

# **ANIMATION SAFETY MANUAL 2021-22**

## **IMPORTANT**

- ⑩ Only Senior Animation Majors have dedicated individual studio space in 117.
  - Please do not leave artwork, computers, trash, food or any other personal items in any of the studios.
- ⑩ DO NOT MAKE OUR STUDIOS / ROOMS AVAILABLE TO NON-MAJORS.
- ⑩ If there is a class in session, please do not disturb or attempt to use the room.
- ⑩ **PLEASE HELP TO KEEP ALL ROOMS & TECHNOLOGY SECURE BY CLOSING ALL DOORS**
- ⑩ **UNDER NO CIRCUMSTANCES** claim a desk, cubicle, computer, camera set-up, Cintiq or any other item and/or random piece of technology or space as your own
- ⑩ **DO NOT REMOVE AND/OR TRANSFER ANY ITEMS FROM ONE ROOM TO ANOTHER - THIS INCLUDES CHAIRS, DESKS, CAMERAS, COMPUTERS, CINTIQ'S AND TECHNOLOGY**
- ⑩ **DO NOT REARRANGE THE FURNITURE OR GENERAL FLOOR PLAN OF ANY OF THE STUDIOS OR CLASSROOMS** (This has become a real problem over the last few years .... Let's solve it).

## **KCAI ANIMATION / COMMUNICATION POLICY**

- ⑩ KCAI ANIMATION majors and faculty are required to use their KCAI email account for all communications
- ⑩ Additionally, ALL communications from faculty, the department and the wider school will always be sent to your KCAI email account.
- ⑩ Get in the habit of checking your KCAI email at least once a day and be sure to save all departmental Emails
- ⑩ You are 100% responsible for ALL information you receive from the department & faculty

## **IRVING BUILDING POLICIES**

- ⑩ ANY ROOMS IN THE IRVING BUILDING NOT LISTED ABOVE ARE NOT PART OF THE ANIMATION DEPARTMENT
  
- ⑩ PLEASE REFRAIN FROM USING ANY UNLISTED ROOMS IN IRVING (UNLESS YOU ARE TAKING A CLASS IN ONE OF THEM)
- ⑩ NON-MAJORS & OUTSIDE VISITORS ARE NOT PERMITTED TO USE ANY ANIMATION / INTERACTIVE ARTS DEPARTMENT ROOMS OR FACILITIES WITHOUT PRIOR PERMISSION FROM THE DEPARTMENT CHAIR
  
- ⑩ IT IS THE SHARED RESPONSIBILITY OF EVERY KCAI ANIMATION MAJOR TO HELP ENFORCE AND PROTECT THIS POLICY. PLEASE DO NOT ALLOW FRIENDS OR ANYONE OUTSIDE THE DEPARTMENT TO USE ANY EQUIPMENT OR FACILITIES.
  
  
  
  
  
  
  
  
  
  
- ⑩ NO EQUIPMENT, FURNITURE OR OTHER ITEMS ARE TO BE REMOVED, EXCHANGED OR TRANSFERRED FROM ANY ROOM/SPACE WITHOUT PRIOR PERMISSION FROM THE DEPARTMENT CHAIR
  
- ⑩ ALL STUDIO ETIQUETTE: CLEAN UP AFTER YOURSELF // DO YOUR PART TO KEEP ALL SPACES CLEAN AND ORGANIZED

**LOOK OUT FOR EACH OTHER // BE RESPECTFUL OF FELLOW ANIMATORS // WEAR HEADPHONES WHILE LISTENING TO MUSIC AND MEDIA**

***LET THE GOLDEN RULE BE YOUR GUIDE AT ALL TIMES IN THE IRVING BUILDING***



# Kansas City Art Institute

## Departmental Health and Safety Manual



## Supplement



The Kansas City Art Institute strives to provide a safe and secure environment for students, faculty, staff and visitors. The Office of Director of Safety and Security encourages and solicits the assistance and cooperation of the entire campus community in our attempts to make the campus a safe place to work, live and play. This supplemental information and your department's safety manual will help create a safe and secure environment.

### CALLING SECURITY

Contacting Security is convenient and easy. KCAI Security can be reached by dialing: **931-6666**. KCAI in-house phones dial **(9) 931-6666**. Kansas City Missouri Police, Kansas City Fire Department and ambulance service can be reached by dialing **911** for emergency situations.

### CALL BOXES – SECURITY PHONES

There are four security phones around campus at key locations. These red phones located in gray boxes provide a 24-hour direct link to on-duty Security. They are located at the following locations:

East side of Foundation Building  
East side of Living Center

West side of Irving Building  
South side of Paint Building

### ACCESS CONTROL SYSTEM

Your ID card is your access control card for entry into many campus buildings. It is important that you have an updated student identification card.

### SECURITY CAMERAS

The KCAI Safety and Security Department is committed to enhancing the quality of life of the campus community by integrating the best practices of public and private security with state-of-the-art technology. An important component of a comprehensive security plan, using state-of-the-art technology, is video monitoring. Security cameras are located both inside and outside the buildings.

### RESIDENCE HALL SECURITY

The Living Center is equipped with a card access system. Identification cards are activated allowing only authorized residents and employees into the building. In addition to security's regular patrol, an officer is assigned to a fixed post in the Living Center lobby during designated days and times. Security cameras are located inside and outside the building.

### **PERSONAL SAFETY ESCORT SERVICE**

Security provides escorts for persons walking on campus or traveling from the campus to the parking areas during all hours when personal safety is a concern. Call 931-6666.

### **NEW STUDENT ORIENTATION**

A crime prevention program, accompanied by brochures and videos is presented as a part of orientation at the start of each academic year.

### **SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS**

Programs are provided on crime prevention or security related topics. Various security and safety topics are emailed to the campus community

### **EYE WASH STATIONS**



Eye wash stations are located throughout the campus buildings. They are green in color and properly marked. Security will provide group or individual eye wash training upon request. Call Director of Safety & Security: 802-3399.

### **EMERGENCY SHOWERS**



Know the location and proper use of emergency showers that are located in the various departments.

### **FIRST AID KIT**



First Aid Kits are located at key locations throughout the buildings. Make yourself aware of their locations.

### **MEDICAL EMERGENCY**

In case of emergency, KCAI staff and faculty are **NOT** authorized to transport students to a hospital. If for some reason students refuse the offer of an ambulance, faculty should advise the student that KCAI is unable to provide transportation for them.

### **FIRE SAFETY**

The fire alarm has a steady siren with a high tone, which indicates to evacuate the building due to a possible fire.

1. In all cases of *FIRE*, activate the nearest fire alarm to warn the other occupants.
2. Call the Kansas City Fire Department immediately (**911**) and contact KCAI Security at 931-6666. Give the location of the fire, type of fire (if known) and if there are any injuries.
3. When the building fire alarm is sounded, go to the nearest emergency exits. Leave the lights on. Close, but do not lock the doors.

### **FIRE EXTINGUISHER TRAINING**

Residence assistants at the Living Center and Security personnel are provided with this training. Security will provide group or individual fire extinguisher training upon request. Call Director of Safety & Security: 802-3399.

### **FIRE DRILLS**

Fire drills are conducted in all buildings during September and January of each year.

### **FLAMMABLE STORAGE CABINETS**



These cabinets are designed to save traveling time, minimize exposure and seal off flammable liquids when temperatures become too high.

### **SEVERE WEATHER DESIGNATED CAMPUS BUILDINGS**

The following buildings are designated locations for your safety in the event of a tornado warning or severe weather:

32 East 46<sup>th</sup> Street (CPS): go to basement area

Advancement & Alumni (A&A): go to the basement

Baty House (Liberal Arts): go to the basement

Cafe' Nerman: go to Vanderslice basement

Carriage House: go to either the basement of A&A or Mineral Hall

Dodge Building (Painting): Don't use the Elevator, go to basement or lowest level

East Building: Inside the lower level or go to the Vanderslice basement

H&R Block: Don't use the Elevator, go to basement area

Irving Building: go to the basement, North end of building

J&G Building (Illustration): go to the center of the building

Jannes Library: Don't use the Elevator, go to the basement

Mineral Hall: go to the basement

Stern Building (Ceramics): go to the basement

Student Living Center: Don't use Elevators; go to the basement/ Art Store Meeting Room

Vanderslice Hall: go to the basement

Volker Building (Sculpture): go to Vanderslice basement

Warehouse (Fiber): go to classroom A

West Building (Foundations): go to the basement of Ceramics/ Plant Services Area

**Note: Kansas City's emergency sirens are sounded at 11:00 a.m. on the first Wednesday of each month.**

**MSDS – MATERIAL SAFETY DATA SHEETS  
Department's Responsibilities**



Material Safety Data Sheets (MSDS's) are required as part of the KCAI Department of Safety & Security program to meet compliance with the OSHA Laboratory Standard, and the OSHA Hazard Communication Standard.

- Material Safety Data Sheets (MSDS) must be obtained for all hazardous supplies and chemicals used in the departments. A binder will be centrally stored with this information and safety procedures. Make yourself aware of the binder's location.
- Material Safety Data Sheets will be maintained by each department. This book will be available at all times to persons working in that area. Make yourself aware of the material in a MSDS.
- A copy of all updates and additional sheets will be sent to the KCAI Safety & Security Department (to maintain a backup file).

### **How to Obtain an MSDS (Material Safety Data Sheet)**

1) Keep and use the MSDS which is shipped to you with a chemical, or use the MSDS which is forwarded to you or your department.

2) Use WWW Internet access to find an MSDS for a chemical or product. MSDS information is now widely available on the World Wide Web.

SIRI MSDS Index: <http://hazard.com/msds2> (SIRI MSDS Index.)

MSDS Links: <http://hazard.com/msds/links.html>

3) To find a MSDS for your chemical or product, use your department's MSDS collection. Often it is kept in a large, yellow three-ring binder and can be located in your department's library or other common use area.

### **Hazardous Material Labels**

To help you identify hazards when handling hazardous material, Federal Law requires all hazardous chemicals to be clearly labeled. These labels summarize the information provided in the MSDS, and must never be damaged, covered or removed.

HMIS (Hazardous Material Information System)

The system communicates chemical hazards through a system of color and numeric coding. The colors on the label represent the specific type of hazard: Blue represents



the health hazard, red indicates the material's flammability and yellow represents its reactivity. The number inside each color indicates the level of danger associated with each hazard (0 = minimal hazard, 4 = severe hazard).

The labels final section uses an alphabetical code to designate the Personal Protection equipment (PPE) required for handling the material safely. A PPE key will usually accompany the label, although some chemical have additional requirements listed on the MSDS. This label also provides information on the chemical's likely routes of entry into the body, the organs it affects, and the specific health and physical hazards associated with the material.

### **Special Precaution Symbols**

**OXY = Oxidizer    ACID = ACID    ALK = Alkali    COR = Corrosive**

### **HAZARDOUS WASTE MANAGEMENT AND UNIVERSAL WASTE**

Contracted services handle the Institute's hazardous waste disposal. Call Plant Services at 802-3437 for details.

### **INDIVIDUAL RESPONSIBILITY**



The cooperation and involvement of students, faculty, and staff in a campus safety program is absolutely necessary. All individuals must assume responsibility for their personal safety and the security of their personal belongings by taking simple, common-sense precautions.

Students, faculty and staff should have their vehicles registered with the Department of Safety and Security. Both parking and bicycle permits are available at "NO COST". Vehicles should be kept locked at all times and valuables stored out of view.

Everyone should be alert to unusual or suspicious persons or activities and immediately report these incidents to the Department of Safety and Security at 931-6666.

Take advantage of the safety programs and services provided by KCAI.

### **ASSOCIATES**

KCAI Security enjoys an excellent working and cooperative relationship with the Kansas City Fire Department, Fire Marshall's Office, Kansas City Missouri Police Department and other campus police/security agencies, with memberships in International Association of Campus Law Enforcement Administrators, Missouri Association of Campus Law Enforcement Administrators and Metro-Central Security Group.

## **KCAI COMPLIANCE**

**COMPLIANCE WITH THE CAMPUS SECURITY ACT** - DOE federal law. Student Right to Know and Campus Security Act of 1990 (Jeanne Cleary disclosures). Annual Report furnishes statistics concerning the occurrence on campus of criminal offenses reported to local police agencies, or to any official of the institution who has significant responsibility for student and campus activities. Information can be located on the KCAI Webpage ([www.kcai.edu](http://www.kcai.edu)).

**CAMPUS SEX CRIMES PREVENTION ACT** - to inform the campus community how to obtain local law enforcement information on registered sex offenders. .

**COMPLIANCE WITH NEW DOMESTIC SECURITY LEGISLATION** - KCAI has established procedures to follow regarding subpoena and Patriot Act requests.

**DRUG-FREE WORKPLACE ACT OF 1988** - KCAI is in compliance and in support of the Drug-Free Workplace Act of 1988.

**MISSING PERSONS POLICY** - Students living on-campus: A suspected missing student should be reported to campus security immediately. In compliance with federal laws, if after investigation the student is determined to be a missing person, the appropriate law enforcement agencies and the student's emergency contact will be notified within 24 hours. If a student is under the age of 18, KCAI is required to contact a parent or guardian. If a student is over the age of 18, KCAI is required to contact the emergency contact identified by the student to the college. Students living off-campus: A suspected missing student should be reported to campus security immediately. If after investigation the student is determined to be a missing person, the appropriate law enforcement agencies will be contacted within 24 hours.

**PERSONAL AUTOMOBILES POLICY** - KCAI liability insurance does not provide any protection for employees (including student workers) while using personal automobiles on KCAI business, since state laws require individual automobile owners to carry liability insurance. In the event of an accident, the individual's insurance provides primary coverage. KCAI insurance is secondary only for the benefit of KCAI and not the individual.

## **EMERGENCY ALERT SYSTEM**

Emergency Alert System (EAS) is a notification system that allows the Kansas City Art Institute to contact you during an emergency. EAS is your personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information.

**Emergency alerts may be disseminated via:**

- text messaging to subscriber cell phones (Qtext)
- electronic distribution through e-mail
- posting of hard copies in public areas
- posting on KCAI websites (Internet and intranet)
- local media outlets.

- voice message distribution through KCAI phone system

Emergency Alert System Signup Procedures can be located at:

<http://www.qtags.com/sa/kcai> OR by sending a text message from your mobile phone. Use your mobile phone to text KCAIALERT to short code 78247. Doing this will automatically enroll your phone in the Emergency Alert Group. To opt-out of the Emergency Alert Group, just text STOP KCAIALERT to 78247.

The campus-wide Emergency Alert System will provide instant cell phone communication to all members of the college community who choose to be a part of the network. The system is reserved exclusively for two specific scenarios: emergency situations created by dangerous weather or by the presence of individuals on campus who pose a threat to the safety and security of members of the KCAI community.

Please follow the instructions to register your mobile device for the Kansas City Art Institute Emergency Alert System. If you have concerns about the privacy of your information, please review the emergency alert privacy policy.

EAS is a free service offered by the Kansas City Art Institute. Your wireless carrier may charge you a fee to receive messages on your wireless device.

#### **ADDITIONAL SUPPORT INFORMATION**

Go to [www.kcai.edu](http://www.kcai.edu) Campus Safety under Student Life / Housing.

Director Safety & Security

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