

# **Kansas City Art Institute, Illustration Department Safety Manual**

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## **studio hours**

Regular studio hours are from 6:30 am – 3:00 am

## **Illustration studio access + campus security**

Access to the illustration building is by the keycard. Should your ID not function properly, please contact the campus security (816) 931-6666. Always carry your ID with you. knocking on the exterior door - no one will hear you. All visitors to the facility must be chaperoned by a student and sign in with the studio monitor who is on duty. **NEVER** prop doors open in the front of the building or in the back to the restrooms.

Campus security:

- Is available 24/7
- Can escort you to your car, campus, or up to 4 blocks from campus
- Can jump-start your car
- Can open your car if keys are locked in it
- Do not let strangers in the building, if there is suspicious activity, please contact campus security immediately
- Contact number is 816-931-6666. Director of campus security is Michael Raunig / 816.802.3399

## **studio space**

All students receive a desk, chair, and a lockable cabinet for functional, creative workspaces. Students use this studio space to cultivate art making and to facilitate the flow of creativity. Please use your headphones, if listening to music, do not use someone else's desk, and keep your desk clean from trash. Remember, you are responsible for your space! You are also responsible for the messes you create in all community areas.

- Respect equipment, the building and all items in the building, along with the property of other students
- Do not tamper or approach someone else's space unless invited by that student
- Do not leave any food or drink in studio; all food and drinks should be thrown in the trash or taken home immediately! If this is abused, then food and drink will not be permitted in the studios
- Take home or clean all dirty dishes once finished
- Do not move desks; leave all desks in the position they are in!
- Keep the sinks and kitchen area clean. Take home all dishes after use in sink, do not leave messes on the counter or sink, clean out the microwave if it got dirty during your use, do not leave your food in the fridge for multiple days
- Recycle all you can recycle. Recycling bins are available everywhere. Pay attention to what goes where.
- When cutting, make sure you cut on a cutting mat and nowhere else! Pick up your mess after you leave the cutting area; make sure all scraps are placed in recycling or in a trash bin
- Do not climb on ladders or any furniture in the building. If anyone would like to use a ladder, they can be checked out by maintenance and there must always be a spotter if climbing a ladder
- All exacto blades must be thrown away in the designated containers located throughout the studio and NOT in the trash bins, chairs, tables or on the floor
- Smoking is only allowed in the designated campus smoking areas
- Unplug laptops and other devices when not in use

## **classrooms**

- Be respectful and do not open doors when there is a model in a classroom
- During class time, be quiet in the studio space
- Do not use or tamper with any studio equipment, classrooms, or furniture located in the building unless authorized by administration and/or faculty. The equipment, classrooms and furniture in the building are for educational use only and to only be used by administration and faculty, it is not for student's personal use.
- Do not use televisions or projectors without the permission of faculty or administration
- Do not remove tables or any equipment from classrooms
- If a student is in a classroom outside of class-time, assure when finished that: the desks and chairs are in proper place, all trash, food, drink, scraps are cleaned from the room and assure all surfaces are wiped down
- Do not stand on tables nor on light tables

## **studio monitors**

During evening work hours and on the weekend, studio monitors are employed to provide assistance using the studio resources properly. Studio monitors can assist with simple computer problems, aid in managing resources or printing or replenish supplies. Studio monitors will report any suspicious activity and can forward any concerns to administration. Please contact administration and/or faculty if there are any concerns. Student monitors have procedures they are to follow, please respect all procedures and requirements asked of you by them. In addition to studio monitors, students can contact the campus Help Desk (816) 802-3502 or [helpdesk@kcai.edu](mailto:helpdesk@kcai.edu) for technology support.

## **eye washing station + first-aid kit**

The first-aid kits are located on each floor of the building - floor 1, near the north sink, floors 2, 3 and 4, near the restrooms. If you notice anything needs to be replenished in the first-aid kit, please notify the studio monitor on duty or the department assistant. no eye-wash station in either illustration or animation.

## **urgent care**

### **For emergency - call 911**

Closest emergency room is:

St. Luke's Hospital  
4401 Wornall Rd,  
Kansas City, MO 64111  
816-932-2000

□ Neighborhood Walk-In and Family Care  
5151 Troost  
Ste 200  
Kansas City, MO 64110  
816-237-1616

# 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 CAMPUS SECURITY**

Contacting Campus Security is convenient and easy. KCAI Campus Security can be reached by dialing: **816-931-6666**. KCAI in-house phones dial **(9) 931-6666**. Kansas City Missouri Police, Kansas City Fire Department and Emergency Medical Services (EMS) can be reached by dialing **9-1-1** for emergency situations.

## **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 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 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 Campus 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**

Campus 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 816-931-6666.

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

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

## **EYE WASH STATIONS**



Eye wash stations are located throughout the campus buildings. They are green in color and properly marked. Campus Security will provide group or individual eye wash training upon request. Call Director of Safety & Security: 816-802-3399.

## **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. 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.

## **MEDICAL EMERGENCY**

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.

## **FIRE SAFETY**

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

1. In all cases of a possible *FIRE*, activate the nearest fire alarm to warn the other occupants.
2. Call the Kansas City Fire Department immediately (**9-1-1**) and contact KCAI 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) and if there are any injuries.
3. When the building fire alarm sounds, immediately go to the nearest emergency exit. Regroup at your department or buildings rally point.

## **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: 816-802-3399.

## **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:

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

Baty House (Liberal Arts): go to the basement

Beals Studio: Don't use the Elevator, go to Vanderslice basement

Cafe' Nerman: Don't use the Elevator, go to Vanderslice basement

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

Ceramics: go to the basement

East Building: Inside the lower level or go to the Vanderslice basement, Don't use the

Elevator. Fiber Warehouse: go to classroom A

Foundations: go to the basement of Ceramics/ Plant Services Area H&R Block

Artspace: Don't use the Elevator, go to the basement.

Illustration building: go to the basement of the building.

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

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

Living Center: Don't use the Elevators, go to the lowest level of the South tower

Mineral Hall: go to the basement

Paint Studios: Don't use the Elevator, go to basement or lowest

level Sculpture: go to Vanderslice basement

Vanderslice Hall: Don't use the Elevator, go to the basement

**Note: Kansas City's emergency sirens are tested, weather permitting, 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 Campus Security at 816-931-6666.

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**

The KCAI Campus Alerts system allows the Kansas City Art Institute to contact you during an emergency. The system is your personal connection to real-time updates, instructions and other important information. To enroll for RAVE emergency notification safety services copy and paste the following link: <https://www.getrave.com/login/kcai>. Please follow the instructions to register your mobile device. If you have concerns about the privacy of your information, please review the emergency alert privacy policy.

## **Emergency alerts may be disseminated via:**

- text messaging to subscriber cell phones
- 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

## **ADDITIONAL SUPPORT**

# **INFORMATION**

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

Director Safety & Security