



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 shelter inside, 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 ****

David T. Beals III Studios for Art and Technology evacuate to the Vanderslice basement below Epperson.

Cafe Nerman and Wyle Dining move toward the center of the building and the kitchen dish drop area, or proceed down the grand staircase to the hallway and restroom area across from the fitness room.

Richard J. Stern Building (Ceramics and Facilities) shelter in the stairwell and basement area by restrooms.

William T Kemper Painting Studios shelter in the basement **or** the lowest level of the Building. (Do not use the elevator in case of a power failure).

East Building (Central Shop, Film Making, Photography, Printmaking) shelter on the lowest level of the East Building.

The Warehouse (Fiber) shelter in the interior classroom areas of the Fiber Building.

Foundation West Studios 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).

Foundation North Studios shelter in the middle of the building inside and just outside of the restrooms.

Junius B. Irving Building (Graphic Design, Product Design, Irving Amphitheater) shelter in the basement B-3 area.

Jannes Library and Learning Center (Campus Tech, Computer Lab) shelter in the basement (Do not use the elevator in case of a power failure).

Tony Jones Studios for Animation and Illustration (Animation, Illustration, KCAI Gallery, Underground) shelter in the lower level stairwell area (Do not use the elevators in case of a power failure).

Mineral Hall (Social Practice) shelter in the basement.

Paul and Linda DeBruce Hall (Disability and Academic Support Services, Entrepreneurial Studies, Financial Aid, Liberal Arts, Ronald Cattelino Center for Student Services-Academic Advising/Career Services/Counseling Services/Dean of Students) evacuate to the interior restroom area and hallway of the first floor and the first floor stairwell in the southeast corner of the building.

William Volker Building (Sculpture) evacuate to the Vanderslice basement below Epperson.

Vanderslice Hall (Academic Affairs, Admissions, Advancement, Business Office, Communications, Epperson Auditorium, Human Resources, President's Office, Professional Practice Center, Registrar) shelter in the basement area below Epperson.

Barbara Marshall Residence Hall (Campus Security, Sherman Family Student Union) 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.