



Chuck Thompson Awards Nominations Are Now Open!

- We are now accepting nominations for the 2023 Chuck Thompson Facilities Services Outstanding Employee Awards. The nomination form along with a list of the eligible employees who meet the criteria for the award is attached to this email. You may submit nominations for more than one eligible employee. Nominations can also be electronically submitted at tiny.utk.edu/ChuckThompson. Nominations will be accepted until 5PM on Friday, September 29th.

CPR Training Dates Set

- CPR/AED/First Aid training has been scheduled for November 7 and 8. This will be a hybrid course: you will complete an online portion prior to attending class in person. Everyone participating in the program has already been signed up. Once we have the access information for the online portion of the class is available, it will be emailed to you. Keep an eye out here for reminders!

Complete Campus Compliance Training ASAP

- Campus Compliance Training becomes active tomorrow, September 12. Please make every effort to get the training completed as soon as possible. Reach out to fstraining@utk.edu if you have any questions or run into any problems accessing the training. Remember, the computer lab in the complex is available for you to use and your entire team can complete their training at one time!

Register Now for NEXT Conference - October 20

- This year, the NEXT Conference for non-exempt staff is scheduled for October 20th at the UT Space Institute in Tullahoma. Our very own Robert Clark is the keynote speaker for this conference, and we'd love to have some FS support there for him! You can register for this on K@TE. If you have questions, reach out to Rebecca or [Sarah Crichton](#) with EOD. For more information on this conference, click [here](#).

It's All in the Details - Lost/Missing Uniforms

- The Haberdasher loves loves LOVES details! When you email Jim regarding lost or missing uniforms please includes all the nitty gritty details you possibly can. Are the missing items short sleeve, long sleeve? When did you turn in the items? What size did you request? Words and phrases like: "some" or "a few" or simply saying I only got 3 shirts back doesn't really say anything; you need to also state the number you turned in! His email is: TheHaberdasher@utk.edu

Weekly Safety Stand Down:

- This week, our Safety Stand Down from safety coordinator Melanie Reese focuses on National Preparedness Month.



BUILDING SERVICES

Student Union:

- Ballroom carpet A, B, C were cleaned.
- Throughout the week, several spots in the event room carpets were cleaned.
- The carpet in event room 362 B & C was completely cleaned.
- Monumental stairs were scrubbed in phase 1.
- 273 A - office carpet was cleaned.
- The seating area carpet on the first floor had grease footprints removed from the middle section.
- The carpet in the hallway of CCD was cleaned to remove a water stain.
- We had an abundance of cardboard from the Lululemon kick off sale in the Vol Shop.
- Saturday, we had the Big Orange Preview Event with the tailgate football watch party in the ballroom.
- L1 was auto scrubbed with stripper.
- Overlook glass and handrails were given extra attention.
- We have a cardboard bale count of 28.

OPERATIONS & LANDSCAPE LANDSCAPE SERVICES

- UTSA Game Day Prep: Prep campus areas for tailgate activities and event activations taking place outside the stadium to include operational support associated with stadium trash collection and homeland security measures.
- UT Arboretum: Provide excavation support of a new 600' underground electrical service.
- Tickle College of Engineering: Begin sprucing up landscape and outdoor spaces in preparation for the Accreditation Board for Engineering and Technology visit in mid-October.

- First Impressions Project (near McClung Museum): Provide backfill around new concrete pad and order plant material for landscape improvements. (cont)
- UTIA GATOP Gardens: Provide routine common area maintenance (cont)
- Autonomous Mowing Study: Working with several companies to develop a future plan to integrate autonomous mowing units throughout campus (cont)
- Campus Steam/Condensate Leaks: Heavy Equipment Team is supporting excavation for various repairs throughout campus (cont)
- Sorority Village: Installing plant replacements associated with the December freeze event (cont)
- UTIA Business Incubator Bldg: Grade soil and sew grass following installation of new steam and condensate service to the building (cont)
- UTIA EESRB Green Roof: Working with UTIA Administration on a maintenance agreement for the green roof (cont)
- Tom Black Track: Provide excavation for water and storm water repairs (cont)
- Landscape Services Staffing Study: Revise greenspace data to reflect campus changes to the landscape since 2015 (cont)
- Summer Utility Projects: Heavy Equipment Team is developing plans with Utility Services to provide excavation support for summer projects (cont)
- Irrigation Systems: Monitor, adjust and repair as needed throughout summer (cont)
- Native Burial Mound and Garden: Repair damages to mound and stone council ring from truck incident (cont)
- Urban Forest Master Plan (City of Knoxville): Serving on advisory board

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LANDSCAPE SERVICES (CONT.)

- Military War Dog Memorial: Landscape irrigation and planting renovation in preparation for the 25th anniversary celebration in July (cont)
- Morgan Hall: Ongoing landscape protection support associated with roof repairs, window replacement, and brick tuck-pointing project (cont)
- Carrick Hall: Plan for surface repairs following the excavation support for steam and condensate repairs (cont)
- McCord Hall: Plan for surface repairs following the excavation support for new sanitary sewer connection (cont)
- Neyland Drive Campus Entrances: Demolition and installation of landscape renovations. (cont)
- Vet Med Addition: Participate in the final irrigation and landscape punch list walk with the designer and contractor (cont)
- Landscape Academy: New series of refreshed training for all team members (cont)
- Irrigation Systems: GPS locate all underground valves, meters, and components. (cont)
- TREC: Provide excavation support to the Plumbing team for repair of steam condensate leak (cont)
- Ayres Hill ADA staircases: Coordinate with FS Design on landscape plan for new staircases (cont.)
- Recruiting to fill vacant positions

OPERATIONS & LANDSCAPE

EVENT & MOVING SERVICES

Events:

- HSS North Lawn Event: HSEC Fall Festival.
- Fred Brown Plaza Event: LLC Kick-Off Block Party.
- UT Culinary Grand Opening Event.

- Zeanah Engineering Building 4th floor Atrium Event: All Day Meeting.
 - HSS Amphitheatre Event: ASA Unity Picnic.
 - Mossman 3rd floor Lobby Event: Vendor Show.
 - Natalie Haslam Music Center Auditorium Event.
 - Plant Biotech Lobby Event: Thermo-Fisher Table Show.
 - Plant Biotech Lobby Event: VWR Vendor Fair.
 - VolShop Event.
 - Natalie Haslam Music Center Lawn Event: Flagship Celebration.
 - Zeanah Engineering Building Ground floor Atrium Event: Engineering Dinner.
 - Set up tables for Event in Brehm Animal Science Arena
- Banners/Signage
- Placed A-frames around HSS Plaza for two day event.
 - Delivered and placed A-frame signs to Natalie Haslam Music Building.
 - Installed Banners at Ped Walkway & Circle Park for Student Success week.
 - Set out A-frames for Student Success Week at Ped Walkway, Hodges Library, Rocky Top Dining Hall, Student Union Cumberland Ave entrance, Student Union Ped Walkway entrance.
 - Moves
 - Reinstalled furniture into Taylor Law Suite 277 after renovation was finished.
 - Transferred event supplies from Andy Holt Tower P2 to HSS Lawn for Grateful Vol Day.
 - Moved furniture between offices 304 and 307 at Baker School of Public Policy.
 - Moved furniture within Austin Peay Building and from Austin Peay to Mossman.
 - Moved furniture into rooms 304 & 307 Ferris Hall.

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EVENT & MOVING SERVICES (CONT.)

Surplus/Others

- Delivered boxes, tape, & bubble wrap to Greve Hall 235 for building move.
- Picked up purchased surplus and delivered to Walters Academic Building A414.
- Hauled borrowed staging panels & bases from Thompson Boling Arena to Knoxville Civic Coliseum.
- Loaded & hauled percussion instruments for band from Natalie Haslam Music to Alumni Memorial Building for upcoming concert.
- Delivered student desks to classrooms across campus as needed.
- Delivered purchased surplus items to Alan Jones Aquatic Center room 203.
- Delivered large shelving unit, chairs, tables, lamps purchased from surplus to Walters Academic Building room C403.

Electrical/Events

- Provided electrical assistance for HSEC Fall Festival at HSS North Lawn.
- Provided access to outdoor electricity for sound system at Haslam Music Center for Flagship Celebration Event.

ZONE MAINTENANCE

ZONE 1

- Keeping caught up with work orders in the Resident Halls.
- The air handlers on the roof at Clement are back online with no leaks.

ZONE 2

- Answering calls
- Moving all our stock out of McClung Museum
- Unlocking doors
- Interviewing people for an open position

ZONE 3

- Zone 3 is Starting Annual Inspections of Roofs and Drains thru out the Zone.

ZONE 4

- Working on dishwasher wash tank pump at Stokely
- Repaired a BCX oven at Rocky Top Dining
- Repaired water pressure issues at the Student Union Phase II
- Replaced dish machine wiring and fixed a leak at Anderson Training
- Replaced door gaskets at Art + Architecture

ZONE 5

- In Zone 5 we are going through and checking and making repairs after the Austin Peay game at Neyland Stadium.
- Made some plumbing repairs at the Golf facility.
- Football complex we made repairs and did general maintenance for recruits and visitors.
- Regal Soccer did a building check for upcoming Lady Vol soccer and One Knox soccer.
- All the rest of the zone was general building maintenance.



ZONE 7

- Dougherty : Repaired inoperable light fixtures. AHU and Package Unit filters changed.. Exhaust fan Belt Changes. Coils on Package and Air Handling Units Cleaned.
- Ferris Hall : Serviced AHUs. Repaired AHU in room 208.
- Perkins Hall : Serviced AHUs. Serviced exhaust fans. Sewer backup in Perkins steam tunnel..
- Min Kao : Changed Ballast's in rooms 532, 530 , Put Sink Sensor in on 4th floor women's rest room , Changed Ballast in Light of North West Stair Well 3rd Floor
- SERF : Removed center post from accessible doors, Repaired plate for accessible door, Unclogged drain in AHU1, Checked leak in chiller house, Replaced batteries in women's restroom 2nd floor, Changed photo cell
- Nursing : Belts and filters on first floor air handler
- Zeanah : replaced sink batteries, replaced outlet cover, replaced ceiling tiles.
- Tickle : replaced lights, diagnosed tripped breakers, replaced urinal batteries, mold inspection.
- AMB: Changed belts on AHU# 2 and greased bearings and cleanout drain. Changed belt on exhaust fan in machine room 005.
- Student Union: Changed all lights bulbs in stairwell on phase 1
- Changed filters in all air handlers on phase 1

ZONE 8

- We are preparing for the annual AG Day Exhibit/Celebration at the Brehm Animal Science building.
- We have servicing rooftop exhaust and supply fans at the North Greenhouse.
- We have been assisting the Greenhouse manager with rebuilding the gutter systems for the cooling pads at South Greenhouse.
- We are troubleshooting humidity issues in the walk in coolers in the Food Science Building.
- Our One-Call team remains to be very busy answering calls for the UTK Campus.

ZONE 9

- We installed 2 new air diffusers at the 1525 University Avenue building.
- We had 2 different air handlers go down at the Middlebrook Building.
- Repaired a water fountain/bottle filling station at the Facilities Services Complex.
- We had a kitchen leak at the 1610 University Avenue Building.
- We replaced 2 window units at the Early Learning Center on White Avenue.

SPECIALTIES TEAM

- No new report



SUSTAINABILITY

- Recycling Totals: 2,940 lbs. of plastic and cans, 3,880 lbs. of cardboard, 16,850 lbs. of recycled pallets, 356 lbs. of plastic film, 25,100 lbs. of compost, 251.1 lbs. of items donated to Free Store and 479.1 lbs. of items given away by Free Store
- New Student workers:
 - Katy Conner - Event Planning Asst., Free Store
 - Talia Armoza - Data & Media Specialist, Free Store
 - Ciera Shell - Compost Operations Assistant
 - Elizabeth Short - Outreach Assistant
- The Student Environmental Initiatives Committee (SEIC) had its first meeting of the new year last week. They passed three proposals to be funded by the Green Fee:
- Funding for 5 years for AmeriCorps members to continue to be hired by the Office of Sustainability.
- Supplemental funding for the renovation of the UT Gardens Helping Hands Kitchen Garden.
- Funding for SPEAK (Students Promoting Environmental Action in Knoxville) for the Fall of 2023.

LOCK & KEY SERVICES

- Walters Academic – replace lock & change lock function
- SERF – several doors change lock functions
- Ayres – rekey lock
- A & A – rekey lock & change combination lock
- UT Drive B – repair lock on lab door
- Ferris Hall – install combination lock
- Sigma Chi – replace gate lock
- Senter Hall – key broke off in lock
- Blount Hall – set up cores for Psych Dept. move

- Jewel Bldg. – set up padlocks for temporary gate
- Front Office – Processing key request, key pickup and drop off
- University Housing – many recores and repairs, assisting as needed

COMM & INFO

COMM & PR

- Send any photos of your work team that you'd like to see featured on FS social media directly to Sam at sjones80@utk.edu or 865-771-1531!

TRAINING

- Training Calendar is available online! Visit <https://fs.utk.edu/comminfo/training/> to view upcoming training dates, times and information throughout the year. The calendar is located below the "Login for online training" link. Check back often as new events and opportunities are added often!
- Upcoming Training Opportunities:
 - STRIDE for Staff - 9/21 - register in K@TE

FS IT

Looking for an update or information on the DASH implementation process? Visit <https://liveutk.sharepoint.com/sites/DASHProgram> to learn more!

- New laptop Setups for Utilities
- Gameday Support
- Autodesk License Research
- SQL Admin Research
- Telephone and Work Station moves at FSC
- New Plotter discussions
- Digital Signage Monitor Replacement
- DSL Line Retirement for A/C Shop

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UTILITIES SERVICES

A/C SERVICES

- Worked on RTU at TBA.
- Installed new purge unit on Trane Chiller at TREC's.
- Troubleshooting and repaired units at 1828 Fraternity Park.
- Restore service to the air compressor and dryer at Food Science.
- Repaired air compressor at Dabney-Buehler.
- Repaired LG VRF unit serving the elevator lobby area at Goodfriend Tennis.
- Installed new chilled water coils in AHU No. 6 at Hoskins.
- Repaired BOO6B at Hesler Biology.
- Installed compressor overload module on Diakin Chiller at Auxiliary Services.
- Replaced driveshaft coupling on cooling tower No. 2 at JARTU.
- Repaired unit BOO6A at Hesler Greenhouse.
- Repaired 2-door freezer at A&A.
- Repaired unit at Fred Brown.
- Repaired a total of 3 units at Geier Hall.
- Repaired cold room #711 at SERF.

ELECTRICAL SERVICES

High Voltage

- Marking & logging Tennessee 811's on campus.
- Grounded temp scaffolding at student ramp (gate 7) at Neyland Stadium.
- Electrical support and Fire Watch during game at Neyland Stadium.

- Took readings at 3 vistas for the loads incoming and outgoing during the game at Neyland Stadium.
- Checked HV and secondary between gates 14 and 19 for next phase of construction at Neyland Stadium.
- Marking lines for Christman at manholes and near the vista switch to the locker room.
- Contact KUB regarding a power outage at Facilities Services.
- Pumping manholes on Campus.
- Marked areas for new steam rerouting at SERF.
- Met with MUSCO lighting to discuss lighting at Regal Soccer Stadium.
- Checked on transformers and concrete pads at Cherokee Farms.
- Covered extra vista switch tank with new heavy-duty tarp at the Main Substation.
- Met with OIT to give access to substation for pulling new wires to the cameras at Laurel Substation.
- Installed new campus standard pole and new LED fixture at Reese Hall.
- Met with design to discuss new roadway pole lights on 20th street.

Low Voltage

- Repaired exhaust fans at Hesler Chiller Building.
- Repaired tripped breaker for 3rd floor freezer at Hesler Biology.
- Reset and cleared fire alarm at 1848 Fraternity Park and 1812 Fraternity Park.
- Cleaned duct detector head on air handler unit at Walters Life Science.
- Fire Watch at Neyland Stadium.
- Cleaned and cleared dirty smoke alarm on 10th floor at Carrick Hall.

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ELECTRICAL SERVICES (CONT.)

- Disabled/enabled fire alarm devices for contractors at Haslam and Communications.
- Disabled/enabled fire alarm devices for plumbers at Hoskins and 1848 Fraternity Park.
- Answered fire alarm panel trouble at Middlebrook.
- Reset fire alarm due to steam leak in basement at SERF.
- Cleaned dirty smoke detector at JARTU.
- Reset and cleared fire alarm due to printer smoking in room 229 at Communications.
- Checked on sprinkler leaks in room 206 at UT Conference Center.
- Assisted MASCO with monthly pump tests and annual inspections.

PLUMBING SERVICES

- Unclogged drain at Auxiliary Services.
- Rodded out shower drains at Chi Omega.
- Repaired sink faucet at Recycling.
- Replaced water heater in restroom at the Conference Center.
- Replaced two cast iron leaks in room 232 at Dabney-Buehler.
- Repaired leaking Leslie at H.P.E.R.
- Repaired a leaking PEX line in room 122 at Fred Brown.
- Unstopped sewer line in the basement Perkins Hall.
- Installed new bottle filler at Eastern Region Extension Office.
- Unstopped main kitchen drains at Stokely Hall.
- Repaired sewer cleanouts in the yard at Chi Omega.
- Restored hot water on tankless system at Golf.
- Replaced trap in floor drain in Neyland Stadium.

- Restored hot water in Einstein's Bagels at A&A.
- Replaced sensor on the 4th floor toilet at Nursing.
- Unstopped drains in the laundry room at Stokely Hall.
- Repaired two DI leaks in room 222 at Plant Biotech.
- Replaced flush valve in Student Health.

STEAM PLANT

- Cleaned up turbine and surrounding area.
- Fixed 6" tee on dealkalizer
- Monthly maintenance on 2mw generator.
- Added oil to turbine generator.
- Worked on logic for #5 boiler.

CONSTRUCTION SERVICES

- Anderson Training: Connections for oven in Smokey's
- Art and Architecture: Renovate 455; Carpet 103A & B; Build a wall 312; Remove walls 431; Pressure wash and repair pavers on 3rd floor terrace; Install Unistrut grid for camera and lights 235
- Austin Peay: paint and carpet 310E & F; Paint baseboard white 312C; Paint and carpet 301F, 410B
- Auxiliary Services: Electric work for equipment 139
- Ayers Hall: Make offices on the 3rd floor
- Bailey Education: Paint A527; Paint and carpet A509
- Baker Center: Office renovations on 1, 2, 3; New sign
- Biosystems Office Building: Wiring for cubicles; Flooring for 110
- Brehm: Add 2 receptacles and raceway for data ports 148
- Campus: Water meters for cooling water make-up; Wayfinding from Vol Hall parking to Student Union
- Carrick Hall North: Paint walls on all floors
- Classroom Renovations 2023: Multiple buildings on campus

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CONSTRUCTION (CONT.)

- Claxton Building: Change 4th floor women's restroom to all gender restroom; Paint and carpet 441, 443; Paint 121
- Clement Hall: Install trash compactor
- Communications: Remove door and fill in wall 107E; Remove shelving, paint, carpet 98, 99, 100
- Conference Center Building: Move State Comptroller 307; Paint and carpet 4th floor; Renovate Suite 313; Redesign suite 309; Paint 308B
- Dabney Buehler: Renovate 204G for students lounge; Renovate 655 for staff lounge; Install dishwasher 302; Paint door between 480 and 481; Repair water damage 302; Paint 614; Wax floor 614; Carpet 481
- Delta Tau Delta: Correct items from inspection
- Dougherty Engineering: Paint and carpet 423; Carpet 434, 435; Renovate restrooms on 1st and 3rd floors
- Early Learning Center: Work on White Ave. playground; Hang magnetic boards for playground; 2010 Lake Ave., hang a TV and assist with furniture removal; Install new stove
- Equity and Diversity: Install a ramp
- Facilities Services: Reinstall wind turbine; Construct new office spaces
- Ferris Hall: Remove doors into 101A and 101B-add door from foyer into rooms
- Fleet Management: Electric for tire changer 103
- Forest Genetic Greenhouse #17: Add receptacles
- G-10 Garage: Cable repair
- G-3, G-4, G-13 Garages: Install counting systems
- Glazer Building: Renovation for classroom
- HPER: Paint 341 & B020; Paint and carpet 328
- HSS: Blinds 209A
- Haslam Business Building: Switch access controls to UTPD server; Paint around display 327; Paint and signage 299A; Move donor boards 4th floor; Patch and paint 699A; Receptacle 610 & 407
- Hesler Biology: Electric work 114; Renovate 104 and 105 for labs; Repair ceilings on 5
- Hodges Library: Renovate suites on 1st and 6th floors; Cabinets and furniture G016; Remove shelving, paint 235; Extend cubicle space in Veterans Center; Remove low voltage cable 209; Patch and paint 305D
- International House: Interior painting on both floors
- Jessie Harris: new door 229
- Kappa Alpha Fraternity: Interior painting
- Kingston Pike Building: Cubicle repair; Electric, painting, flooring 123
- McClung Tower: Paint and carpet 719; New blinds 610A; Paint 909
- Morgan Hall: Paint and electric 121; Paint and carpet 225
- Nielsen Physics: Paint, flooring, ceiling M105A
- Nursing: Add portable a/c units in restrooms
- Perkins Hall: Paint and carpet 315
- Phi Delta Theta: Install new flood lights
- Pi Kappa Alpha: Renovate bathrooms
- Plant Biotech: 208 volt power 403
- Plant Science Unit (Alcoa Highway):
 - Guardrail and ditch work on new road
- Pratt Pavilion: Repairs to settled concrete
- Mossman Building: Renovate labs 343 E & F, 351 E & F
- Reese Hall: Paint entire building; Resurface deck and parapet
- Senter Hall: Electric and utility work for JEM unit
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CONSTRUCTION (CONT.)

- SERF: Renovations for 106 and 108; Plumbing 519; Electric and lab exhaust 109; Electric in 506; Electric in 410; Paint 415 and 415A
- Sigma Chi Fraternity: Replace window and add bottle filler; Replace HVAC system
- Sigma Kappa Sorority: Replace carpet in library
- Sorority Village: Add card reader to gate; Convert open space to offices on 2nd floor
- Stadium: Add data raceway for Vol Shop trailer
- Steam Plant: Gates and bollards
- Stokely Management Center: receptacle for digital signage; Data Center move from M2 to M3
- Strong Hall: Lab renovation in 720F; Install fire shutter 317
- Student Health: Renovate 288A and 288B for offices; Fire Alarm paging
- Student Rec and Fitness Center: Replace outdoor pool fence; Repair/replace roof on shade structures; Change outdoor pool lights to LED; Locks for fence; Repair fence at basketball courts; Data raceway; Paint 010
- Student Services: Paint 209B; White boards 327
- Student Union: Electric work and counter top G3002C; Paint 246; Install monitor 382D
- Taylor Law: Carpet Dean's suite 278 and conference room 277
- Temple Hall: Blinds 1st floor corridor
- Thompson Boling Arena: Utilities for compactor
- UT Arboretum: Electric service to Holly Garden
- UT Drive Building B: Receptacle in wind tunnel
- UT Drive Building C: Assemble 4 beds for Nursing
- UT IAMM: Electric and utility work G025; Electric, utilities, pit modifications G007
- UT Warehouse: Make 2 offices into 1 large office 123/106
- Walters Academic: Carpet E210; Remove room E202A and repair surfaces
- Zeanah Engineering: Replace key switch with 3 button wall station and card reader G113; Office furniture 276, 375, 376; Install donor plaque
- Zeta Tau Alpha: Replace some indoor lights; Interior painting
- 1610 University Ave.: Hold open on corridor door
- 2023 Classroom Upgrades: Renovate several classrooms on campus



- Facilities Services Complex Break Room & Shop Area
- Steam Plant (near time clock)
- Steam Plant Hill (Landscape Trailer)
- Hodges Library 1st Floor Service Hallway
- SERF Outside of Room 426
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox

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WEEKLY SAFETY STAND DOWN

NATIONAL PREPAREDNESS MONTH



September is National Preparedness Month which serves as a reminder that we need to be prepared year-round to protect our families, homes and communities. This year alone the United States has experienced historic flooding, wildfires, tornados, smoke, and extreme heat has claimed the lives of many Americans and, more widely, threatened the lives and livelihoods of people across our Nation.

Being prepared starts with knowing your threats. In Tennessee, there are 13 threats we could be exposed to including: Drought, Earthquake, Extreme Temperatures, Wildfire, Flood, Geologic, Severe Weather, Tornado, Dam/levee Failure, Hazardous Material Release, Terrorism, Critical Infrastructure, and Communicable Disease.

There are three steps in being prepared they are: **Make A Plan – Build A Kit – Be Informed**

Make A Plan: Start the discussion with your family and ensure you have a plan that includes, how you will receive emergency notices, what your shelter plan will be, what some evacuation routes could be, how your facility will communicate, especially if separated, and what you will need for an emergency kit.

Build A Kit: Some emergencies may have you shelter in place for several days; your kit needs to be designed to meet this. Ensure your kit includes at least one gallon of water per person or pet for several days, the same applies for food. Medications should be stored where they can quickly be gathered in the event you need to evacuate, remember your pet's medications as well. Your kits should also include flashlights, extra batteries, first aid kit, cell phone chargers (solar chargers are a great idea), manual can opener, cash, and personal hygiene items. For a complete list go to the link provided below.

Be Informed: Know the risks in your area where you live and work. Pay attention to the weather, as we know it can change quickly. Sign up for your local governments alerting systems, this will allow you to receive timely and reliable information and instructions if needed.

Take the time to plan and prepare. No one wants to think about something devastating happening, but staying ready can also help to ease the stress if something does happen.

Below are some links for more information about emergency preparedness.

<https://www.tn.gov/tema/prepare.html>

<https://www.ready.gov/alerts>