

Kansas City Art Institute

Graphic Design

Safety Manual

Welcome to the Graphic Design Department! We are confident that you will create and contribute much energy during your experience in the Graphic Design Department. The facility houses graphic design classrooms, design faculty offices, production resources and your studio space.

Many opportunities await you! Some additional information and features are presented here that will help you gain a broader and deeper sense of what makes our culture unique. Feel free to contact our department chair or the department assistant for further information or with additional questions.

tyler galloway

Professor and Joyce C Hall

Chair, Graphic Design

tgalloway@kcai.edu

816-802-3361

for safety or security emergencies

campus security

816.931.6666

Studio hours

6:30 a.m. – 3:00 a.m.

seven days a week

during fall and spring semesters.

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 + campus security

Access to the design building (Irving) is by the keycard. Should your i.d. not function properly, please contact the campus security (816) 931-6666.

- Always carry your i.d. with you.
- Do not knock on doors or windows to be let in.
- All visitors must be chaperoned by a student throughout their visit.
- Do not prop doors open.

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

- Do not let strangers in the building
- if there is suspicious activity, please contact campus security immediately – (816) 931-6666.
- Director of campus security: (816) 802-3399.

Studio space

All students receive a desk, chair, lamp, and lockable filing cabinet for functional, creative workspaces. Students use this studio space to cultivate a rigorous design process and facilitate the flow of creativity. 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 use other's materials without permission – rulers, x-actos, cutting mats, tape, scissors, glue, etc.
- Keep noise levels down – no loud music, games, or videos from your laptop or on large monitors in studio.
- Any moving or studio desk trades should be approved by your instructors or the department chair.
- 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.

- Only use spray mount and spray paint in the spray booth, not in your studio spaces or on the sidewalks. The spray booth is located in the Irving basement, room B02 [the “analog studio”, see instructions below].
- Cut only on cutting mats 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 the department chair or by maintenance and there must always be a spotter if climbing a ladder.
- All x-acto blades must be thrown away in the designated containers located throughout the studios or classrooms and NOT in the trash bins, chairs, tables or on the floor.
- All power reels hanging from the ceiling need to stay clear of the walkways, as they could be a safety hazard. Please reel in the cords when not in use.
- Smoking is only allowed in the designated outdoor areas.

Kitchen / food areas

- Clean sink and microwave after use.
- Scrape all food waste into trash or compost bin before rinsing any dishes in the sink. It is very important to keep the sink from clogging.
- Take home or clean all dirty dishes once finished.
- Remove your food from the fridge as soon as you are able. Food remaining for multiple days will be thrown away by studio monitors.
- Recycle all you can recycle.
 - ◆ Paper, paperboard, *flattened* cardboard, aluminum into blue bins
 - ◆ Glass into purple bin near the gender-neutral bathroom by studio 122.

spray booth [analog studio, irving B02]

operation

Controls are on the right side panel.

1. Turn the master power [large black knob with a red center plastic piece] to “on.”
2. Booth lights can be turned on if needed.
3. To activate the ventilation system, press the green “start” button under the “system” label. Press the red “stop” button when finished.
4. Turn master power to “off” when finished.
 - Turn on fan at all times.
 - Use butcher paper from the roll as a spraying surface to keep the face of your work clean.
 - Only use spray paint and adhesive in the spray booth room, nowhere else in the studio!
 - Do not use room as a storage space or trash can, you may neatly place large scrap board in the room that can be used by others as a spraying surface.
 - Notify the studio monitor or department assistant if the filters need to be replaced.
 - Turn the light and fan off when done in the room.

printing press [analog studio, irving B02]

[note: do not use without formal training from faculty or work-study students]

Nearly all our letterpress equipment is antique and incredibly hard and costly to repair or replace. Please use this equipment with the utmost respect and care so it is maintained for use by future KCAI design students.

- Do not remove any equipment from the printing press area.
- Please note all drawers where your type came from and carefully re-distribute all type and furniture.
- Use only water-soluble inks.

- Use gentle pressure on all quoins/chases to avoid breaking chases.
- Do not wear loose clothing, jewelry or accessories that may get caught in the equipment.
- Use provided 2-step spray bottle solutions and paper towels to clean up ink from all surfaces.

A [demonstration slideshow](#) for using the Kelsey press can be viewed on the department's "analog studio" shared google drive.

electric paper cutter [analog studio, irving B02]

Before using, please review this [demonstration slideshow](#) for using the electric paper cutter, located in the department's "analog studio" shared google drive. Scroll past the Kelsey Press demo in the slide deck.

- larger stacks of paper only!
- no cardboard, matteboard, or other materials may be cut with this machine.
- align all paper on the left and back edges, making sure all material is snug against both sides to ensure a square cut.

Canon color printer / copier

- Do not force paper into the paper feed.
- Do not change the ink cartridges or imaging units. Ask a studio monitor or department assistant for assistance if toner is low.
- If manually feeding a heavier weight paper into the Canon, please change the thickness setting on the display screen to assure the best results for your print. If you change the thickness setting, it will revert back to the original setting when finished.
- If there is a paper jam, clear the jam and follow the prompts on the Canon screen. If problems persist, go to the studio monitor or department assistant for help.
- If there is a paper jam or streak in the print, it is often due to the paper being placed in the drawer incorrectly. Take the paper out, "fan" the paper and place back in the drawer. Stack it neatly to assure there are no bent corners.
- If there is a paper jam and the user is not able to use the print, please notify the department assistant or department chair. The department assistant will reimburse the funds to the user's account.

Risograph printer

[note: do not use until receiving proper training; do not use without faculty or work-study supervision]
 The department's risograph is an older technology and great resource, but can be temperamental. Currently, our machine is out of order and needs maintenance. printing hours and a process for printing to the risograph are being developed and will be shared. Contact tyler galloway tgalloway@kcai.edu for details.

Rolling monitors

- Rolling monitors are meant for classroom lectures, student presentations and as general teaching tools.
- Do not eat or drink around any rolling monitors.
- Do not ride on the cart.
- Do not remove from the studio or classroom without permission from the department chair.
- Students are allowed to use monitors within the classrooms for preparing for presentations and other educational uses.
- Students are individually responsible for any damage done to monitors, and any problems or damage should be reported immediately to a studio monitor, department assistant, or faculty member

Lab computers

- Do not eat or drink around any lab computers, scanners or tablets.
- Scanners may be used to experiment, but please be mindful of the weight of objects on the glass, avoid scratching the glass and make sure any media is totally dry before scanning.
- Clean scanner glass after use if you've use any kind of "alternative materials".
- Software or hardware problems should be reported to the campus technology help desk: (816) 802-3502 or helpdesk@kcai.edu

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

Foundation: go to the basement of Ceramics/ Plant Services Area

H&R Block Artspace: Don't use the Elevator, go to basement

area Illustration: 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: 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).
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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).

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 Campus Safety under Student Life / Housing.

Director Safety & Security