KANSAS CITY ART INSTITUTE

Name of Policy: Emergency Alert System
Source: Campus Technology, Campus Security, and Communications
Form to Complete: N/A

Policy:

KCAI Campus Alerts is KCAI's system to provide the campus community with immediate, up-to-date information on campus emergencies and weather-related school closures via text message and email.

KCAI Campus Alerts will be used to communicate incidents on campus that may pose an immediate safety threat; weather-related school closures or delayed openings; or other campus threats, hazards or safety concerns.

Emergency alerts may be disseminated via:
- Text messaging to subscriber cell phones
- Electronic distribution through email
- Posting of hard copies in public areas
- Posting on KCAI websites (internet and intranet)
- Local media outlets
- Voice message distribution through KCAI phone system

HOW DO I ENROLL?

Students will be automatically enrolled in KCAI Campus Alerts using their KCAI email address. At the start of each semester, a Campus Alert will be emailed to all newly enrolled accounts requesting that you update your account with up to three phone numbers that are able to receive SMS text messages. At least one of those numbers should be a phone that you personally receive messages on. The other two phone numbers can be used by parents or other family members. If your phone number changes or you wish to opt out, visit https://www.getrave.com/login/kcai to update your information.

All Faculty and Staff of KCAI including adjunct Faculty and Continuing Education Faculty will automatically be enrolled in KCAI Campus Alerts. KCAI requires that all Faculty and Staff update their account with their cell phone number in order to receive text messages.

WHAT SHOULD I EXPECT?

If our campus experiences a threat to the community's safety, KCAI Safety and Security will activate the *KCAI Campus Alert* system to provide all necessary details to ensure you are able to take appropriate actions to avoid harm. You will receive a text message **and** an email with all necessary information and instructions. Safety and Security will provide updates through the Campus Alert system. If you have information that could prove helpful to Safety and Security during an emergency you may respond to the text message. For example, if a person poses a threat to campus safety, and you have information about the current whereabouts of the person in question, you may respond to the Campus Alert to notify Security.

If severe weather forces campus to close or operate on a delayed start, every effort will be made to alert the campus community as early as possible. For more information about inclement weather policies, visit https://mykcai.kcai.edu/ICS/Campus_Policies/.

The safety and security of our campus community are of the utmost priority for KCAI. *KCAI Campus Alerts* can save lives. Please take Campus Alerts seriously and follow instructions as they are provided.