

# **ANIMATION DEPARTMENT**

## **STUDIO PROTOCOLS and SAFETY MANUAL**

### **2023-2024**

#### **IMPORTANT**

- Animation studios and classrooms may only be used by current animation majors and elective students. Keep all rooms and technology secure by closing all doors.
- Non-Majors and outside visitors are not permitted to use any Animation Department rooms or facilities without prior permission from the Department Chair.
- 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.
- If there is a class in session, please do not disturb or attempt to use the room.
- **DO NOT** remove and/or transfer any items from one room to another without express faculty permission – this includes chairs, desks, cameras, computers, cintiqs and technology.
- **DO NOT** rearrange the furniture or general floor plan of any of the studios or classrooms.
- **GENERAL STUDIO ETIQUETTE:**
  - CLEAN UP AFTER YOURSELF AND KEEP A TIDY WORKING SPACE.
  - DO YOUR PART TO KEEP ALL SHARED SPACES CLEAN AND ORGANIZED.
  - KEEP EXCESSIVE SOUND AND OTHER DISTRACTIONS OUT OF WORK AREAS.

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

**For safety or security emergencies:**  
call or text campus security at 816.931.6666

### **Studio hours**

7:00 a.m. – 3:00 a.m.

Monday - Sunday

### **Emergency Alert System**

The Kansas City Art Institute has implemented a campus-wide Emergency Alert System which will provide emails and mobile alerts to all members of the college community who have signed up. The system is reserved for emergency situations and weather related school closings. Please sign in here to manage your account: <https://www.getrave.com/login/kcai>

### **Studio Access + Security**

Access to the Animation Studios is restricted by key card access. Should your keycard/ID not function properly, please contact the campus security (816) 931-6666.

- Always carry your school ID with you.
- All visitors must be chaperoned by a student throughout their visit.
- Do not prop doors open or let strangers enter the building.
- Campus security is available to you 24/7. They can assist with accessing the studio building, escort students to their cars, monitor/investigate suspicious activity and jump start vehicles on campus.
- If there is suspicious activity or an emergency in the studios, please contact campus security immediately – (816) 931-6666.

### **3<sup>RD</sup> + 4<sup>TH</sup> FLOOR STUDIO SPACES**

All students will have a designated a desk and chair as a workspace for the duration of the school year. Students may outfit these spaces as they see fit for a productive and inspiring work flow environment, as long as all belongings can be removed and cleaned up at the end of the academic year. You are each responsible for the maintenance and upkeep of your space each day. You are also responsible for all messes you create in the departmental community areas and specialty spaces.

- Respect equipment, the building and all items in the building, along with the property of other students.
- Do not damage or alter studio furniture in any way. No glue, paint or other art materials should be used without proper precautions to protect desk surfaces and departmental equipment.
- Keep noise levels down – no loud music, games, or videos from your laptop or phones in the studio spaces.
- Students may use the 2<sup>nd</sup> floor common areas for conversations and social gathering – respect your peers and keep the studio areas a focused work zone.
- No one is allowed to move departmental equipment or furniture between rooms or spaces without express permission by your instructors or the department chair.

### **2<sup>nd</sup> Floor Computer Lab (and all departmental desktops)**

- Do not eat or drink around any computers or tablets.
- All computer stations must be free of personal belongings and ready for the next student when you are finished or leave.
- For longer renders please leave a note with your name and phone number or email on the desktop, communicating to others that the station is in use.
- Do not use any cleaners to wipe down equipment without prior permission from your studio faculty.
- Software or hardware problems should be reported to the campus technology help desk: (816) 802-3502 or [helpdesk@kcai.edu](mailto:helpdesk@kcai.edu)

## **2<sup>nd</sup> FLOOR COMMON AREAS**

- Do not adjust the settings or physically move the 2<sup>nd</sup> floor projector for any reason!
- Clean up all trash, debris and personal belongings when you leave the common areas.
- No one is allowed to work on messy art projects in the 2<sup>nd</sup> floor common area. Any marks or damage that happens to the carpet or furniture resulting from students' art practice will be investigated by departmental faculty.
- Clean sink and microwave after use.
- Scrape all food waste into trash before rinsing any dishes in the sink. It is very important to keep the sink from clogging.
- Take home all dirty dishes and left over food at the end of the day. Do not leave any cafeteria dishes in departmental areas.

## **SPECIALTY STUDIO SPACES // SKEDDA SCHEDULER**

As you begin working within the specialty studios or specialty equipment (down shooter rooms, stop mo rooms, etc) you will need to know how to reserve these spaces prior to use.

The Skedda Scheduler allows students to reserve spaces and check out various departmental equipment, like Edelkrone motion control rigs or the Oculus VR headsets.

To access the skedda calendar, click the link in the invitation email sent by your faculty. You can also access the calendar through this link: [kcaianim.skedda.com](https://kcaianim.skedda.com)

For a walkthrough and instructions on how to book spaces, click here:

[Skedda Scheduler Walk-Through](#)

\*Additional departmental equipment is available through the campus Media Center (audio recorders, cameras, lighting equipment, etc.). The Media Center is located in the East Building and is available to all majors.



# Departmental Health and Safety Reference

The Kansas City Art Institute strives to provide a safe and secure environment for students, faculty, staff and visitors. The Campus Security team 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 Emergency Preparedness Procedures book will help create a safe and secure environment. (Located under the Security section on MyKCAI)

## CAMPUS SECURITY

KCAI Campus Security can be reached by dialing: **816-931-6666**. KCAI in-house phones dial **931-6666**. The Campus Security office is located on the first floor of the residence hall. An officer is available 24/7.

### 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 and carry it with you while on KCAI properties. ID photos should be kept up to date to allow Campus Security to properly identify students, staff and faculty. Stop by the security office, located in the BM Residence Hall, anytime to update your ID.

### Security Cameras

The KCAI Safety and Security Department is committed to enhancing the quality of life of the campus community by integrating the security industries best practices. 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 of campus buildings.

## SAFETY ESCORT SERVICE

Campus Security provides escorts for persons walking on campus or within a three-block radius of campus during all hours when personal safety is a concern. Call **816-931-6666**.

## INDIVIDUAL RESPONSIBILITY - SAFETY START WITH YOU

The cooperation and involvement of students, faculty, and staff in campus safety 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 Campus 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 Campus Security at **816-931-6666**.

Information about crime prevention and other personal safety related topics is shared with the KCAI community by email, fliers and through training seminars.

## FIRST AID KITS & AEDS

First Aid Kits are located at many locations throughout the buildings. Familiarize yourself with their locations for easy access. Campus Security maintains the First Aid Kits. Contact an officer or the security office if a kit in your department is low or out of a particular item

Automated External Defibrillators (AEDs) are located at the Campus Security office in the lobby of the Barbara Marshall Residence Hall, on the 1st floor of Vanderslice near the community kitchen and in the Security vehicle. All AEDs have printed instructions with the unit. Call an officer if you need assistance.

## MEDICAL EMERGENCY

KCMO Police, Fire Department and Emergency Medical Services (EMS) can be reached by dialing **9-1-1**.

In case of emergency, KCAI staff and faculty are NOT authorized to transport students to a hospital. We will notify EMS in every medical emergency. A student has the right to refuse treatment. Upon refusing, EMS personnel will request a signature of affirmation.

## EYEWASH STATIONS & SHOWERS

Eyewash stations are located throughout the campus buildings. Know the location and proper use of emergency eyewash stations that are located in the various departments. They are BLUE, GREEN or YELLOW in color and properly marked. Campus Security will provide group or individual eyewash training upon request. Call Director of Safety & Security: **816-802-3399**.

## FIRE SAFETY

The fire alarm has a steady siren with a high tone, indicating personnel must evacuate the building due to a possible fire.

- If you see fire or smoke, immediately pull the nearest fire alarm station to warn occupants.
- Call the fire department at **9-1-1**
  - Report the fire to Campus Security at **816-931-6666**.
  - Give the location of the fire (Building name and address and location of the emergency)

- Type of fire (if known)
- If there are any injuries.
- When the building fire alarm sounds, immediately go to the nearest emergency exit. Regroup at your department or buildings rally point.

Security Officers and Residential Assistants are trained in the use of fire extinguishers. Security will provide group or individual fire extinguisher training upon request. Call Director of Safety & Security: **816-802-3399**.

## SEVERE WEATHER SHELTER LOCATIONS

The following buildings are designated shelters in the event of a tornado warning or severe weather. **DO NOT USE ELEVATORS** while evacuating as the power may shut off trapping you.

**Beals Studio:** go to Vanderslice basement

**Cafe' Nerman:** move toward the center of the building and the kitchen dish drop-off area, or proceed down the grand staircase to the hallway and restroom area across from the fitness room

**Ceramics:** go to the basement of Ceramics/ Facilities area near the restrooms

**Debruce:** go to the SE stairwell or the interior restroom area on the first floor

**East Building:** go to the darkroom or lowest level away from windows or if time allows, the Vanderslice basement

**Fiber Warehouse:** go to classroom A

**Foundation West:** go to the basement of Ceramics/ Facilities area

**H&R Block Artspace:** go to the southwest stairwell

**Foundation North:** go to the center of the building inside and just outside the restroom area

**Irving Building:** go to the basement at the North end of building in the area of B 3

**Jannes Library:** go to the basement

**Mineral Hall:** go to the basement

**Paint Studios:** go to basement or lowest level

**Residence Hall:** go to the parking garage using the stairwell from the courtyard (do not use the elevator). If unable to make it to the parking garage, use the restrooms on the main level.

**Sculpture:** go to Vanderslice basement below Epperson

**Tony Jones Studios:** Shelter in the lower-level stairwell area

**Vanderslice Hall:** go to the basement area below Epperson

**Wylie Dining:** Move to the center of the building by the kitchen dish drop-off area or proceed down the grand staircase to the hallway and restroom area across from the fitness rooms

**NOTE: Kansas City's emergency sirens are tested; weather permitting, at 11 am on the first Wednesday of each month.**

## MSDS (Material Safety Data Sheets)

Material Safety Data Sheets (MSDS) 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.

- MSDS must be obtained for all hazardous supplies and chemicals used in the departments. A binder is centrally stored with this information and safety procedures. Make yourself aware of the binder's location.
- MSDS binders are maintained by each department and are available at all times to persons working in that area. Make yourself aware of the material in the MSDS for your department.

### How to obtain an MSDS

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.

Use the internet to find an MSDS for a chemical or product. MSDS information is now widely available on the Web.

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

MSDS Index.) MSDS Links:

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

To find an MSDS for your chemical or product, use your department's MSDS collection. A large, yellow three-ring binder can be located in your department's library or other common-use areas.

### 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 chemicals 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**

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

### **Hazardous And Universal Waste Management**

Contracted services handle the Institute's hazardous waste disposal. Call Facilities at **816-802-3437** for details.

## **ASSOCIATES**

KCAI Security enjoys an excellent working and cooperative relationship with the Kansas City Fire Department, Fire Marshal'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