

## Severe Weather Protocol

Spring in Kansas City comes with the occasional threat of severe weather. Please take just a moment to review the information below about weather safety tips and procedures.

The National Weather Service and local Emergency Management will issue severe weather related advisories and alerts. A **“WATCH”** is an advisory that indicates weather conditions are favorable for the development of severe thunderstorms which may or may not include a chance for tornadoes. A **“WARNING”** is an alert that indicates the weather condition described is actually occurring or is imminent very near to or in our immediate vicinity. **This is the time to seek shelter.**

Do not rely upon hearing an outside warning siren. In most cases outside warning sirens cannot be readily heard from inside commercial structures. Outside sirens are designed to notify persons who are outside that a weather threat is occurring so they can seek shelter.

If a **Tornado WATCH or WARNING** is issued for the KCAI area, the **RAVE** campus notification system and **email** notifications will be made.

**We encourage everyone to take advantage of the RAVE notification service. To enroll, just copy and paste <https://www.getrave.com/login/kcai> to your web browser and follow the instructions.**

When a Tornado Warning is issued, KCAI Faculty & Staff will:

1. Direct students and other visitors to proceed to the designated shelter areas; **they should not leave the building**
2. Once rooms have been evacuated, turn off lights and close classroom/office doors
3. Provide assistance to persons with disabilities
4. Refrain from using the elevators
5. Remain in the shelter area until the ‘All clear’ message has been given via the RAVE system.

If you are outside when a tornado occurs and are unable to take inside shelter, lie flat in a ditch or depression and protect your head. Avoid large trees, metal poles and other electrical conductors. Vehicles should not be used as shelter.

In general, designated shelter areas will be the lowest level of the building you are occupying, preferably the basement. Move to an interior space and away from windows. Restrooms, closets

and other smaller spaces make for good tornado shelter areas. Metal structures or those without a solid core should be avoided.

**Tornado sheltering tips:**

- Go to an inside hallway, restroom or below ground level, preferably a basement.
- Do not use an elevator to access the shelter space.
- When possible, protect yourself by sheltering under heavy furniture for protection from falling objects and storm debris.
- Stay inside away from windows, mirrors and glass.
- Do not use elevators to access safe areas in case of power failure.
- Remain sheltered until the “official” all clear has been announced.
- Remain calm and be prepared to shelter for several minutes.
- Contact Campus Security at 816-931-6666 for assistance.
- Call 9-1-1 for any emergency requiring immediate response, i.e. medical emergency, trapped person(s), to report an actual tornado strike.

**\*\* Shelter Locations by Building \*\***

**Advancement & Alumni (A&A)** shelter in the A&A basement.

**Beals Studio** evacuate internally to the Sculpture Building and shelter on the lower level in the interior office areas.

**Carriage House** shelter in the Admissions Annex (A&A) or Mineral Hall basement during regular business hours. Shelter in Carriage House laundry room after regular business hours.

**Ceramics Building** shelter in the basement.

**Dodge Paint Building** shelter in the basement **or** the lowest level of the Building. (Do not use the elevator in case of a power failure).

**East Building** shelter on the lowest level of the East Building.

**Fiber Building** shelter on the lowest level of the Fiber Building.

**Foundations Building** evacuate to the basement of the Ceramics Building/Plant Services.

**H&R Block Artspace Building** shelter in the southwest stairwell corner (Do not use the elevator in case of a power failure).

**Illustrations (J&G) Building** shelter in the middle of the building inside and just outside of the restrooms.

**Irving Building** shelter in the basement B-3 area.

**Jannes Library Building** shelter in the basement (Do not use the elevator in case of a power failure).

**GIA** shelter in the basement/Stairwell area outside of the Print Center (Do not use the elevators in case of a power failure).

**Mineral Hall Building** shelter in the basement.

**Sculpture Building** shelter on the lower level inside interior office areas.

**Vanderslice Building** shelter in the basement.

**Barbara Marshall Residence Hall** shelter in the center of the basement Parking Garage. Use the exterior stairwell in the courtyard to access the parking garage, not the elevator. If unable to make it to the Parking Garage, the restrooms on the main level across from the laundry room can be used.