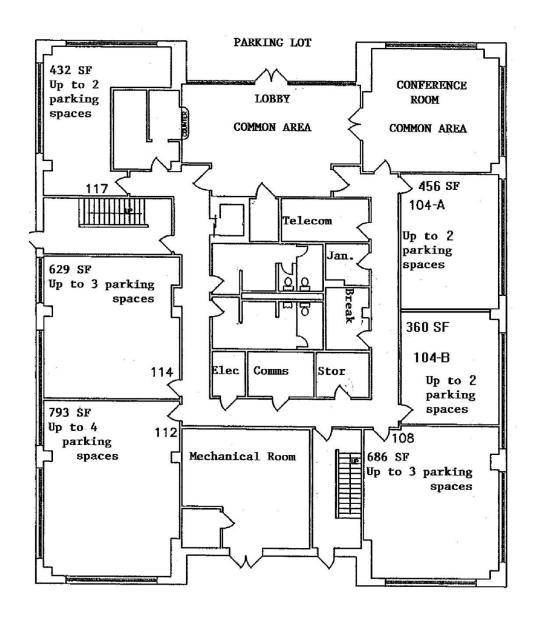
- Access to copier/printer/scanner/fax machine
- UT Affiliate status
 - Parking pass
 - UT Electronic key/ID card
 - Access to campus library services
 - Discounts at university/area retailers where UT I.D. card is honored
 - Access to university laboratory space (as available through a separate agreement)
- Wireless connectivity
- Wiring for broadband and telephone access

Building and Location

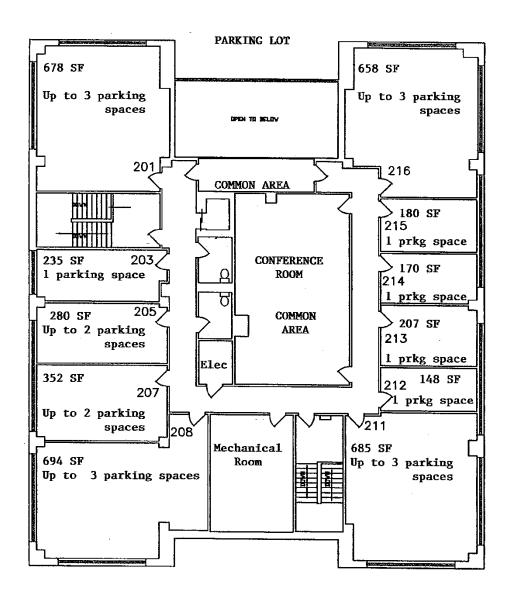




First Floor



Second Floor



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Additional Programs

The University of Tennessee MBA Program has created a co-concentration in Entrepreneurship & Innovation. This program provides MBA students with the skills to lead innovative organizational change in either the public or private sector, including start-up, for-profit or social cause companies. Through applied coursework obtained in their core curriculum and primary concentration, students translate business knowledge into innovative problem solving skills.

Company Application Process

- All interested companies must complete an Application Form to be considered for space in the Center.
- Applications will be reviewed by UTRF, and will be evaluated according to the eligibility requirements (see below)
- An initial meeting will be held with a representative of UTRF to discuss the opportunity presented in the executive summary as well as to clarify expectations of the program and the process.
- UTRF has responsibility for final approval.
- Upon approval, the applicant will complete a lease agreement and provide evidence of required insurance. At that time, please see Coordinator for additional forms to secure keys, key cards, etc.

Eligibility Requirements and Evaluation Criteria

- Technology Company Applicants must be engaged in the development and eventual commercialization of technology
- Relationship with University Applicants must demonstrate at least the potential of a business
 relationship or partnership with the University of Tennessee. This includes licensing university
 technology, a research partnership, or use of university resources and facilities to develop
 technology. Other types of relationships include current or former UT faculty, staff or student
 founded technology companies, or the potential to employ significant numbers of graduates of the
 University of Tennessee.
- Quality of content in the Application Form (and the Executive Summary, if submitted) An executive summary of the company's business plan is required and is included in the application Form. This executive summary should clearly identify the business opportunity and its potential for commercial success. It will weigh heavily in the evaluation process.
- Opportunity for job creation and company growth the applicant should demonstrate a plan for job growth in the region of the Innovation Valley. Economic impact will be considered in the evaluation process.

Tech 2020 - Center for Entrepreneurial Growth (CEG) Program

As part of the program and value added services associated with the facility, UTRF has partnered with Technology 2020 to offer a CEG program within the facility. Client companies are strongly encouraged to fully participate in this process to accelerate the growth and development of the company.

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Mission:

The CEG combines management expertise, programs, and access to capital strategies to develop an entrepreneurial community and assist the development of technology based businesses.

Partnership Goals:

- 1. Create an entrepreneurial climate on the Knoxville campus and in the surrounding community to encourage the start up of new technology companies
- 2. Identify new/existing technologies and research with commercial potential
- 3. Assist new start-up companies and existing companies, with ties to the Knoxville research base, advance through defined stages of development and graduation

Program Services:

- Provide business counseling, management team coaching, and financing preparation for CEG clients
- 2. Review of business plans and financial statements
- 3. Review of sales and marketing plans/materials
- 4. Coaching in the assessment and development of channel strategies
- 5. Assistance in defining and working strategic partnerships and alliances
- 6. Review of Contracts and other pertinent documents
- 7. Prepare and conduct educational/training sessions for CEG company management and staff
- 8. Help clients develop candidate or position profiles and assist in the hiring, compensation plan development, and staffing process
- 9. Assist with the development and review of action plans for company progression from start up to self sustaining businesses
- 10. Assist companies in their pursuit of debt or equity financing
- 11. Provide clients with access to certified, fee-based business consultants for specific tasks which may be needed during different stages of growth

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Initial Set-Up Checklist

Ш	Application Form: filled out and submitted to UTRF.			
	http://utrf.tennessee.edu/techtransfer/offices/business-incubator-application.shtml			
	UTRF approval: received.			
	Lease: negotiated and signed.			
	Affiliate Appointment Request Form: This essentially allows company employees to become non-salaried employees of UT and gives them access to UT amenities. This must be signed and submitted to UTRF for each employee.			
	ACH Debit Form: Rent will be collected in advance via automatic withdrawal from either your company checking or savings account on the third of each month. Please fill out the Authorization Agreement for Direct Debit form and submit it to URTF Accounting Department.			
	 Affiliate status: Once received, you can obtain the following: Network ID for email system – UTRF will inform you of this ID when affiliate status is approved. UT Personnel ID number - UTRF will inform you of this ID when affiliate status is approved. Electronic ID/Key Card – When you receive your UT personnel ID number, you can get the card from the Vol Card office located between gates 12-13 in Neyland Stadium (the office faces Phillip Fulmer Rd.). Park in the public parking garage next to the University Center (a nominal fee will be charged for parking in the garage). Building Access for Key Card – Fill out the UT Police Department Request for Authorized Access form (see Forms section or access it on the Web at http://web.utk.edu/~utpolice/UTPD%20Docs/AlarmAccessForm2007. Submit it to the Assistant to the President of UTRF for processing. Parking Pass – Fill out the UT Vehicle Registration form for each pass needed (located in the Forms section or available from the Executive Assistant to the President of UTRF) and return them to the Assistant. When notified by the Assistant, each individual must go to Parking & Transit Services located at the corner of Leinard Lane and Stephenson Drive (off of Neyland Drive) to pick up the passes. 			
	Keys - Fill out Key Request form (in Forms section of this manual or obtained electronically at http://www.pp.utk.edu/Forms/Key%20Request.pdf). Return the form to UTRF. Lock & Key Services will call you when your keys are ready (this will take approximately three days). They can be picked up at 2233 Volunteer Boulevard, which is on the corner of Volunteer and Cumberland. There is no charge for your first set of keys.			
	Telephone/IT service – this requires an initial meeting with representatives from the company, UT and UTRF to assess company needs. Please contact UTRF to set up this appointment.			
	Door sign – Contact the Center Coordinator who will place a work order for the sign.			

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Fees

(As of 1/1/2013)

Facility Lease Rates:

Year 1: \$11/square foot on annual basis
Year 2: \$13/square foot on annual basis
Year 3: \$15/square foot on annual basis

• Beyond Year 3: To be negotiated

Monthly rent includes:

- All basic utilities (electric, water, gas)
- Housekeeping services
- Each suite receives a designated quantity of complimentary parking passes
- New locks on the suite door upon moving in and 1 key per employee
- Electronic ID/Keycard with access to library for each employee
- Up to 200 copies per month
- Mail delivery

Optional Items	Cost			
More than 200 copies per month	\$0.06 per copy			
Outgoing long-distance fax charges	\$0.15 per page			
Extra keys	\$1 each			
Re-keying of locks	\$25.00			
Replacement of electronic ID/keycard	\$30.00			
Additional employee parking passes	\$318 annual pass			
Telephone Services (if company decides to use UT services):				
Phone installation charges	\$50/hour (usually takes less than 1 hour)			
Line charges	\$16.75/month			
Phones (if leased)	\$6.50 to \$8.54/month based on type			
Port moves	\$39.00 (one time fee per port)			
Voice mail installation	\$25.00 (one time fee per phone)			
Voice mail monthly charges:				
 Mailbox size: 5 messages 	\$5.00/month			
 Mailbox size: 10 messages 	\$10.00/month			
IT Services (if company decides to use UT services):				
Activation fee	\$340 (one time charge)			
Monthly service fee \$14.50/month				

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Contacts as of 5/21/11

Title	Name	Phone	Email
Center Coordinator	Pamela Howell	865-974-4607 (O)	
		Emergency Only:	
Facilities Services		865-974-2158	
(after hours, only)			
Campus Police (non-		965-974-3114	utpolice@utk.edu
emergency)			
Parking & Transit		865-974-6031	
Services			
IT Help Desk		865-974-9900	
UTRF Vice President	David Washburn	865-974-1882	davewash@tennessee.edu

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TENANT REQUIREMENTS

Welcome to the UTRF Business Incubator. We are pleased we can join you for the next stage of the development of your future.

Eligibility Requirements and Evaluation Criteria

- Technology Company Applicants must be engaged in the development and eventual commercialization of technology
- Relationship with University Applicants must demonstrate at least the potential of a business
 relationship or partnership with the University of Tennessee. This includes licensing university
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Company Reviews

There will be periodic, informal reviews with each business to assess progress and provide direction or suggest changes to the company's business plan. We will also ensure compliance with the Center's mission and policies during these reviews. If compliance to the mission and Center policies is in question, company management will be required to meet with representatives of UTRF to resolve any issues. Resolution may include eviction of the company from the Center.

Insurance

Tenants are required to carry general liability insurance per the terms of the lease, and UTRF may require proof of insurance be provided.

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Joint Marketing

Occasionally a company will be asked by UTRF to make a presentation at board meetings, economic development conferences or other special events. The company also may be asked to participate in various publicity efforts. We understand the time and resource challenges of start-up companies so will only ask if we think it can benefit all of our organizations. Please make every effort to participate, when feasible.

Monthly Payments

Monthly lease payments must be made in advance and be done via automatic payment. A monthly invoice will be sent that itemizes any additional charges incurred (copier, keys, etc.) payments are due in 15 days. Companies have the option to pay this additional invoice via check or have the amount withdrawn via automatic payment. Please contact the UTRF Accounts Manager to arrange payment options.

Required Check-Out Procedures

Tenants may terminate their lease upon the expiration of the Original Term, or any Extension Term, by providing the other party with written notice of termination not less than thirty (30) days prior to vacating the premises.

Tenants must complete the check-out form within 24 hours of the termination of their lease to avoid being charged the 200% month to month rate for holding over as defined in the lease. To complete the check-out procedure, each individual employee of the exiting company will be provided a form that must be filled out and returned. The tenant must return his/her parking permit to Parking Services and have the form stamped by Parking Services staff. The tenant must also return their key to the Lock and Key shop in Greeve Hall, room G15 and have it stamped by Lock & Key staff. Lastly, the tenant must return the form and their Vol Card to the Center Coordinator. Additional blanks on the form shall be completed by the Coordinator. A company will be considered to be holding over until the forms and Vol Cards of every employee is received.

Required Reporting

Economic development is implicit in the mission of the University of Tennessee and, therefore, the UTRF Business Incubator. To measure economic impact, tenants must agree to supply the following information to UTRF once per quarter:

- Total Revenue
- Total Payroll
- Total Jobs
- Total External Funding Raised (grants, debt, & equity)
- Amount of Sponsored Research with The University of Tennessee research programs

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FACILITY OPERATIONS and RULES

Welcome to the UTRF Business Incubator! Following is information you will need as a tenant of the building. If you have any questions regarding this information or the rules governing the facility, please let us know.

Animals

Animals are not permitted in the building with the exception of service animals required for people with disabilities as provided by the guidelines established by the Americans with Disabilities Act.

Coffee

There is a coffee pot, 2 carafes and 2 pitchers located in the kitchen area that are provided by UTRF for use by tenants. However, as of 1/26/11 UTRF no longer supplies coffee. Each company is responsible for providing its own coffee for personal consumption or to serve to visitors. Any coffee located in the kitchen area should be considered private property. Tenants are responsible for cleaning equipment after use.

Conference Rooms

Conference rooms are available by appointment on a first come, first served basis. Appointments should be reserved in your company name (along with a contact name and number) on the calendar in the Administrative Area.

Conference room reservations will be forfeited if not occupied within 15 minutes of the reservation time. Reservations will also be forfeited if the room is vacated before the end of the reservation time. People who use a conference room without reserving it will have to vacate the room if another tenant reserves it through the proper channels.

Rooms must be returned to their normal appearance after your meeting (furniture and accessories returned to their original locations, cleaned tables, papers and trash cleared, etc.).

You will not be charged for use of any of the meeting rooms as long as they are used properly. However, you will be billed a service charge if the room is not left in its original condition. The amount of the service charge will be dependent upon the time and costs incurred for clean-up.

If food is served, you are responsible for moving the leftovers and the trash to the kitchen.

If coffee is served to your guests, you are responsible for the cleaning of any equipment used in its service.

Please do not adjust the thermostat. Let the Center Coordinator know if it is uncomfortably hot or cold.

If you use the last of anything in these rooms - flip chart paper, markers, etc. - please inform the Center Coordinator for reordering purposes.

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Copier

Each tenant company has a code for accessing the copier (see the Center Coordinator to obtain your code). One person from the tenant office will be taught to use the machines. It is the responsibility of that person to teach the other employees.

Input your code and press the # button to begin operating the machine.

Press the yellow "clear modes" button and the orange "clear stop" button simultaneously to clear your code after completing your copies.

If the person in front of you did not clear out their code, please clear it for them. This will ensure that they do not pay for your copies and you don't pay for theirs!

You will be billed for your copies at \$.06 per page after the first 200 pages.

Facilities

Our facility meets all regulations under the Americans with Disabilities Act (accessible doors, restrooms, parking, etc.). All handicapped accessible parking <u>must</u> be observed.

As stated in the lease, any modifications to the existing facility must be approved in writing by UTRF. This includes anything that is affixed to the walls, floors or ceilings, as well as any infrastructure improvements such as plumbing and IT.

Please do not adjust the thermostats. The University of Tennessee has implemented an energy policy that specifies specific temperatures for both heating and cooling. Let the Center Coordinator know if it is uncomfortably hot or cold.

Fax Machine

- Each tenant company has a code. One person from the tenant office will be taught to use the machine. It is the responsibility of that person to teach others in their office.
- For external faxes, you must dial 8 + fax number for it to transmit properly. For intercampus faxes, dial 4 and the last 4 digits of the phone number. For long distance, you must dial 8 + 1 + fax number. Upon transmission or failure to transmit, the machine will print out a confirmation or error report accordingly.
- All incoming faxes are put in your internal mail box (see mail section) as are fax confirmations.
- All incoming and outgoing faxes are free.

Hours of Operation

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Building hours are 8:00 a.m. - 5:00 p.m. The building is secured from 5:00 p.m. to 8:00 a.m. Monday - Friday and all day weekends and holidays. If you need to enter the building you will need your electronic key /ID card.

Housekeeping/Maintenance

- Trash is removed from each tenant area on a nightly basis. However, there is a dumpster and a card board recycling receptacle located behind the building.
- Vacuuming and dusting are done Monday, Wednesday and Friday. Kitchen is cleaned on Tuesday and Thursday.
- Please label any boxes or other trash (that may not be obvious) for removal.
- Notify the Administrative Office if you have any extra large items, so that the maintenance organization can be contacted ahead of time.
- Building maintenance is done on an as-needed basis. If you have a problem that you would like
 addressed, please see the Center Coordinator. The Center Coordinator will report the problem and
 your issue will be resolved as soon as possible.
- If an emergency maintenance issue arises after normal work hours, please contact the maintenance department directly (see Contacts section). In addition, report the problem to the Center Coordinator, either via email or in person on the next business day.
- If you have an influx of unwanted pests or have any problems with the janitorial service, let the Center Coordinator know immediately.

Keys/Security

Building security is of the utmost importance. To keep us and our costly equipment safe, the following rules must be observed:

- A list of every employee housed in your suite must be submitted to the Center Coordinator. It should contain the name of each employee, their key card/ID number, their phone number, and indicate if they are in possession of a regular key. This list must be updated if an employee leaves or is added.
- Electronic key/ID cards should not be loaned to anyone. Report their loss immediately! If you lose a card, the replacement fee is \$30 per card. To obtain a replacement key card, report it immediately to the Vol Card Office by phone at 865-974-3430 or via the Internet at http://web.utk.edu/~volcard.
- Regular keys should not be loaned to anyone or duplicated without prior approval. Report their loss immediately! If you lose a key, the replacement fee is \$1 per key. To obtain a replacement key, fill

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out the Lost Key Report form found in the Forms section (or access it online at http://www.pp.utk.edu/Forms/Lost%20Key.pdf) and give it to the Center Coordinator for processing.

- Upon termination of your lease, all keys (electronic and regular) must be returned to the Administrative Office. If these items are not returned, there will be a minimum charge of \$25 for rekeying of the locks and additional charges for unreturned keys.
- If you'd like to have your doors re-keyed at any time, for any reason, the charge is \$25 for the service and there will be additional charges for the new keys.
- Do not unlock or prop-open any outside door that is normally locked.
- When having guests/clients in the building, they must observe all security rules.
 If guests/clients leave after 5:00 p.m., you are responsible for escorting them from the building and ensuring that the doors are secured.

Kitchen

Keeping the kitchen area clean is everyone's responsibility. Following are the rules governing the kitchen area:

- When pouring the last cup of coffee, please be sure to make a new pot. DO NOT leave the empty coffee pot on the burner as this is a fire hazard.
- There are no condiments, beverages or disposable utensils provided by UTRF in the kitchen area. All
 condiments, beverages or disposable utensils are the private property of an individual tenant and
 should not be used at any time.
- After you finish your coffee, please do not leave your dirty cups or dishes in the kitchen/sink. We do not have a dishwasher in this building, so each person is responsible for cleaning his/her own dishes. At the end of everyday, any dirty dishes left in the sink or on the counter will be thrown away.
- Leftovers should be removed from the refrigerator promptly. Every Friday the kitchen is cleaned and everything left after 4:00 p.m. will be thrown out, including containers.
- As a common courtesy to others, please clean up any spills in the microwave, on the table or counters. This also will help avoid an influx of unwanted pests/rodents.
- Please do not remove any food item from the refrigerator or counter that does not belong to you. If you have something you want to share or give away, please mark it accordingly.
- You may post any announcements you have on the bulletin board in the kitchen or distribute them in the mailboxes in the administrative office (see below).

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Mail

- Individual company mailboxes are located in the Administrative Area. All of your incoming mail will
 be left in your mailbox. Incoming packages and deliveries should be made to the Administrative Area
 and will be signed for unless they are COD.
- Outgoing mail can be left in the appropriate box in the Administrative Area. Even though your external outgoing mail can be picked up here, you are responsible for your own postage.
- Outgoing packages are your responsibility. You will need to physically take them to UPS, etc. or set up an individual service.
- All faxes you receive will be put in your mailbox as will your outgoing fax confirmations.
- Individual company mailboxes are located in the Administrative Area. All of your incoming mail will
 be left in your mailbox. Deliveries should be made to the Administrative Area and will be signed for
 unless they are COD. You will be notified immediately upon receipt. If you are unavailable, they will
 be left in the Administrative Area.

Noise

• Keep your doors closed if you are listening to music or a television, using profane language, using other noisy equipment, etc. that is loud enough to be heard outside of your office space. Please respect your neighbors' right to peacefully co-exist in the building.

Parking

- Parking is expensive and is at a premium on the UT campus. The UT Police Department strictly
 enforces the campus parking policies. These policies are not negotiable. Detailed policies are
 located in the campus map included with this manual.
- Each company will receive up to a certain amount of free parking passes based on the square footage of the leased space. Passes will be issued to each individual employee that is physically working at the Center (general or unassigned passes are not available). If the total number of employees surpasses the amount of parking passes allocated, it is possible to purchase additional annual or monthly passes (see General Information section for costs). Following are the maximum number of free parking passes allocated per suite:

< 250 sq. ft.:
 1 parking pass
 251 - 500 sq. ft.:
 501 - 750 sq. ft.:
 > 750 sq. ft.:
 4 parking passes
 Suite Numbers 203, 212, 213, 214, 215
 Suite Numbers 108A, 108B, 117, 205, 207
 Suite Numbers 114, 201, 208, 211, 216
 Suite Numbers 104, 112, 210

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- Parking passes MUST be hung on the rear view mirror of your car. The University of Tennessee
 Police Department will ticket any car without a parking pass and the vehicle owner will be personally responsible for the charges.
- The parking passes are only valid for Lot 67. Cars will be ticketed if parked in any other lot, and the ticket will be the responsibility of the vehicle owner.
- If you need to go to other places on campus, there is a free transportation service (for which you will need your university ID/key card) provided by Knoxville Area Transit (www.RideTheT.com). Free routes include the East-West, North-South, Ag Express, Late Night and T-Link. Most run every 5 minutes. The Ag Express line has a stop on Joe Johnson Blvd., just west of the Center. This will take you to the University Center transfer station where you can access other lines.
- Please inform the Center Coordinator when you are expecting visitors so that temporary parking
 permits can be available prior to arrival (this is important in case the Center Coordinator is not
 physically at the Administrative Area when your visitor arrives). Temporary parking permits are
 available from the Center Coordinator. Cars with out of date temporary permits and/or permits not
 validated by the Center Coordinator will be ticketed.
- PARKING IN THE CENTER LOT IS NOT PERMITTED ON SATURDAYS WHEN THE UNIVERSITY OF
 TENNESSEE IS HOSTING A FOOTBALL GAME. If it is absolutely necessary for you to be in the office
 on a game-day Saturday, the Center Coordinator must be informed NO LATER THAN NOON ON THE
 PRECEEDING THURSDAY. There is an additional parking fee of \$12 for each daily pass required.
- State law for handicapped parking spaces must be observed and will be enforced.

Smoking

• This is a smoke-free facility. All smokers must go outside the building - receptacles are located at designated entrances.

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EMERGENCY PLAN

Every company should have a primary safety person and one backup. Please provide contact names and information to the Center Coordinator when these people have been designated.

CALL FOR HELP: On campus phones, dial 911 or 4-3111.

On a personal cell phone, dial 911 or 974-3111.

In the event of any serious threats, information will be distributed through the UT Alert text messaging system. More information on this system can be found at https://www.utk.edu/utalert/. All tenants are highly encouraged to sign up for this free service.

Fire

Fire is the most likely event that would necessitate an evacuation. However, there are other events such as a bomb threat, chemical spill, structural failure, workplace violence and more that could also require evacuation. The procedures below are general in nature and you should never endanger yourself or anyone else by strict adherence to these guidelines.

When you encounter a fire:

- Remain calm.
- Activate the nearest fire alarm or pull station.
- Call 911 or 974-3111 to report an on-campus fire.
- Use an extinguisher if the fire is small enough that you can put it out.
- Evacuate through the designated evacuation route for the building.

When fire alarm sounds in your area:

- Always evacuate. Never assume that it is a drill. Leave the building in a calm, but rapid, manner.
- As you are leaving, put your coat or jacket on to help protect against flames; wear closed-toed shoes as well. Bring a towel with you to protect your face and filter any smoke that might be in the air.
- Do not use the elevator. Individuals who require special assistance should discuss evacuation plans with their immediate supervisor.
- Please note that university policy requires immediate evacuation in the event of an alarm. UT
 Police Department may issue citations to people who fail to comply with response to a fire
 alarm.

If you are caught in smoke or trapped in a building:

- Drop to your knees and crawl to the nearest exit.
- Breathe through your nose, and use a shirt or towel to filter your airways.

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• If you are trapped, close all doors and windows. Wet and place cloth materials around the door to prevent additional smoke from entering.

Severe Weather

Tornadoes are the most likely weather event that would necessitate action. However, there are other events such as severe thunderstorms, snow, ice and more that could also require action. The procedures below are general in nature and you should never endanger yourself or anyone else by strict adherence to these guidelines.

The UT Police Department tracks severe weather alerts that may impact campus safety. All available means of communication would be used to let the campus community know about severe weather events that could impact safety. You also should monitor weather conditions on your own to make decisions about traveling anywhere in an automobile or by foot.

Decisions to close the campus, cancel events, or alter operations due to weather would be communicated at www.utk.edu and through campus and local media. In the event of serious threats or closure of the university due to severe weather, information will be distributed through the UT Alert text messaging system.

Peak tornado season for the Southeast is March – May and from 3pm – 9pm, but can occur in almost any month or time. Tune in to local radio stations for current updates on the weather.

The National Weather Service issues various watches and warnings related to impending weather conditions. When a "watch" is issued, it means that the accompanying weather, such as a tornado or severe thunderstorm, is possible in the area affected by the watch. Weather warnings mean that the accompanying weather is imminent and you should take appropriate action immediately.

When you encounter inclement weather:

- During a thunderstorm/tornado warning, stay inside. Do not attempt to leave in a vehicle!!
- If you are in a vehicle, leave it immediately and find shelter in a permanent structure.
- A windowless, interior room, such as a bathroom, is the safest location.
- Take refuge under a sturdy piece of furniture.

Bomb Threats and Suspicious Packages

The UT Police Department and partnering agencies are trained to respond to threats and reports of bombs or other suspicious packages. In the event you receive a bomb threat, do the following:

- Stay calm.
- If your phone has caller ID, record the number displayed.
- Gain the attention of someone else close by, point to these instructions, and have them call 911
 or 974-3111 immediately. This call should happen out of the hearing range of the caller making
 the bomb threat.

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- Try to keep the caller on the phone long enough to complete a Bomb Threat Check Sheet, which can be found at http://safety.utk.edu/bomb/checksheet.shtml.
- Work with arriving emergency personnel to assist them in evaluating the situation.
- Prepare for an orderly evacuation only when directed to do so by police or emergency personnel.

Preparing for an Evacuation

All members of the campus community need to prepare to respond to any emergency that involves evacuating a building. There are five key steps to take to prepare for evacuations:

- Learn the location of emergency exits and the shortest route to the exit.
- Learn the location of emergency alarm activation stations. They are red, box-like devices located on the wall near emergency exits.
- Learn the procedure for reporting emergencies. Dialing 911 will connect you directly to the Knox County Emergency Communications Center. If the telephones in the building or your own cellular phone are not working, use any Blue Light Phone on campus. They are connected to the emergency communications center.
- Learn the sound of emergency alarm systems. Emergency alarms vary from building to building, but are designed to sound distinctly different from all other bells, buzzers, or signaling devices in the building. If you hear a constant ringing or buzzing you are unable to identify, report the situation to the 911 operator.
- Learn the location of fire extinguishers in the buildings in which you work, live, or visit.

Evacuating Individuals with Disabilities:

Special arrangements should be made for individuals who have a disability that would hinder their evacuation from the building. The head of a company in which a disabled person is employed is responsible for making necessary arrangements to provide assistance during an emergency. The disabled person's designated "assistant" should find the person when the alarm sounds. UT Police Department should be informed of people for whom special arrangements have been made.

Communicating During Emergencies

There are several ways emergency personnel and building supervisors can reach members of the campus community during an emergency. How notifications are made will depend upon the severity of the situation.

UT ALERT

 UT ALERT is a text messaging service used to deliver critical messages quickly to students, faculty, and staff in the event of an emergency or during situations that threaten the safety of the campus community. All members of the campus community are encouraged to sign up at www.utk.edu/utalert.

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• The UT ALERT system will be activated only during serious emergencies. Such circumstances would include: an ongoing safety threat related to a violent crime in which a suspect has not been apprehended; severe weather alerts; weather that would prompt the university to close; and major facilities or grounds problems that require a large-scale evacuation.

Broadcast e-mail and Website

- Messages about situations the campus community needs to be aware of will be sent via e-mail from UT Police to all employees that have UT email accounts.
- In serious emergencies, updates are always placed on the homepage of the campus website at www.utk.edu.
- Additional safety messages will also be posted on <u>safety.utk.edu</u> and <u>www.utpolice.org</u>.

Campus and Local Media

 Serious emergencies are communicated to the two campus radio stations, WUTK (90.3 FM) and WUOT (91.9 FM). The university also distributes information to local media outlets. The most up-to-date information can be found at www.utk.edu. Emergencies unfold at a fast pace and media reports may be incomplete at first.

www.wbir.com (Channel 10)

www.wate.com (Channel 6)

www.volunteertv.com (Channel 8)

www.wnox.com or www.wivk.com - Radio newscasts on 100.3 or 107.7 FM

One-to-one communication and UTPD loud speakers

- Depending on the campus location and the severity of the situation, UTPD or a building supervisor may ask occupants to evacuate the building or to "lock down" or "shelter in place."
- The fire alarm may also be activated to notify occupants that an emergency situation is occurring.
- UTPD officers may also utilize their in-car loudspeaker to make announcements and emergency commands to large crowds either outside or near doors and windows of a building.
- Depending on which building is involved, intercom systems may not be in place so it is important to listen for other instructions that may be delivered by police.

Unless you are involved in the actual emergency, do not call 911 or 974-3111. It is vital that these lines remain open and available for those who are involved in the actual emergency so police and emergency personnel can assist them as promptly as possible. Seek information via www.utk.edu, or wait for information to be delivered to you from other sources.

Power Outages

In the event of a power outage, many facilities are equipped with emergency generators. Buildings also are equipped with emergency lighting to allow for a safe evacuation. To report a power outage after hours, call UTPD at 974-3111.

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If the power goes out in the building you are occupying, take the following steps:

- Remain calm.
- Follow directions of the building given by loudspeaker or building representative.
- Get your keys and warm clothing (if seasonally applicable), and lock the doors behind you to secure personal or office property.
- Do not light candles. Use flashlights only.
- Unplug large electrical equipment.

If people are trapped in an elevator:

- Call 911 or 974-3111 immediately from a cellular phone or Blue Light Phone, or use the emergency phone located in the elevator to contact help. Provide specific information to the dispatcher about the location and the nearest stairwell.
- If outside the elevator, let the passengers know that you have called for help if you can communicate with them.

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UNIVERSITY OF TENNESEE INFORMATION

Campus Policies

Because the UTRF Business Incubator is on the University of Tennessee property, all tenants must comply with UT policies, including the Code of Conduct (immediately following this section):

Air Conditioning (changeover from heating)

Department of Facilities Services personnel perform required changeover from heating to air-conditioning in the Spring. Because of the equipment installed throughout the campus, buildings must be changed over separately. The Facilities Services performs the changeover on the basis of priorities established to 1) maintain required temperatures to protect equipment and research in progress, and 2) serve the greatest number of individuals and activities. Air conditioning changeover may not begin until outside temperature has reached at least 80 degrees F. for three consecutive days. Temperature projections are also considered. Special problems or hardships with this policy should be discussed with the Center Coordinator.

Bicycle Racks

Parking, riding, rolling, or storage of bicycles inside buildings (including porches, entrances, and exit ways) is prohibited. In addition, chaining of bicycles to trees, handrails, lampposts, etc. is prohibited.

Conduit/Cable

Laying of below ground conduit or cable on campus or placement of conduit in buildings for voice/data/video transmission purposes must be performed by Facilities Services personnel or by professionals under Facilities Services guidance.

Placement of conduit in buildings for voice/data/video transmission purposes must be performed by Facilities Services Personnel or by professionals under Facilities Services guidance. Inquiries about installation of conduit or cable should be directed to the Assistant Director for Construction and Repairs (208 Facilities Services Building (974-2415).

Connections (utilities)

Any connection made to utility systems (water, sewer, air, vacuum, gas, steam, or electricity) must be performed by Facilities Services Department personnel or by professionals under Facilities Services department guidance. Inquiries about such connections should be directed to the Assistant Director for Construction and Repairs (208 Facilities Services Building, 974-2415).

Digging

No digging of Campus grounds shall be done without the approval of and under the supervision of the Facilities Services Department and the placement of a Tennessee One call (800) 351-1111. Notification in writing shall be made to the Executive Director of the Facilities Services (208 Facilities Services Building, 974-2178) a minimum of seven days prior to any digging, cutting, boring, drilling, or disturbing takes place. In the event of an emergency a call should be made to the Executive Director.

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Drug Free Environment (including alcohol)

It is the policy of the University of Tennessee to maintain a safe and healthful environment for its students and employees. Therefore, university policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs and alcohol on university property or during university activities. Violation of this policy is grounds for eviction.

Electrical problems, new installations, and wiring changes

The Facilities Services Department must make, approve, or supervise any changes to the electrical wiring within buildings. This includes installation of wiring for security systems and wiring for data/voice/video transmission. To obtain service, call the Work Order Office, 974-2347. New installations/changes and general problems with electrical service should be discussed with Electrical Services (132 Facilities Services Building, 974-2505).

Elevators

All elevators are maintained by an outside contractor under the supervision of the Facilities Services Department. In addition, the Facilities Services Department utilizes nationally-known elevator consultants to monitor service and suggest improvements. General problems with elevators should be reported to the Facilities Services Department, Preventive Maintenance Division for investigation (974-2453) during normal working hours. Interruption of elevator service or specific malfunctions should report immediately as follows:

8:00 a.m.-4:30 p.m., Monday through Friday: 974-2453 4:30 p.m.-midnight, Monday through Friday: 974-2158

Emergency after midnight, holidays, and weekends: UT Police Department, 974-3114 Non-emergency after midnight, holidays, and weekends: To Voice Mail, 974-2453

Reporting of problems with elevator service and requests for elevator maintenance are to be made only as specified. If calls are made directly to the elevator contractor which results in charges to The University, the charges will be passed on to the individual making the call.

Heating (changeover from air conditioning)

Facilities Services Department personnel change over building systems from air conditioning to heating each Fall. Because of the equipment installed throughout the campus, buildings must be changed over separately. The Facilities Services performs the changeover on the basis of priorities established 1) to maintain required temperatures to protect equipment and research in progress, and 2) to serve the greatest number of individuals and activities. Heating changeover may not begin until the outside low temperature has dropped below at least 50 degrees F. for a minimum of three consecutive days. Consideration is also given to temperature projections. Special problems or hardships with this policy should be discussed with the Executive Director of the Facilities Services (208 Facilities Services Building, 974-2178).

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Locks

Occupant-installed locks or padlocks will be removed by the Facilities Services Department, with the cost for removal and installation of University locks billed to your company.

Posting of Notices

The general posting of notices and signs within campus buildings and on the grounds of the University is allowable only on Bulletin Boards provided for this purpose. Official University Bulletin Boards are limited to official University communications. General Bulletin Boards are available for other postings. Posting of any item on painted surfaces, doors, or windows is prohibited. Items posted in violation of this policy will be removed, and the individual posting them will be assessed any costs of removal or repair of damage.

Posting of Political and Commercial Items

The posting and/or distribution of political and/or commercial signs and handbills is not permitted in campus buildings or on the grounds of the University. General Bulletin Boards may not be used for such postings. Items posted in violation of these guidelines are subject to removal, and the individual posting them will be assessed any costs of removal or repair of damage.

Signs (buildings and interior)

No exterior signs other than those furnished by the Facilities Services Department may be placed on any building or on the grounds of the campus.

Skateboarding

Skateboarding on the Johnson-Ward Pedestrian Mall and the plaza around Humanities and Social Sciences and McClung Tower is prohibited. Violators will be escorted off these properties by the U. T. Police.

Smoking Policy in Buildings

Tennessee Code Annotated §§ 4-4-121 (2006) & 39-17-1551 (1994) prohibits smoking in all buildings owned or operated by The University of Tennessee. Full text of the code is available below.

Smoking shall be prohibited in all buildings that are owned or operated by the state of Tennessee, except for those sleeping rooms in state park inns and cabins that are designated as smoking rooms or cabins. Cities, counties, and counties having a metropolitan form of government are specifically allowed to regulate the use of tobacco products in buildings owned or leased by such political subdivisions. TENN. CODE ANN. §§ 4-4-121 (2006) & 39-17-1551 (1994).

Based on the above State Law, the Chancellor has established a policy designating smoke free entrances for all campus buildings. These entrances are identified with a SMOKE FREE ENTRANCES sign. Smokers must remain a reasonable distance from these doors when smoking. Smoking is prohibited within the facility. No smoking signs are posted throughout the building. Address questions regarding this policy to Facilities Services. 865-974-2178.

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Code of Conduct

OBJECTIVE:

To promote a harmonious, safe and collaborative work environment at the University of Tennessee through the establishment of general guidelines for faculty and staff conduct and behavior.

POLICY:

Each staff member of the University of Tennessee is an integral participant in the university's mission of excellence in teaching, research, and public service. Each member of the university community is expected to exhibit a high degree of professionalism and personal integrity consistent with the pursuit of excellence in the conduct of his or her responsibilities.

The university as a community holds to certain shared values by which our actions are to be measured and governed. This policy identifies certain of those commonly held values and associated behaviors. Violations of the Code of Conduct may be cause for disciplinary action up to and including termination of employment.

Respect for Persons

The University of Tennessee places a high value on human relations, human diversity and human rights. Consistent with these values, the university strives to maintain a work environment that is characterized by mutual respect for all individuals. Such an environment has no place for harassment or discrimination based on race, gender, religion, national origin, age, veteran status, or disability; such behavior will not be tolerated. As befitting the university's commitment to its public service mission, university faculty and staff are expected to treat one another, students, and the general public in a cordial and respectful manner. The following behaviors are specifically prohibited:

- Disorderly conduct, to include but not limited to, using discriminatory, abusive, or threatening language, fighting, provoking a fight, or attempting bodily harm or injury to another employee or to any other individual, or threatening physical action or injury on university property or during university activities; or other conduct which threatens or endangers the health, safety, or well-being of any person.
- Sexual harassment of employees, students, donors, customers, visitors, patients, vendors or any other person on university property or during university activities.

Respect for Property

Members of the university community must be responsible caretakers of the university's resources. Consistent with this value, employees are expected to exercise reasonable care in the use of university property and to report any damage to university property to their supervisors and/or other appropriate university officials. The following activities are specifically prohibited:

- Willful or negligent damage to university property.
- Theft or dishonesty.

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- Tampering with or wantonly destroying university data, records, or other information, gaining unauthorized access to such information; disclosing confidential information; or otherwise misusing university data or information.
- Unauthorized use of university vehicles, mail services, identification and credit cards, telephones, computers, or computer equipment, or other university equipment or materials. Computers and computer accounts are provided to employees to assist them in the performance of their jobs. Employees do not have a right to privacy in anything they create, send or receive on the computer. The university has the right to monitor, for business reasons, any and all aspects of any university computer system, including employee e-mail.
- Soliciting, collecting money, or circulating petitions on university property at any time without permission of the chief business officer or designee.

Standards of Safety

The university is committed to maintaining the safety and security of all persons on university property and during university activities and to maintain a safe and healthful working environment. Specific prohibited activities include:

- Possession of firearms, explosives, or other lethal materials on university property or during university activities, unless the employee falls within certain categories of employees who must use weapons in the course of their employment (such as police officers, R.O.T.C. personnel, etc.)
- Possessing, drinking, or being under the influence of intoxicants on the job; unlawful possession, use or distribution of alcohol on university property or during university activities; illegally using, manufacturing, possessing, distributing, dispensing, or being under the influence of controlled substances on university property or during university activities.
- Refusal to obey security officials, Civil Defense personnel, or other proper authorities in emergencies.
- Failure to comply with safety rules, regulations or common safety practices.
- Failure to report an accident involving on-the-job injury or damage to university property.
- Smoking in non-designated areas.