



Name of Policy: Final Emergency Response and Evacuation
Source: Campus Security
Form to Complete: N/A

**Policy:**

KCAI's emergency response and evacuation plan is described in the Emergency Preparedness Procedure (EPP) which is located in myKCAI (mykcai.edu). A link to the EPP can be found on the directory page of the Rave Guardian App. Duties, responsibilities, and persons responsible for carrying out this process are documented in the Emergency Preparedness Procedure. Fire alarms will be tested regularly and fire drills will be conducted regularly. The EPP is updated as needed by KCAI Campus Security. The EPP is accessible to all members of KCAI.

**Tornado**

KCAI's emergency evacuation plans are posted in the EPP for each classroom and work area. In the event of a tornado, class occupants will follow the specified procedures.

Students residing in the Student Living Center will be alerted by a tornado siren or staff when the possibility of a tornado in the area exists. Residents will be evacuated immediately to the appropriate location. Residents will remain in this location until given the "all clear" to return to other portions of the building.

**Fire**

When alerted to a fire, either by alarm or staff, students, instructors and staff will exit the facility immediately. Each classroom has clearly displayed exits marked for egress in the case of fire.

Students residing in the Barbara Marshall Residence Hall will be alerted of a fire by either fire or smoke alarms and/or staff. Residents will be immediately

evacuated by security and/or residence life staff and will remain in the designated location until given the "all clear" to return to the building.

### Drills

Fire drills are conducted once a semester with residents in the Barbara Marshall Residence Hall and once in the spring for tornadoes.