



UNIVERSITY OF TENNESSEE RESEARCH FOUNDATION  
**BUSINESS INCUBATOR | TENANT MANUAL**

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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. 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 mission, 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 maximize the value of their opportunity.

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

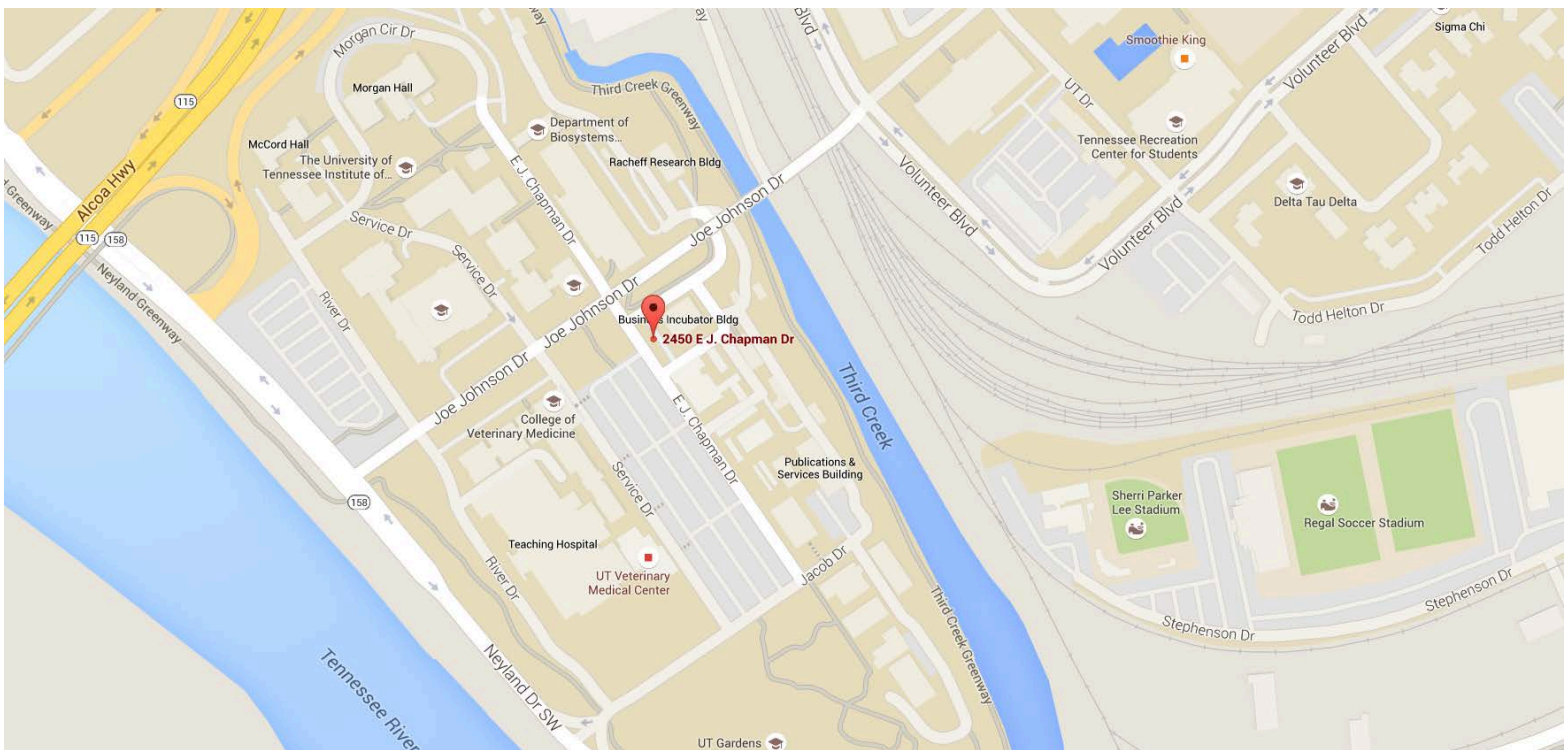
## Incubator Amenities

- 13 office suites ranging from 148 – 816 square feet (utilities included)
- Access to copier/printer/scanner
- 2 furnished conference rooms
- Polycom conference phone
- White boards
- Conference room furniture
- UT Affiliate status
- UT Electronic key/ID card swipe access (Vol 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)
- Common kitchen area with:
  - Refrigerator/sink/microwave
- Wireless connectivity
- Wiring for broadband and telephone access

## Building and Location

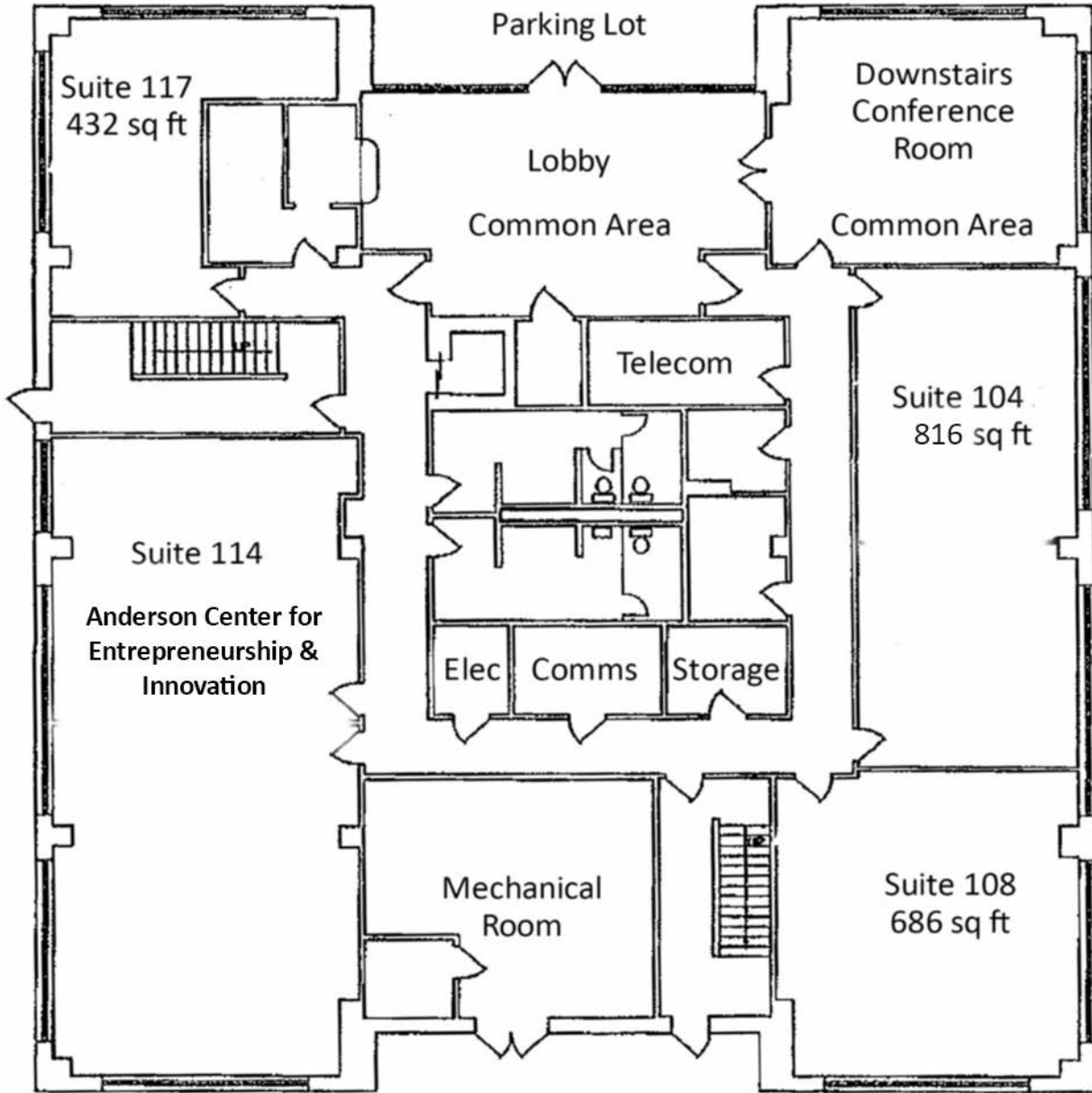


UTRF Business Incubator | 2450 E.J. Chapman Drive | Knoxville, TN 37996

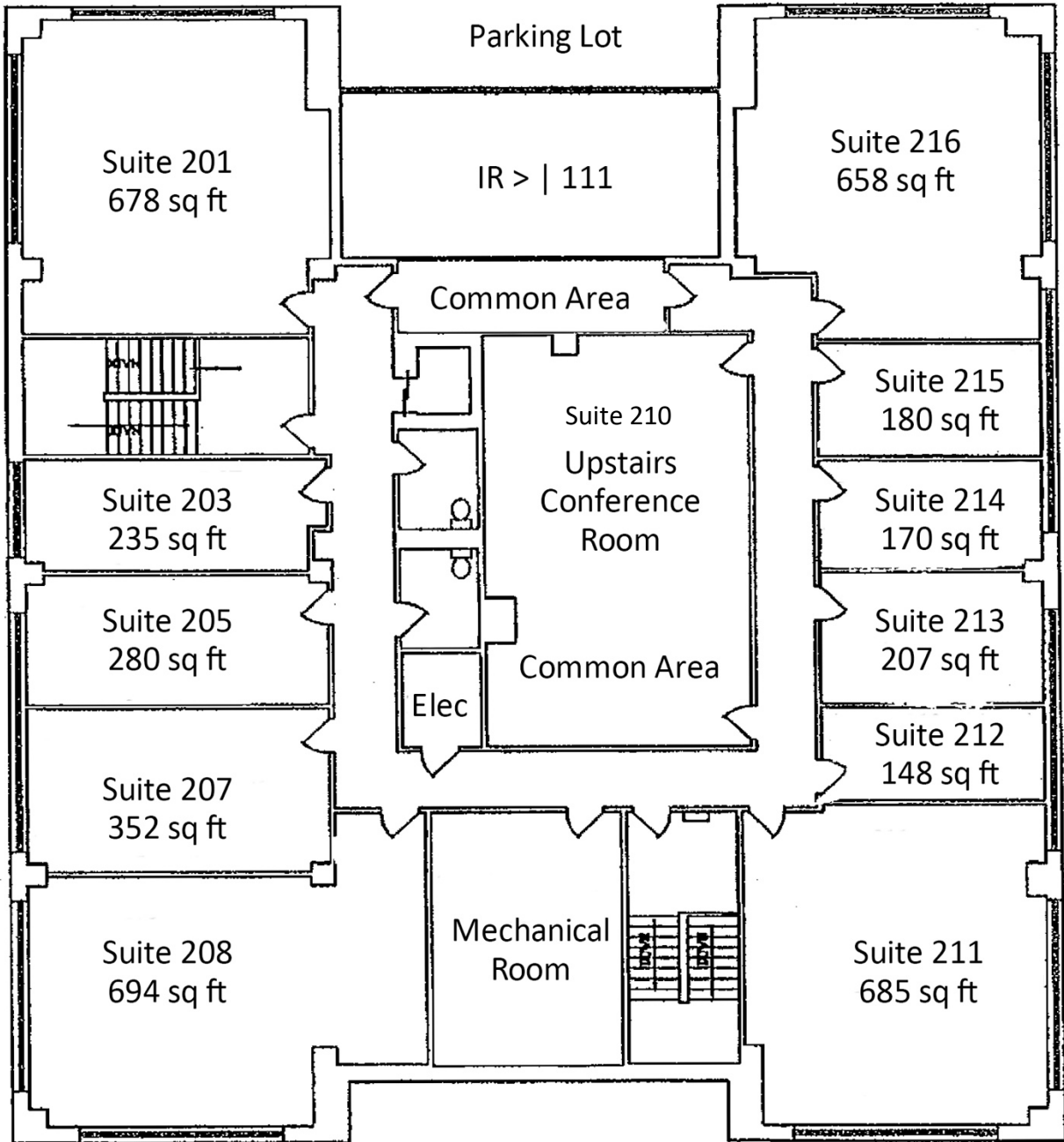




# First Floor



## Second Floor



## Additional Programs

The University of Tennessee MBA Program has 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 companies applying for space in the UTRF Business Incubator, must complete an online Application Form. <http://utr.f.tennessee.edu/utr.f-business-incubator-application/>
- Applications will be reviewed by UTRF and evaluated according to the eligibility requirements (see below).
- UTRF has responsibility for final approval.
- Upon approval, the applicant will complete a lease agreement and provide evidence of required insurance. At that time, the Incubator Coordinator will begin the process of securing keys, Vol Card, Parking Pass, etc.

## Eligibility Requirements and Evaluation Criteria

- Technology Company - Applicants must be engaged in the development and eventual commercialization of technology.
- Applicants must demonstrate 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 a significant number 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 also be considered in the evaluation process.



## **Anderson Center for Entrepreneurship & Innovation (ACEI)**

As part of the program and value-added services associated with the facility, UTRF has partnered with the Anderson Center to offer a Business Accelerator within the facility.

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

### **Partnership Goals:**

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

### **Program Services:**

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

## Initial Set Up Checklist

- Application Form: filled out and submitted to UTRF.
- <http://utrf.tennessee.edu/utrf-business-incubator-application/>
- UTRF Approval: received.
- Lease: negotiated and signed.
- Affiliate Request Form: This allows company employees to become non- salaried employees of UT and gives them access to UT amenities. Each employee must sign and submit this form to UTRF.
- 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 UTRF Accounting Department.
- Affiliate Status: Once received, you can obtain the following:
  - Network ID for Email System and UT Personnel ID Number
  - Electronic ID/Key Card for External Access (Vol Card): When you receive your UT Personnel ID number, you will be able to obtain a Vol card from the Vol Card office located in room 408 of Student Services. Parking in Circle Park is permitted once you receive a complimentary parking pass from the campus Parking Information kiosk.
- Suite Key – Incubator Coordinator will submit an online key request for all office keys.
- Parking Pass – Tenants who park in Staff Lot 67 are required to have a Lot 67 Parking Hangtag. Forms can be obtained at Parking & Transit Services or from the Incubator Coordinator. Hangtags are purchased at Parking & Transit Services located at the corner of Joan Cronan and Stephenson Drive (off Neyland Dr.).
- Telephone – OIT (Telephone Services) assists with office phones. See Incubator Coordinator.
- Proof of Insurance - provide copy to Incubator Coordinator
- Door Sign – If you would like to have your company logo placed in the frame outside your office door, provide the Incubator Coordinator with a pdf file of the logo.

## Fees as of 2021

### Facility Lease Rates:

- Year 1: \$11/square foot on annual basis (Original Term)
- Year 2: \$13/square foot on annual basis (Extension Term)
- Year 3: \$15/square foot on annual basis (Extension Term)
- Beyond Year 3: To be negotiated

### Monthly Rent Includes:

- All basic utilities (electric, water, gas)
- Housekeeping services
- Mail delivery
- Up to 75 printed copies per month

Optional Items	Cost
More than 75 copies per month	\$.06/copy
Outgoing long-distance fax charges	\$.15/page
Re-keying of locks	\$25
Replacement of electronic ID/keycard	\$30
Parking passes	\$360/yr
Telephone Services if company decides to use UT Services.	
Phone installation charges	\$50/hr (usually takes less than 1 hour)
Line charges	\$16.75/month
Phones (if leased)	\$6.50 - \$8.54/month based on type
Port relocation	\$39 (one-time fee per port)
Voicemail installation	\$25 (one-time fee/phone)
Voicemail monthly charges	
Mailbox size: 5 messages	\$5/month
IT Services (if company decides to use UT Services)	
Port activation fee	\$340 (one-time charge)
Monthly service fee	\$14.50/month

## Contacts (as of January 2021)

<b>Title</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Business Incubator Coordinator	Kathy Richards <b>(Emergency Only)</b>	865-974-4607	kricha32@tennessee.edu
Facilities Services (for <b>after-hours only</b> )		865-946-7777	
Campus Police (non-emergency)		865-974-3114	utpolice@utk.edu
Parking & Transit Services		865-974-6031	
OIT Help Desk		865-974-9900	help.utk.edu
UTRF President	Dr. Stacey Patterson	865-974-1882	sspatter@tennessee.edu

## Tenant Requirements

Welcome to the UTRF Business Incubator. We are pleased to join you for the next stage of development for your company's future.

### Eligibility Requirements and Evaluation Criteria

- Technology-based 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 online 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.

### Company Reviews

Informal reviews can be provided to a tenant business to assess progress and provide direction or suggest changes to the company's business plan. Compliance with the Incubator's mission and policies can also be assessed during these reviews. If compliance to the mission and Incubator 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 UTRF Business Incubator.

### Insurance

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



## **Joint Marketing**

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

## **Monthly Payments**

Monthly lease payments must be made in advance and done via automatic payment. A monthly invoice that itemizes any additional charges incurred (copier, long-distance phone calls, etc.) will be sent and payments are due in 15 days. Please contact the UTRF Accounting Department 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 check-out 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. Part of the check-out process will entail the Incubator Coordinator doing a “walk-through” of the suite to make sure that there is no damage. If there is damage, the tenant may be billed for any necessary repairs. The tenant should make sure that parking permits are returned to Parking Services. All office keys and Vol Cards MUST be turned in to the Incubator Coordinator. If an employee of a company is leaving, through termination or other, please notify the Incubator Coordinator so that a formal “check-out” can be submitted online and keys collected.

## **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 be prepared (upon request) 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

## Facility Operations and Rules

The 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 see the Incubator Coordinator.

### 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.

### Conference Rooms

Conference rooms are available by appointment only and on a first come, first served basis. Rooms can be reserved by contacting the Incubator Coordinator. Reservations will be made in your company name (along with a contact name and number) and put on the calendar in the Administrative Area.

Conference room reservations will be forfeited if not occupied within 15 minutes of the reservation time. Please be mindful of your meeting times and try to vacate the room when your time is up. Any group occupying a conference room without reserving it will have to vacate the room if another tenant has reserved it through the proper channels.

- Rooms must be returned to their normal appearance after your meeting (i.e., furniture and accessories returned to their original location, papers and trash cleared, etc.).
- Tenant use of any of the meeting rooms could be forfeited if they are used improperly.
- If food is served, you are responsible for removing any leftovers and placing trash in the proper receptacles.
- Please do not adjust the thermostat. Let the Incubator Coordinator know if the temperature needs adjusting.

### Copier

- Each tenant company has a code for accessing the copier (see the Incubator Coordinator to obtain your code).
- Input your code to begin operating the machine.
- If you experience any problems using the copier, please let the Incubator Coordinator know.
- You will be billed for your copies at \$.06 per page after the first 75 pages.

## **Facilities**

- Our facility meets all regulations under the Americans with Disabilities Act (accessible doors, restrooms, parking, etc.). All handicapped accessible parking must be observed.
- Per 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 Incubator Coordinator know if it is uncomfortably hot or cold.

## Hours of Operation

Building hours are 8:00 a.m. - 5:00 p.m. The building doors are automatically locked/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 during non-traditional hours, you will need your electronic key/ID card (Vol Card).

## Housekeeping and Maintenance

- Trash is removed from each tenant area on a daily basis. However, there is a dumpster and cardboard recycling receptacle located behind the building.
- Vacuuming and dusting are done on a regular basis.
- Please label any boxes or other trash (that may not be obvious) for removal.
- Notify the Incubator Coordinator if you have any extra-large recyclables that need to be removed, so that the maintenance person can be notified to pick them up.
- Building maintenance is done on an as-needed basis. If there is a problem that needs to be addressed, please see the Incubator Coordinator. The Incubator 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 Incubator Coordinator, either via email or in person on the next business day.
- If you have an influx of unwanted pests or experience any problems with the janitorial service, let the Incubator Coordinator know **immediately**.

## Keys and Security

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

- A list of every employee working in your company must be submitted to the Incubator Coordinator. It should also indicate which room keys are in their possession. This list must be updated whenever an employee leaves or is added.
- Electronic key/ID cards should **NEVER** be loaned to anyone. **Report their loss immediately!** If you lose a card, the replacement fee is \$30 per card. To obtain a replacement Vol Card, report it immediately to the Vol Card Office (408 Student Services off Circle Park) and alert the Incubator Coordinator.
- Suite keys should **NEVER** be loaned to anyone and **NEVER** duplicated. Report their loss immediately! If you lose a key, notify the Incubator Coordinator immediately.
- To obtain a replacement key, the Incubator Coordinator will have to submit an online application for a replacement.

- Upon termination of your lease, **all keys** (electronic/Vol Card as well as regular) must be turned in to the Incubator Coordinator.
- If these items are not returned, there could be a charge.
- If you would like to have your doors re-keyed, the charge is \$25 plus additional charges for the new keys.
- Never 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 PM 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. Rules governing the kitchen area:

- Make sure the toaster and toaster oven are unplugged after **EVERY** use.
- There are no disposable plates or utensils provided by UTRF in the kitchen area. All disposable products are provided by the individual tenant.
- Please do not leave 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 every day, any dirty dishes left in the sink or on the counter will be thrown away.
- Leftovers should be removed from the refrigerator promptly. The kitchen is checked daily. Please check regularly, to make sure that all food leftovers are removed from the refrigerator and thrown out, including containers.
- As a common courtesy to others, please clean up any spills in the microwave or on the counters. This also will help avoid unwanted pests.
- 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 announcements on the bulletin board in the kitchen - but notify the Incubator Coordinator if you would like announcements distributed to fellow tenants.

## 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 will be brought to the Administrative Area and will be signed for. You will be notified by email if you receive any deliveries.
- Outgoing mail can be left in the designated tray on the counter. Even though outgoing mail can be left there, you are responsible for your own postage.
- Outgoing packages are your responsibility. You must make arrangements with UPS/FedEx for pickup.



## **Noise**

Please keep your office door(s) closed if you are listening to music or using noisy equipment, etc., loud enough to be heard outside of your office space. Please respect your fellow tenants' rights to peacefully co-exist in the building.

## **Smoking Policy in Buildings**

The University of Tennessee is a smoke-free campus. Smoking is prohibited in and on all University Property. This prohibition includes smoking in private vehicles when parked or operated on University Property.

Tennessee Code Annotated§49-7-135).

## Parking

- **Parking 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.**
- Parking passes must be purchased from UT Parking and Transit Services located on Stephenson Drive.
- Parking passes **MUST** be displayed on the rear-view mirror or dashboard of your car at all times. 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
- If you need to go to other places on campus, there is a free bus transportation service (for which you will need your university ID/key card) provided by Knoxville Area Transit ([www.RideTheT.com](http://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 Incubator. This will take you to the University Center transfer station where you can access other lines.
- Please inform the Incubator Coordinator when you are expecting visitors so that temporary parking permits can be made available prior to their arrival (this is especially important in case the Incubator Coordinator is not physically at the Administrative Area when your visitor arrives). Temporary parking permits are available from the Incubator Coordinator. *Cars with out-of-date temporary permits and/or permits not validated by the Incubator Coordinator are subject to be ticketed.*
- **PARKING IN THE INCUBATOR LOT IS NOT PERMITTED ON SATURDAYS WHEN THE UNIVERSITY OF TENNESSEE IS HOSTING A FOOTBALL GAME.** If it is necessary for you to be working in your office on a game-day Saturday, the Incubator Coordinator must be informed **NO LATER THAN NOON ON THE PRECEDING THURSDAY**. There is a list provided for those who might be onsite **working** during a home football Saturday. This list is updated every fall to add new, or remove existing, tenant names. If your name is not on the list, you could be ticketed if you park in Lot 67 on a UT home gameday Saturday. Please see the Incubator Coordinator to make sure you are added to the list – or, conversely, if an employee is no longer with your company and needs to be removed from the list.
- State law for handicapped parking spaces must be observed and will be enforced.

## Emergency Plan

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

### CALL FOR HELP:

Campus Phones dial 911 or 4-3111

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, etc., 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.

If you should encounter a fire:

- Familiarize yourself with the location of all exits and fire extinguisher locations.
- 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 to be contained. Extinguishers are located near the elevators.
- Evacuation Exits are designated. Evacuate through these designated routes of the building.

When a fire alarm sounds:

- Always evacuate! Never assume it is a drill! Leave the building in a calm, but rapid manner.
- As you are leaving, put your coat or jacket on if you have one, to protect against flames; place a towel or article of clothing over your nose and mouth to filter smoke in the air.
- **Do not** use the elevator! Individuals who require special assistance should discuss evacuation plans with their supervisor.
- Please note that university policy requires immediate evacuation in the case of an alarm. UT police may issue citations to people who fail to comply with this regulation.

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

## Severe Weather

Tornados are the most likely weather event that would necessitate emergency action. However, there are other events such as severe thunderstorms, snow, ice, etc., that could also require emergency 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 which 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 consider monitoring potentially severe 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](http://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.
- Move well away from windows in case of flying debris.

## **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:

- Try to remain calm - Notify the Incubator Coordinator as soon as possible!
- If your phone has caller ID, record the number displayed.
- Gain the attention of someone else close by 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.
- 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:

1. Learn the location of emergency exits and the shortest route to that exit.
2. Be familiar with the location of emergency alarm activation stations. They are red, box-like devices located on the wall near emergency exits.
3. Know 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 if your own cell phone is not working, use any Blue Light Phone on campus. Blue Light Phones are connected to the Emergency Communications Center.
4. Be familiar with 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 that you are unable to identify, report the situation to the 911 operator.
5. Learn the location of fire extinguishers in the buildings in which you work or visit. In the Incubator, fire extinguishers are located near the main elevators.



## **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 for 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](http://www.utk.edu/utalert).

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 Email or Website**

- Messages about situations the campus community needs to be aware of, will be sent via e-mail from UT Police to all employees who have UT email accounts.
- In serious emergencies, updates are always placed on the homepage of the campus website at [www.utk.edu](http://www.utk.edu).
- Additional safety messages will also be posted on [safety.utk.edu](http://safety.utk.edu) and [safety.utk.edu/police](http://safety.utk.edu/police).

## **Campus and Local Media**

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](http://www.utk.edu). Emergencies unfold at a fast pace and media reports may be incomplete at first.

- [www.wbir.com](http://www.wbir.com) (Channel 10)
- [www.wate.com](http://www.wate.com) (Channel 6)
- [www.volunteertv.com](http://www.volunteertv.com) (Channel 8)
- [www.wnox.com](http://www.wnox.com) or [www.wivk.com](http://www.wivk.com) - Radio newscasts on 100.3 or 107.7 FM
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## **One-on-One Communication and UTPD Loud Speakers**

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 an actual emergency so police and emergency personnel can assist them as promptly as possible. Seek information via [www.utk.edu](http://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 and emergency lighting to allow for a safe evacuation. To report a power outage after hours, call UTPD at 974-3111.

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

1. Stay calm. Unplug large electrical equipment. Get your keys and warm clothing (if seasonally applicable), and lock office doors behind you to secure personal or office property.
2. Do NOT light candles. Use flashlights only.

## **If People are Trapped in an Elevator**

1. Call 911 or 974-3111 immediately from a cell 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.
2. If outside the elevator, let the passengers know that you have called for help if you can communicate with them.

## Campus Policies

### Air Conditioning (changeover from heating)

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. 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 Incubator Coordinator.

### 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).

### Bicycle Racks

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

### 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.

### 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 Incubator Coordinator during normal working hours. Any interruption of elevator service or specific malfunctions should be reported to the Coordinator immediately:

- Emergency after midnight, holidays and weekends – UT Police Department, 974-3111
- Non-emergency after midnight, holidays and weekends: To Voice Mail, 974-2453

Reporting 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 and result in charges to The University, the charges will be passed on to the individual making the call.

## **Locks**

Unauthorized 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.

## **Code of Conduct**

### **Objective**

**To provide employees of the University with guidance on how to conduct themselves in an ethical and responsible manner.**

### **Policy**

The Code of Conduct was developed to supplement and clarify existing University policies, procedures, and rules. It does not replace, limit, or otherwise alter any existing policies.

Violations of the Code of Conduct may be cause for disciplinary action. The Code can be found at [conduct.tennessee.edu](http://conduct.tennessee.edu).