

KANSAS CITY ART INSTITUTE  
A four-year college of art and design

**PHOTOGRAPHY**

**AND**

**FILMMAKING**

**SAFETY GUIDELINES**

## Basic Preventative Measures

- **DO NOT** eat, drink or smoke in the darkrooms
- **SUBSTITUTE** less hazardous materials or techniques when possible. There are many instances where highly toxic chemicals can be replaced by less toxic materials.
- **KNOW** the materials and their hazards. If labels do not adequately show the information regarding contents, hazards, and precautions, refer to the Material Safety Data Sheet (MSDS), available through your department head or use resource books to research the product.
- **STORE** materials safely. Use clearly labeled, unbreakable containers, and always cover them when not in use to deter their evaporation into the environment. Do not store materials in food containers to avoid accidental ingestion.
- **ENSURE** proper ventilation.
- **WEAR** appropriate personal protective equipment such as proper footwear, gloves and safety goggles.
- **ASK** if you are unsure about the operation of any equipment. Misuse of tools leads to accidents.
- Wash hands carefully with soap and water after working with photographic chemicals.
- Keep the darkroom and other work areas uncluttered. Eliminate trip hazards by not storing items on the floor.

## Summary of Chemicals in Use, by Area

The KCAI Photography and Filmmaking facilities include photographic film processing areas, darkrooms, a photographic chemical mixing room, digital editing and digital output areas.

The MSDS manuals are kept on top of the first aid container outside of the PDF departmental offices on the second floor of the East Building.

### Film Processing Area located on the first floor of the East Building

- Kodak Hypo Clear
- Kodak Photo-Flo 200 solution
- Kodak D-76 developer
- Kodak Rapid Fix (Part A and Part B)
- Kodak Rapid Selenium Toner

### Photography Gang Darkroom for Black & White printing located on the first floor of the East Building

- Kodak Dektol Developer
- Kodak Indicator Stop Bath
- Kodak Rapid Fix (Part A)

## **4x5 Photographic Sheet Film Processing Room located on the first floor of the East Building**

- Kodak D-76
- Kodak Rapid Fix (Part A & B)

## **Chemical Mixing Area located on the first floor of the East Building**

### **This facility is utilized by the Senior Technician, Photography Faculty and Special Teaching Assistants**

- Kodak Rapid Fixer (Parts A & B)
- Colorprint RA Bleach-Fix Replenisher (Parts A & B)
- Kodak Indicator Stop Bath
- Kodak Photo-Flo 200 solution
- Edwal Hypo-Check
- Kodak Hypo Clearing Agent
- Fuji Hunt RA-4 Color Developer Replenisher

## **Emergency Procedures**

For any emergency, including fire, explosions, accidents and medical emergencies, notify campus security immediately, or if applicable, dial 911 from any campus phone.

For emergencies regarding Kodak or Ilford products, you may choose to call for direct assistance. Manufacturer emergency numbers:

Kodak  
716-722-5151

Ilford  
800-842-9660

## **Fire Emergencies**

In the event of a fire, Public Safety should be notified immediately at 911 and the following actions are recommended:

If you have been trained in the use of a fire extinguisher, fight the fire from a position where you can escape, only if you are confident that you will be successful. Small fires can often be extinguished.

- ✓ If your clothing catches fire, drop to the floor and roll to smother the fire. If a co-worker's clothing catches fire, knock the person to the floor and roll him or her to smother the flames

- ✓ If the fire is large or spreading, activate the fire alarm to alert building occupants. Leave the fire area and prevent the fire's spread by closing the doors behind you.
- ✓ Evacuate the building and await the arrival of Public Safety. Be prepared to inform them of the exact location and details of the fire.
- ✓ Do not re-enter the building until you are told to do so by Public Safety or the municipal fire official.

## How Chemicals Enter the Body

**Inhalation:** This is the major route of entry for airborne chemicals. The chemicals can have a direct effect on the nose, upper respiratory tract and the lungs or they can enter the blood stream and thus affect the blood, bone, heart, brain, liver, kidneys or bladder.

**Ingestion:** This is not normally a direct route of entry from exposure except by willful or accidental ingestion. Materials can also enter the stomach through indirect means. For example, the lung has a cleaning mechanism which pushes material out of the lung where it can be swallowed. This can result in an exposure to most of the internal organs or even in a local action on the stomach wall.

**Skin Contact:** Some materials are absorbed through the skin and therefore when they enter the bloodstream, they can be transported through the body and accumulate, or affect, the most sensitive areas of the body. Skin contact can also result in allergic reaction, the removal of the protective skin oil, or dermatitis. In some cases, the chemical contact may result in a cancerous lesion.

## Chemical Exposures

The following procedures should be followed in the event of chemical exposure. In all cases, the incident should be reported to the department manager regardless of severity.

### *Chemicals on Skin*

1. Immediately flush with water for no less than fifteen minutes. Remove any jewelry or clothing that have become contaminated to facilitate removal of any residual material. For pullover shirts and sweaters, it may be beneficial to cut garments off to prevent contamination of eyes.
2. If immediate medical attention is needed, call Public Safety at 911 for an ambulance or transportation. Explain carefully what chemicals were involved.
3. Review the MSDS to determine if any delayed effects should be expected.

### *Chemicals in Eyes*

1. Flush eye(s) with water for at least fifteen minutes. The eyes must be forcibly held open to wash, and the eyeballs must be rotated so all surface area is rinsed. Utilize the eye wash station so your hands are free to hold eyes open.

2. Remove contact lenses while rinsing. Do not attempt to rinse and reinsert contact lenses.
3. Seek medical attention regardless of the severity or apparent lack of severity. If an ambulance or transportation is needed, contact Public Safety at 911. Explain carefully what chemicals were involved.
4. Review the MSDS to determine if any delayed effects are expected.

### ***Accidental Ingestion of Chemicals***

1. Immediately contact the Poison Control Center for instructions (1-(800)-222-1222). Do not induce vomiting unless directed to do so by a health care provider. Explain carefully what chemicals were involved.
2. Review the MSDS to determine what health effects are expected, including delayed effects.

### ***Accidental Injection of Chemicals***

1. Wash the area with soap and water.
2. Seek medical attention, if necessary. Explain carefully what chemicals were involved.
3. Review the MSDS to determine what health effects are expected, including delayed effects.

## **Arts and Reproduction**

Many chemicals used in art can also affect the reproductive system. Some chemicals have specific effects on the male reproductive system, e.g. cadmium, manganese, and lead. Others have specific effects on the female reproductive system, e.g. toluene and xylene, which cause menstrual irregularities. All of these chemicals are common in art materials.

## **High Risk Groups**

### ***Pregnant and Breast-feeding Women***

Chemicals and other factors which are thought to cross the placental barrier and possibly cause damage and birth defects, include lead, cadmium, mercury, copper, carbon monoxide, dyes, noise, vibration and many organic solvents. The amount of material necessary to damage the fetus or embryo is much smaller than the amount which can injure the adult. The most sensitive time for chemical interference with normal development is from the 18<sup>th</sup> to the 60<sup>th</sup> day after conception. Other hazards include materials that can affect the respiratory and circulatory systems. Examples include solvents, dyes, metals, toxic dusts and

gases, as well as strenuous activity and other stresses. Many chemicals, especially heavy metals and solvents, can be found in a woman's milk several hours after exposure and can affect the infant. **AVOID USE OF SOLVENTS AND AEROSOLS.**

### ***Children***

Children are more susceptible to the effects of hazardous chemicals than adults are and they should be closely supervised in the studio environment.

### ***Smokers and Heavy Drinkers***

These individuals are at a higher risk of damage to their lungs and liver respectively. Nicotine and/or alcohol mixed with toxic chemicals in art materials can cause synergistic and multiplicative reactions.

### ***Individuals on Medications***

Medications also create a greater risk. Consult your physician to ensure that any medication will not interact with substances in art materials to cause illness.

***NOTE: Also within the high-risk group are the physically disabled, the elderly, and those with allergies or illnesses.***

## **Spill Response/Emergency Procedures**

In the event of a chemical spill, the individual(s) who caused the spill is/are responsible for prompt and proper clean-up. It is also their responsibility to have spill control equipment appropriate for the chemicals being handled readily available. There should be a sufficient quantity of absorbents or other types of materials to control any spill that can be reasonable anticipated.

The following are general guidelines to be followed for a chemical spill:

1. Report all spills to Maintenance. Immediately alert room occupants and evacuate the area if necessary.
2. If there is a fire or medical attention is needed, contact Public Safety at 911.
3. Attend to any people who may be contaminated. Contaminated clothing must be removed immediately and the skin flushed with water for no less than fifteen minutes. Clothing must be laundered before reuse.
4. If a volatile, flammable material is spilled, immediately warn everyone, control sources of ignition and ventilate the area.
5. Don personal protective equipment, as appropriate to the hazards. Refer to the Material Safety Data Sheet or other references for information.

6. If the spill is large (more than 5 liters), if there has been a release to the environment or if there is no one knowledgeable about spill clean-up available, contact Public Safety at 911.
7. Consider the need for respiratory protection. The use of a respirator or self-contained breathing apparatus requires specialized training and medical surveillance. Never enter contaminated atmosphere without protection or use a respirator without training. If respiratory protection is needed and no trained personnel are available, call Public Safety at 911. If respiratory protection is available, be sure there is another person outside the spill area in communication, in case of an emergency. If no one is available, contact Public Safety.
8. Protect floor drains or other means for environmental release. Spill socks and absorbents may be placed around drains, as needed.
9. When spilled materials have been absorbed, use brush and scoop to place materials in an appropriate container. Polyethylene bags may be used for small spills. Five gallon pails or 20 gallon drums with polyethylene liners may be appropriate for larger quantities.
10. Place the container in a flammable liquid storage cabinet until the next hazardous waste pickup.
11. Decontaminate the surface where the spill occurred using a mild detergent and water, when appropriate.

## Summary of Wastes

### *Photographic Chemicals*

Photographic chemicals generally fit into four categories: fixers, developers, rinses, and specialized chemicals. Standard developers and rinses can be rinsed down the drain during processing. Most fixers contain silver in quantities above the amount allowed for sewer disposal. **KCAI maintenance will dispose of chemical waste properly.**

### *Empty Chemical Containers*

Empty chemical containers should be triple-rinsed and recycled or placed in regular trash.

### *General Recommendations*

- Don't purchase more of a material than you expect to use in the foreseeable future. The costs of disposal often exceed the purchase cost by a considerable margin.
- Substitute with a less hazardous material whenever possible.
- Consistent with safe practice, bulk compatible waste in containers up to five gallons in capacity to reduce disposal costs (consult with EHS first).

- Keep all chemical containers clearly and unambiguously labeled.
- Dispose of your wastes at the completion of a project - don't abandon them for someone else to deal with later.

## Handling Hazardous Waste

Materials that are to be disposed of as hazardous waste must be placed in sealable containers. Containers should be filled, leaving a headspace for expansion of the contents. Often, the original container is perfectly acceptable. If you routinely generate significant quantities of compatible solvents, bulking of waste in five-gallon carboys provided by EHS may be practical.

Containers must be **kept closed** except during actual transfers. **Do not leave a hazardous waste container with a funnel in it.**

Waste containers must be **labeled as hazardous waste as soon as the material is first put into the container.**

### Procedure

1. Place the waste materials in an appropriate waste container.
2. Seal the container. Do not leave a funnel in an open container.
3. Once the container is full, inform maintenance to ensure that it is included with the next scheduled waste pickup.

## Developers

Developer solutions and powders are often highly alkaline and are moderately to highly toxic. They are also sources of the most common health problems in photography; skin disorders and allergies. Developers are skin and eye irritants and many are strong allergic sensitizers. Some common ingredients in developers are hydroquinone and sodium sulfite.

- Hydroquinone can cause depigmentation and eye injury after five or more years of repeated exposure, it is also a mutagen.
- Sodium sulfite decomposes to produce sulfur dioxide (a toxic gas), when heated or allowed to stand for a long time in water or acid.

### Precautions

- Do not use para-phenylene diamine and diaminophenol hydrochloride (amidol) if at all possible.
- Replace other highly toxic developers such as catechin (catechol), chlorquinol, or pyrogallol acid (pyrogallol) with less toxic developers such as phenidone.
- If a developer solution splashes on the skin or in the eyes, flush affected areas (15-20 minutes for eyes) immediately with water. Darkrooms should have access to an eyewash fountain and safety shower for such emergencies.



- When mixing powdered developers, ensure proper ventilation (a fume hood is preferred).
- Ensure good ventilation of the darkroom. At least, 10 air changes per hour.
- Wear gloves and goggles.
- Cover all solutions when not in use to prevent evaporation or release of toxic vapors and gases.

### Disposal

- Unused developer should be neutralized (pH 7-9) and flushed with large quantities of water to the sewer system.
- Unused and Developer concentrated solutions - send to EHS for disposal

## Stop Baths

The acetic acid commonly found in stop baths can cause dermatitis and skin ulceration and can severely irritate the respiratory system. Contamination of the stop bath by developer components can increase inhalation hazards.

- Potassium chrome alum, sometimes used as a stop hardener, contains chromium and can cause skin and nasal irritation, ulceration and allergies.

### Precautions

- Purchase diluted solutions of acetic acid rather than concentrated ones whenever possible.
- Use a water rinse step between developer and stop bath to reduce the formation of sulfur dioxide gas.
- Discard used stop bath solutions that have become contaminated with developer.
- Always add acids to water. Remember “AAA” = “Always Add Acid”
- If a splash occurs, flush affected areas (15-20 minutes for eyes) immediately with water using an eyewash or safety shower.
- Cover all baths when not in use to prevent evaporation or release of toxic vapors and gases.
- Ensure good ventilation of the darkroom. At least, 10 air changes per hour.
- Wear gloves and goggles.

### Disposal

- Used Stop Bath should be flushed with large quantities of water to the sewer system
- Unused Stop Bath and concentrated solutions - send to EH&S for disposal.

## Fixer

Fixer contains sodium thiosulfate, sodium sulfite and sodium bisulfite. It may also contain potassium aluminum sulfate as a hardener and boric acid as a buffer. Fixer solutions slowly release sulfur dioxide gas as they age. However, when these solutions are contaminated with acid from the stop bath, the gas sulfur dioxide is released at a more rapid rate.

- Sodium sulfite decomposes to produce sulfur dioxide, when heated or allowed to stand for a long time in water or acid.
- Sodium thiosulfate upon heating or a long-standing solution can also decompose to form highly toxic sulfur dioxide gas. Many asthmatics are particularly sensitive to sulfur dioxide.
- Sodium bisulfite also decomposes to form sulfur dioxide if it makes contact with boric acid or acetic acid.
- Boric acid is moderately toxic unless the skin is abraded or burned, then it can be highly toxic.

### Precautions

- Ensure good ventilation of the darkroom. At least, 10 air changes per hour.
- Wear gloves and goggles.
- If a splash occurs, flush affected areas (15-20 minutes for eyes) immediately with water using an eyewash or safety shower.
- Cover all solutions when not in use to prevent evaporation or release of toxic vapors and gases.

### Disposal

Spent fixer must be placed into the silver recovery unit (if available) or saved for disposal by EH&S. Fixer has been proven to contain above the allowable limit of silver content (5 parts per million), and the silver must be recovered through the unit before the fixer can go down the drain.

## Hypo Eliminators

Many hypo eliminators are skin and respiratory irritants. Some are corrosive to skin, eyes, nose and throat.

- Ammonia (both vapor and liquids) is especially hazardous to eyes and to the mucous membranes of the respiratory system.
- Skin contact with iodine can cause a hypersensitivity reaction and skin burns. Iodine can also be highly irritating if the vapors are inhaled.

### Precautions

- Hypo eliminators are oxidizers and should be kept away from flammable or combustible substances.
- Wear gloves and goggles when dealing with persulfates and hypochlorite bleach solution.
- Keep away from sources of heat.
- Ensure good ventilation of the darkroom. At least, 10 air changes per hour.
- If a splash occurs, flush affected areas (15-20 minutes for eyes) immediately with water using an eyewash or safety shower.
- Cover all solutions when not in use to prevent evaporation or release of toxic vapors and gases.

## Disposal

- Used Hypo Eliminator solutions should be flushed with large quantities of water to the sewer system
- Un-used or concentrated solutions - send to EH&S for disposal.

## Intensifiers

Several intensifiers contain extremely hazardous components such as mercuric chloride, mercuric iodide, potassium cyanide, sodium cyanide and uranium nitrate. These compounds are all toxic by every route of exposure. The common two-component chrome intensifier contains potassium dichromate and hydrochloric acid. The separate components can cause burns, and the mixture produces chromic acid. Its vapors are very corrosive and over a long period of time can cause lung cancer.

- Do not heat or add acid to potassium chlorochromate. Potassium chlorochromate can release highly toxic chlorine gas, which can be fatal.
- Chromium intensifiers are probably the least toxic intensifier.
- Do not use mercury, cyanide or uranium intensifiers because of their high toxicity.

## Precautions

- Ensure good ventilation of the darkroom. At least, 10 air changes per hour.
- Wear gloves and goggles.
- If a splash occurs, flush affected areas (15-20 minutes for eyes) immediately with water using an eyewash or safety shower.
- Cover all solutions when not in use to prevent evaporation or release of toxic vapors and gases.

## Disposal

Save and send to EH&S for disposal.

## Reducers

The use of reducers involves the selective removal of silver from parts of the developed image. Reducers contain toxic chemicals such as alkali cyanide salts and carbon tetrachloride (both known or suspected human carcinogens).

- Do not heat or add acid to potassium ferricyanide because hydrogen cyanide gas will be released, which can be fatal.
- Do not use cyanide reducers because of their high toxicity.
- Farmer's reducer is probably the safest reducer to use. Do not expose it to acid, UV light or heat.

## Precautions

- Ensure good ventilation of the darkroom. At least, 10 air changes per hour.

- Wear gloves and goggles.
- If a splash occurs, flush affected areas (15-20 minutes for eyes) immediately with water using an eyewash or safety shower.
- Cover all solutions when not in use to prevent evaporation or release of toxic vapors and gases.

### **Disposal**

Save and send to EH&S for disposal.

### **Toner**

Toner usually involves the replacement of silver with another metal such as gold, selenium, uranium, lead, cobalt, platinum or iron.

- Uranium is a suspected human carcinogen.
- Lead is a suspected animal carcinogen.
- Gold and platinum salts are strong sensitizers.

These highly soluble toxic compounds are more dangerous since they can be readily absorbed in the body and immediately affect internal organs.

### **Precautions**

- If possible, do not use toners that require heating.
- Add acid to water.
- Do not contaminate sulfide or selenium toners with acids.
- Selenium toners give off large amounts of sulfur dioxide gas.
- Exposure to selenium salts to acid will result in toxic hydrogen selenide gas being produced.
- Sulfides release highly toxic hydrogen sulfide gas during toning or when treated with acid. For example, with two bath sulfide toners, make sure that you rinse the print well after bleaching in acid solution before dipping it in the sulfide developer.
- Avoid thiourea whenever possible because of its probably cancer status.
- Ensure good ventilation of the darkroom. At least, 10 air changes per hour.
- Wear gloves and goggles.
- If a splash occurs, flush affected areas (15-20 minutes for eyes) immediately with water using an eyewash or safety shower.
- Cover all solutions when not in use to prevent evaporation or release of toxic vapors and gases.

### **Disposal**

Save and send to EH&S for disposal.

## Hardeners

Hardeners often contain formaldehyde (suspected human carcinogen) which is poisonous, very irritating to the eyes, throat and breathing passages. It can also cause dermatitis. Affected areas are anesthetized during prolonged exposures so the user may not smell or feel it and may not realize the duration of the exposure.

### Precautions

- Formaldehyde is a sensitizer, so the more one is exposed - the less a dose it takes to have effects. If you smell formaldehyde, you may be overexposed. Call EH&S at 2-3393 for monitoring.
- Ensure good ventilation of the darkroom. At least, 10 air changes per hour.
- Wear gloves and goggles.
- If a splash occurs, flush affected areas (15-20 minutes for eyes) immediately with water using an eyewash or safety shower.
- Cover all solutions when not in use to prevent evaporation or release of toxic vapors and gases.

### Disposal

- Used Hardener solutions should be flushed with large quantities of water to the sewer system.
- Un-used or concentrated solutions - send to EH&S for disposal.

## Alternative Processes

The department must approve all alternative processes. No photochemicals should be used without Material Safety Data Sheet (MSDS) being provided to the department and read by the user. When purchasing the photochemicals, ask the supplier for the MSDS.

### Color Processing

In general, color processing uses more complex and hazardous chemical processes than black and white processing.

- Read the MSDS for each chemical before use.
- Wear gloves and goggles.
- Ensure good ventilation of the darkroom.
- Color processing requires more frequent air changes than black and white processing.
- Avoid color developers that contain para-phenylenediamine
- If a splash occurs, flush affected areas (15-20 minutes for eyes) immediately with water using an eyewash or safety shower.
- Cover all baths when not in use to prevent evaporation or release of toxic vapors and gases.

### *Substituting Solvents*

**Less Hazardous:** denatured alcohol, acetone, isopropanol, mineral spirits; however, fire hazard increases.

**More Hazardous:** aromatic hydrocarbons, chlorinated hydrocarbons, cellosolves and cellosolve acetates.

# 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.

### **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 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.

### **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 emergency situation. 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, which indicates to 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 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: 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: go to Vanderslice basement

Cafe' Nerman: 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

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 basement area

Illustrations: go to the center 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: 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 Department of Safety and 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 e2Campus emergency notification system allows the Kansas City Art Institute to contact you during an emergency. e2Campus 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. To enroll for e2Campus emergency notification safety services copy and paste the following link: <https://www.e2campus.net/my/kcai/signup.htm>. 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.

The e2Campus emergency notification safety service is offered to you free by the Kansas City Art Institute. Your wireless carrier may charge you a fee to receive messages on your wireless device.

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

- text messaging to subscriber cell phones (e2Campus)
- 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

2017-2018