

## Severe Weather Protocol

The spring season in the mid-west comes with the occasional threat of severe weather. The following information includes weather safety tips and procedures.

The National Weather Service and local Emergency Management will issue severe weather related advisories and alerts. These notices are intended to provide the community with vital information that could enhance personal safety in the event there are significant weather developments. A **“WATCH”** should be considered as an advisory. A **“WARNING”** shall be considered an alert.

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. Typically, a **“WATCH”** is issued for a geographic area for a block of time when forecasters deem the threat is the highest. Severe thunderstorms may include very heavy rains, flash flooding, very high winds, hail, extreme lightning and a chance of tornadoes. When a **“WATCH”** is issued, you should be aware of the potential for severe weather development, think about where you will be during the **“WATCH”** period and what safety precautions you may have to undertake if necessary.

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.

KCAI encourages community members to consider accessing weather technology (apps) that can provide “real time” severe weather information. Weatherbug, the Weather Channel and the major local television networks, i.e. Fox-4, KMBC-9, KCTV-5 and KSHB-41, are all excellent resources for severe weather monitoring.

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 and intended to notify persons who are outside that a weather threat is occurring so they can seek shelter.

Any reference to “Greater Kansas City Metropolitan Area” or “Jackson County” will be considered to include all Kansas City Art Institute (KCAI) properties. If a **Tornado WATCH or WARNING** is issued for the KCAI area, Safety and Security will provide an e2Campus and email notification. A separate email notification will also be sent. Unfortunately, some of you may receive multiple notifications. It is KCAI’s responsibility to make every effort to inform as many staff, faculty and students as possible whether you have enrolled for e2Campus notifications or not. We encourage everyone to take advantage of the e2Campus notification service. Safety and Security will not provide notification regarding severe thunderstorms that do not pose a threat of generating tornadic activity.

E2Campus enrollment steps (KCAI’s emergency alert notification system):

- Copy and paste <https://www.e2campus.net/my/kcai/signup.htm> to your web browser to enroll for the e2Campus emergency notification/alert messaging system.
- Create an account username and password.
- You will be sent a text message with a “verification code”.
- Type in the verification code and press “verify”.
- You are enrolled and will begin receiving e2Campus alert notifications.

## Severe Weather Protocol

When a **Tornado WARNING** is issued, you should immediately move to 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. Persons in the Foundations Building need to shelter in the basement/lower level of the Ceramics Building.

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.

When a **Tornado WARNING** is issued, you should immediately move to 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. **Persons in the Foundations Building need to shelter in the basement/lower level of the Ceramics Building.**

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

**Admissions Annex (A&A)** shelter in the Admissions Annex (A&A) basement.

**Baty House** shelter in the 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 the Carriage House laundry room after regular business hours.

**Ceramics Building** shelter in the basement.

**CPS Building** shelter in the basement.

- Do not use the elevator in case of a power failure.

**Crossroads Gallery Building** shelter in the basement.

- Do not use the elevator in case of a power failure.

**Dodge Paint Building** shelter in the basement **or** shelter on the lowest level of the Dodge Paint Building.

## Severe Weather Protocol

- 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.

**Living Center Building** shelter in the basement/Art Store meeting room.

- 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.

***“Be prepared, not scared”***