

**Kansas City
Art Institute**

EMERGENCY PREPAREDNESS PROCEDURES

4415 Warwick Boulevard
Kansas City, MO 64111

Emergency Information and Numbers

Police/Fire/Ambulance Emergencies 911
Security (816) 931-6666
Director Safety & Security Office: (816) 802-3399
Cell: (913) 208-9502
KCAI Main Switch Board (recorded info) (816) 472-4852
Missouri Poison Control Emergency Line (800) 222-1222

Government Agencies

Bureau of Alcohol, Tobacco & Firearms (ATF) (816) 559-0700
Federal Bureau of Investigation (FBI) (816) 512-8200

Media

- All inquiries from the press or other media should be directed to KCAI Communications Department at (816) 802-3426 or Director of Safety & Security.
- Notify KCAI Security at (816) 931-6666 of the presence of anyone from the media. All on campus media activities must have prior approval.
- No unapproved staff members may talk to the media and all inquiries should be directed to the Communications Department.

Non-Emergency Contacts

Director of Facilities Office: (816) 802-3437
Cell: (816) 256-6040
KCFD Non-Emergency (816) 513-4600
KCPD Non-Emergency (816) 234-5111
KC Animal Control (816) 513-1313
Missouri Poison Control Non-Emergency (314) 772-8300
Energy – KC Power & Light (816) 221-2323
Spire - Natural Gas Company (800) 582-1234
KCMO Water Department (816) 513-2171

Covid 19 Procedures

Daily Assessment

1. All students, staff, and faculty will be required to complete a daily self health assessment prior to responding to campus.
2. Do not come to campus if you are ill or displaying any symptoms that may be associated with an infectious disease.
3. If you are ill or have any questions about coming to campus, students should email covid@kcai.edu and employees should email hr@kcai.edu to self-report.
4. If you are unvaccinated and have been exposed to a positive case of Covid-19, students should email covid@kcai.edu and employees should email hr@kcai.edu to self-report.
5. Upon receiving your report, instructions will be provided by a member of the Covid Management Team. You may be required to quarantine and/or isolation and you may be required to see your own medical provider for testing or clearance prior to

COVID-19 Policies and Procedures

Visit [MyKCAI](#) to updated policies and procedures.

mykcai.kcai.edu

Blood Spills

Initial Response and Notification

1. Do not attempt to clean up the blood spill. Only properly trained individuals may clean up blood spills.
2. Call KCAI Security at [\(816\) 931-6666](tel:(816)931-6666) or Facilities at [\(816\) 802-3404](tel:(816)802-3404) to report a blood spill during normal working hours. Call Security after hours.

Cleanup Kits are located in the following areas:

- Facilities [\(816\) 802-3404](tel:(816)802-3404)
- Security Department [\(816\) 931-6666](tel:(816)931-6666)
- Custodian Closets located in each building.

Specific Emergency Procedures

1. Employees designated to clean up blood spills or other potentially infectious materials must receive training in OSHA's Bloodborne Pathogen Standard.
2. Use universal precautions during cleanup like (eye protection and gloves) to prevent contact with blood borne pathogens.
3. Personnel occupationally exposed to blood should report all exposure incidents to their supervisor, your supervisor should report it to Human Resources.

COVID 19 PROCEDURES

BODILY FLUID EXPOSURE

Medical Emergencies

In case of a medical emergency act immediately, keep calm and reassure the victim. Assist injured personnel and remove them from the hazard if their injuries are minor. Do not move seriously injured persons unless they are in danger of further injury. Notify personnel in adjacent areas of any potential hazards. Render the appropriate first aid to accident victims and summon medical help as soon as possible.

CALL 911

Be prepared to give the following information:

- What happened?
- The number of victims,
- The kind of injury,
- The exact location of the emergency,
- What help is being given and your name and phone number.

All seriously injured persons should be transported to the hospital by the Kansas City Missouri Fire Department.

Initial Response and Notification

1. Check the scene for safety. Check the victim for consciousness, breathing, pulse and any severe bleeding.
2. Call for a Fire Department ambulance: **911**, if the victim:
 - Has chest pain or pressure.
 - Is bleeding severely.
 - Has pressure or pain in the abdomen that does not go away.
 - Is vomiting or passing blood.
 - Has repeated seizures or a seizure that lasts for more than a few minutes.
 - Has a severe headache or slurred speech.
 - Appears to have been poisoned.
 - Has injuries to the head, neck or back.
 - Has possible broken bones.
3. Care for life-threatening conditions if you have the proper training. If there are no life-threatening conditions:
 - Watch for changes in breathing and consciousness.
 - Help the victim rest comfortably.
 - Keep the victim from getting chilled or overheated.
 - Reassure the victim.

4. Check the victim:
 - Tap and shout to see if the person responds.
 - If there is no response look, listen and feel for breathing for about 5 seconds.
 - If there is no breathing, position the victim on their back while supporting their head and neck.
 - Tilt the head back and lift the chin.
 - Look, listen and feel for breathing for about 5 seconds.
 - If there is no breathing, give 2 slow breaths and check the pulse for 5 to 10 seconds.
 - Check for severe bleeding.
 - If there is no pulse, start CPR.

5. If a student is treated at the hospital, Security will notify the Assistant Dean of Students and VP and Dean of Students.

AED (Automated External Defibrillator)

If an AED is required call 911 then notify security at (816) 931-6666. An officer will respond and assist with a unit. All units have instructions on how to use them printed on the AED itself.

AED Units are in the following locations:

- Security office - Barbara Marshall Residence Hall
- Security patrol vehicle - Inside the back hatch
- Vanderslice - First floor hallway, near the kitchenette

If someone has come into contact with dangerous chemicals and has severe burns or has ingested any chemical.

1. Immediately call **911** and Missouri Poison Control at **(800) 222-1222** then call KCAI Security at **(816) 931-6666**.
2. Look for the Material Safety and Data Sheets (MSDS) and use the information to inform responding EMS on what type of chemical the victim came into contact with.
3. Follow all instructions given by Poison Control and EMS when they respond.
4. Keep the person awake and watch and inform responding units about the person's condition until help arrives.

Death on Campus

Initial Response and Notification

1. Immediately Call **911** then notify KCAI Security at **(816) 931-6666** of the death of a Kansas City Art Institute (KCAI) student. If the death is on campus the security should protect the scene. The Police Department having jurisdiction will handle deaths off campus.
2. Security will contact the Director of Safety and Security.
3. Security will notify the VP and Dean of Students and other appropriate campus officials.
4. Notification of the parents is the responsibility of the VP and Dean of Students.
5. The Communications Department will cooperate with the news media to provide public information regarding the incident, if necessary.
6. If the student was in the Residence Hall, the Assistant Director of Housing and Student Activities, Assistant Dean of Students, or VP and Dean of Students must secure the student's belongings.

Death of an Employee

1. Immediately Call **911** then notify KCAI Security at **(816) 931-6666** to secure the scene, prevent unauthorized access and complete an investigation.
2. The employee's supervisor will be contacted.
3. If the death is a result of a work related injury, the Department of Human Resources will be notified.
4. The Department of Human Resources will notify the next of kin.

Missing Students

Residential

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, Student Affairs is required to contact a parent or guardian. If a student is over the age of 18, Student Affairs is required to contact the emergency contact identified by the student to the college.

When a student has been identified as missing, KCAI will proceed as follows:

- Contact Assistant Dean of Students.
- Assistant Dean of Students will contact the RA on duty.
- If the RA on duty is unable to find the missing student, the Assistant Dean of Students will contact the appropriate staff members including the Director of Security and security office.

Non-Residential

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.

If a student is reported missing, staff will immediately contact Campus Security at **(816) 931-6666** or in the case of off campus sites, the local police department. Next, staff will contact their immediate supervisor. If a student is under the age of 18, Student Affairs is required to contact a parent or guardian.

Bomb Threats and Explosions

Receipt of Call

1. Remain calm and attempt to obtain as much information as possible from the caller. Keep the caller on the line as long as possible and never hang up the telephone.
2. If possible, get a co-worker to call the police while you continue talking to the caller.
3. If the caller does not indicate the location of the bomb or time of detonation, ask for this information. Note if the caller appears familiar with the buildings.
4. Listen closely to the voice of the caller to determine voice quality, speech impediments, sex, age, accents or words/phrases used repeatedly.
5. Pay particular attention to background noises such as a motor running, music, train whistle, sirens, airplanes, etc., which could indicate the location of the caller.

After Receipt of Call

1. Immediately contact 911 and call Security at (816) 931-6666.
2. Do not state the nature of the call to anyone except security, the police department and your supervisor.

Specific Emergency Procedures

Evacuation

1. If necessary, a command post will be established. The Director of Security will determine if an evacuation is necessary and coordinate the evacuation of the building(s).
2. If a residence hall is evacuated, students will be instructed initially to report to other buildings. Resident Assistants (RAs) should accompany students. If a bomb is discovered or it is determined that students should not return to their residence hall, students would be asked to remain in the buildings where they were sent.

Search Procedures

1. The police department will be in charge of the search, security will assist law enforcement in the search.
2. If the search is in the Residence Hall the Assistant Director of Housing and Student Activities or Assistant Dean of Students should remain in close proximity to the site and out of danger. The Assistant Director of Housing and Student Activities or Assistant Dean of Students and Resident Assistants (RAs) should make themselves available for questions and assistance.
3. Under no circumstances should faculty, staff or students touch or move a suspected bomb.

Explosions

1. Evacuate the area. Do not attempt to extinguish fires.
2. Immediately call 911 to notify police and fire departments, and then notify security at (816) 931-6666.
3. Help any injured and keep others from entering the site.
4. Emergency services and federal agents will have command of the scene.
5. If you have any information inform the officers or agents (FBI and ATF have anonymous reporting services).

Chemical Spills

These procedures are designed to minimize hazards to human health, property and the environment from unplanned releases of hazardous chemicals at the Institute. Departments storing and using hazardous chemicals are responsible for the safe containment of those materials. Every effort should be made to prevent an accidental spill or release of a hazardous chemical.

Major Spills

Initial Response and Notification

1. Any incident that could endanger facility occupants, property or the environment should be treated as a major spill. If you are unsure about the severity of the spill, or the hazards are unknown, treat it as a major spill.
2. Do not attempt to clean up a major spill. Only individuals who have received proper training and are part of an emergency response team should clean up major spills.
3. If flammable or combustible liquids are spilled, immediately turn off all sources of ignition.
4. Evacuate persons in the immediate vicinity of the spill. Remove injured personnel to fresh air or an emergency shower or eyewash station.
5. If the occupants in the building are in danger, pull the fire alarm to evacuate the building.
6. On your way out, close the door and turn off the air-conditioning and ventilation systems to prevent vapors from spreading throughout the building. Do not put yourself in danger.
7. Report the spill to security at (816) 931-6666. Be prepared to provide the following informations:
 - Your name
 - Building name
 - Nature of the incident
 - Floor or area which is affected
 - Room number
 - Type of incident
 - The name of the chemical or gas, if known
8. Determine the chemical name of the spilled material by checking labels and shipping papers. Obtain the Material Safety Data Sheet (MSDS) and identify the hazards associated with the spill.
9. Security will proceed to the site and immediately call 911. While waiting for the response team from KCFD and the security officer should consider evacuating the building.

Specific Emergency Procedures

1. The Director of Safety and Security is the Incident Commander and has overall responsibility at the spill site until the arrival of the fire department.
2. Until the arrival of the fire department, the director has the authority to stop operations that pose an immediate threat to lives, property or the environment.
3. An evacuation of the building may be ordered by the fire department or director of safety and security.
4. Security and the police department will provide site security and crowd control to prevent entry into the building or area.
5. Assistance with institute facilities and equipment will be provided by facilities.
6. If emergency medical treatment is needed, inform the 911 dispatcher.

Minor Spills

Initial Response and Notification

1. Spills that can be cleaned up by personnel on the spot are defined as minor spills. Minor spills are releases of low toxicity liquids or solids not generating dangerous gases or fumes (e.g., small acid and solvent spills, hydraulic fluids, fuel oils, etc.). Minor spills are limited in quantity and pose no emergency or significant threat to the safety and health of employees or the environment.
2. Notify persons in the immediate area and prevent access to the spill area, if possible.
3. Contact Security at (816) 931-6666.
4. Determine the chemical name of the spilled material by checking labels and shipping papers. Obtain the Material Safety Data Sheets (MSDS) and identify the hazards associated with the spill. The Material Safety Data Sheets will identify if it is flammable, combustible, reactive, toxic, corrosive or an oxidizing agent.

Utility Failure

Loss of Electric Power

1. If the electric power fails in a building after hours, call security at **(816) 931-6666**. Security will respond and call the on-call maintenance personnel. The on-call personnel will evaluate the problem and call in additional help if needed.
2. Call Facilities at (816) 802-3404 if a power failure occurs in a building during normal hours.
3. If power fails in the Residence Hall, a fire watch will be posted immediately by the RAs.
4. If power fails in an academic building, the building will likely be closed. Security will provide fire watches.
5. During a power failure, emergency lighting is provided in halls and stairways to ensure occupants can evacuate the building safely.

REMEMBER: The elevators will not function in a power failure. Use the stairs if you evacuate the building.

Plumbing Failure/Flooding

1. Notify Facilities during normal hours.
2. Call Security at **(816) 931-6666** after hours. Security will send an officer to the scene to assess the situation and call the on-call maintenance personnel.
3. Building occupants will be notified to evacuate the building if the water or sewage systems cannot be restored in a reasonable amount of time. The building will be closed until reopened by Facilities.

Natural Gas Leak

1. If you smell natural gas or hear blowing or hissing noises, open a window if possible and turn off all possible ignition sources. Do not switch on lights or any electrical equipment. Do not use a cell phone. Electrical arcing can trigger an explosion, evacuate the area safely. When away from the building contact **911** immediately. During normal hours call Facilities and security from a telephone removed from the area and leave the area as quickly as possible.
2. Activate the building fire alarm located at their pull stations if you believe there is potential danger to building occupants.
3. Facilities will respond to the scene. They will search the immediate area for the source of the leak, shut off the gas supply if possible and repair the piping or valve. If there is a large leak that could endanger personnel or if the source of the leak cannot be found, additional assistance will be contacted.
4. Security will prevent access to the scene and evacuate the area if they believe building occupants are in danger.
5. After hours, call security at **(816) 931-6666**. An officer will investigate and call the on-call maintenance personnel and Director of Safety and Security. The officer will evacuate the building if occupants are in danger.
6. Facilities will notify the gas company if the leak is on the gas company's side of the meter.

Telephones

1. Report telephone system failures during normal hours to Campus Technology (816) 802-3502 help desk or Email: helpdesk@KCAI.edu.
2. Campus Technology will post an e-mail message to the entire campus describing the extent and duration of the problem.
3. Check other methods of communication that could be used instead of the telephone, such as cell phones, email, and two-way security radios.
4. If there is a telephone failure notify Security by calling **(816) 931-6666** or (816)802-3399.
5. To report a fire or other emergencies, call **911**.
6. The main security telephone number **(816) 931-6666** is a cell phone and likely functional during a routine campus telephone failure.

Elevator Failure

1. If you were trapped in an elevator, use the emergency telephone to call security. Pull the emergency alarm.
2. During normal hours, security will call Plant Services.
3. After normal hours, a security officer will go to the site and assess the problem. The officer will explain to the occupants of the elevator that help is on the way.
4. As a last resort, the fire department and rescue squad may be called to safely extract occupants or assist with the incident

Ventilation

1. If smoke odors come from the ventilation system, immediately notify security at **(816) 931-6666**. The security department will investigate and call the fire department and/or Facilities, if necessary.
2. If large amounts of smoke are present, activate the fire alarm system by pulling the pull station. Call the fire department at **911** and security at **(816) 931-6666**.

Sprinkler Leakage

If a sprinkler accidentally discharges in a building, call security at **(816) 931-6666**.

1. During normal hours, security will notify Facilities.
2. After hours, security will respond to the scene to see if there is a fire. If there is no fire, the officer will turn off the sprinkler valve in the mechanical equipment room.
3. Staff from maintenance or security will stand by the valve until the sprinkler head has been repaired.

Fire Alarm

1. Call the fire department (816) 513-4600 if a fire alarm goes off and there is no evidence of a fire. Notify them that it is a false alarm. Notify security as well at **(816) 931-6666**.
2. If there is fire or smoke, call **911** then call security at **(816) 931-6666**. Evacuate the building. Do not return to the building until instructed by security.
3. If there is no fire or the fire has been put out, the security officer will reset the alarm.
4. If a security officer sees a physical problem with a heat detector, smoke detector or pull station, the officer will notify Facilities.

Structural Damage

1. Call Facilities (816) 802-3437 during normal hours and security **(816) 931-6666** after hours.
2. Facilities will evaluate the problem and call in additional assistance as needed.
3. If necessary, the building will be evacuated.
4. Security will set up barricades and ensure that no one re-enters the building.
5. Facilities will take appropriate actions to correct the problem.

Severe Weather/Campus Closure

Floods

Any flooding in KCAI building call Facilities 816-802-3437 during regular business hours and security (816) 931-6666 after hours.

Tornadoes

A tornado is a violently rotating column of air in contact with the ground. Winds of 200-300 mph can occur with the most violent tornadoes. Tornadoes are formed by severe thunderstorms, most frequently in the spring and summer between 3pm and 9pm, but can occur at any time. A heavy downpour usually precedes the tornado, frequently with hail and lightning. Clouds often have a greenish-black appearance. A loud roaring sound, similar to a freight train, is usually heard a few minutes before the tornado strikes.

Definitions:

Tornado Watch: A tornado watch is issued when conditions are favorable for the formation of a tornado. The local National Weather Service will issue a watch bulletin to the local authorities, as well as the local media.

Tornado Warning: A tornado warning is issued when a tornado is actually sighted visually or by radar.

- Seek shelter immediately in a basement, if available.
- If you do not have a basement, move to the lowest floor possible. Seek refuge in interior hallways, doorways, a closet or bathroom near the center of the building or under heavy furniture. The more walls between you and the outside the better.
- In high rise buildings move as far down as possible. Go to interior small rooms or halls. Stay away from exterior walls or glassy areas.
- Cover your head with your hands and arms and protect your body with a heavy blanket or rug, if possible, to provide protection from flying debris.
- Stay away from doors, windows, shelves, electrical equipment and heavy equipment.
- Do not use elevators, because the power may fail.
- Avoid places with wide-span roofs such as auditoriums, dining hall, etc.
- Do not open windows. Opening a window to allow inside and outside pressure to equalize is ineffective in reducing damage during a tornado. Most structures have sufficient venting to allow for the sudden drop in pressure.

Outdoors

- Find shelter immediately in the nearest substantial building.
- If a building is not close, take cover by lying flat in a ditch or depression.
- Stay away from utility poles, trees and light structures.
- Move away from the tornado's path at a right angle.
- Protect your body and head with anything available.
- Do not go into a grove of trees or under a vehicle.

Security

- Receive information from the National Weather Service and monitor radio weather broadcasts.
- Notify the Director of Safety and Security, if warranted.
- Evacuate buildings, if necessary, to protect the health and safety of the occupants.
- Assist in warning the campus of an emergency situation.
- Inventory barricades and signs necessary for traffic control.

Facilities Management

- Contact employees who will conduct emergency operations.
- Inventory emergency equipment and supplies to ensure an adequate supply of pumps, generators, sandbags, tarpaulins, emergency lights and cleaning supplies.
- Ensure that portable pumps, sump pumps and emergency generators are operable.
- Prepare for possible power outages and water shortages.
- Assist with an evacuation, if necessary.

Designated Campus Buildings

The following buildings are designated locations for your safety in the event of a tornado or severe weather:

- **Admissions/Vanderslice:** *basement*
- **Advancement/Alumni, Mineral Hall:** *basement*
- **Baty House:** *basement*
- **Ceramics:** *ceramic basement or Plant Service area*
- **Design Department:** *basement*
- **East Building:** *interior rooms*
- **Fiber:** *Lower level*
- **Foundations:** *ceramics basement or Plant Services area*
- **H&R Block Artspace:** *basement*
- **Irving Building:** *basement north side of building*
- **Jannes Library:** *basement*
- **Living Center:** *basement at Art Store*
- **Painting:** *basement area and lower levels*
- **Sculpture:** *basement of Vanderslice or East Building interior rooms*

Severe Weather/Campus Closure

A campus closure includes cancellation of all KCAI classes and events, offices and CE programs. Please use the following tools and information to find out if KCAI is closed:

1. RAVE

KCAI's uses the RAVE alert system. In the event of severe weather or campus closure, we will send a text alert to your cell phone, if you are registered in the system. The messaging service requires users to opt-in to the service by subscribing their cell phone number and email address. If you have not already done so, please enroll in RAVE at <https://www.getrave.com/login/kcai>

Get the Rave Guardian App for iOS and Android at:

- www.raveguardian.com

2. Website

Check the main website www.kcai.edu for information about a campus closure.

3. Switchboard

Call the main number at (816) 472-4852 and listen to the voice recording to find out if campus will be closed. Please do not call Security or the President's Office to ask if we are closed or will be closing.

4. Local TV Stations

Check your local station (Channels 4, 5, 9 & 41) to see if KCAI is closed.

5. Facebook

Check KCAI main facebook page for information about a campus closure.

Definitions

Thunderstorms and Lightning

Thunderstorms are intense local storms averaging 20 miles across and reaching as high as 10 miles. Severe thunderstorms may have winds of more than 55 mph or hail 3/4 inch or more in diameter and may include dangerous lightning and heavy rain. Severe thunderstorms may also spawn tornadoes and flash flooding. A thunderstorm is always accompanied by lightning.

Thunderstorm Advisories

Severe Thunderstorm Watch: Indicates the possibility of thunderstorms with frequent lightning, damaging winds, hail (3/4 inch or greater) and heavy rain.

Severe Thunderstorm Warning: Means that a severe thunderstorm has actually been sighted in the area or is indicated by radar. Warnings indicate imminent damage to life and property.

If a thunderstorm watch or warning is in affect get undercover quickly and avoid open areas and wait till the storm passes.

Winter Storms Definitions

Severe winter storms can paralyze an entire region, bringing heavy snow, ice, strong winds, and extreme cold temperatures and freezing rain. Windblown objects, downed electrical wires, fallen trees and branches, and frostbite and hypothermia are possible. Winter storms can prevent employees and students from reaching the facility, leading to a temporary shutdown until roads are cleared.

- **Flurries:** Light snow falling for short periods of time. No accumulation or light dusting is all that is expected.
- **Freezing Rain:** Rain that falls onto a surface with a temperature below freezing. This causes it to freeze to surfaces, such as trees, cars and roads, forming a coating or glaze of ice. Even small accumulations of ice can cause significant hazards.
- **Heavy Snow:** 4-6 inches or more expected in 12 hours.
- **Sleet:** Raindrops that freeze into ice pellets before reaching the ground. Sleet usually bounces when hitting a surface and does not stick to objects. However, it can accumulate like snow and cause a hazard to motorists.
- **Squalls:** Brief, intense snow showers accompanied by strong gusty winds. Accumulation may be significant.

Types of Winter Advisories

- **Winter Storm Warning:** Severe winter weather is imminent or very likely within 12 hours
- **Winter Storm Watch:** Severe winter weather is possible. Issued when at least 4 inches of snow in 12 hours or at least 6 inches in 24 hours or significant ice accumulations are possible within 24-48 hours.
- **Winter Weather Advisory:** Cold, ice and snow are expected to cause significant inconvenience and may be hazardous, but probably are not life threatening.
- **Snow Advisory:** Issued when 1-3 inches of snow are expected within 12 to 14 hours.
- **Traveler's Advisory:** Severe winter conditions may make driving difficult or dangerous
- **Blizzard Warning:** Issued when snow and strong winds combine to produce low visibility, deep snow-drifts and dangerously low wind chills. Severe winter weather with sustained winds of at least 35 mph is expected.
- **Freezing Rain Advisory:** Issued when freezing rain will produce hazardous but not life threatening conditions for motorists and pedestrians.

Wind Chill

- **Wind Chill:** The wind chill is based on the rate of heat loss from exposed skin caused by combined effects of wind and cold. As the wind increases, heat is carried away from the body at an accelerated rate, driving down the body temperature leading to hypothermia and frostbite.

Active Shooter/Violent Intruder

KCAI's uses the RAVE alert system. In the event of a campus emergency, we will send a text alert to your cell phone, if you are registered in the system. The messaging service requires users to opt-in to the service by subscribing their cell phone number and email address. If you have not already done so, please enroll in RAVE at <https://www.getrave.com/login/kcai>

Get the Rave Guardian App for iOS and Android at:

- www.raveguardian.com

Still have questions? Contact security at **816-931-6666**.

An active shooter emergency involves one or more persons, using a firearm, engaging in a random or systematic shooting spree. Your actions can make a difference for your safety and survival. Be aware and be prepared.

RUN. HIDE. FIGHT.

RUN

1. Always try to escape or evacuate, even when other insist on staying.
2. Encourage others to leave with you, but don't let them slow you down with indecision.
3. Leave your belongings behind, and try to find a way to get out safely.
4. Keep your hands visible at all times, preferably up in the air.
5. Once you are out of the line of fire, try to prevent other from waking into the danger zone and call 911.

HIDE

1. If you can't get out safely, you need to find a place to hide.
2. Act quickly and quietly. Try to secure your hiding place the best you can.
3. Turn out lights, and if possible, remember to lock and/or blockade doors. Silence your phone's ringer and vibration mode.
4. If you can't find a safe room or closet, try to conceal yourself behind large objects that may protect you.
5. Do your best to remain quiet and calm.
6. Be out of the shooter's view, but don't trap or restrict your options for movement.

FIGHT

1. As a last resort, if your life is at risk, whether you are alone or working together as a group, fight!
2. Act with aggression. Improvise weapons. Disarm the shooter.
3. Commit to taking the shooter down, no matter what.
4. Attempt to incapacitate the shooter.
5. Commit to your actions
6. Try to be aware of your environment. Always have an exit plan.

When law enforcement arrives:

1. Remain calm and follow instructions.
2. Keep your hands visible at all times, preferably up in the air.
3. Avoid pointing or yelling.
4. Know that help for the injured is on its way.

Your actions can make a difference for your safety and survival. Be aware and be prepared.

Link:
Run. Hide. Fight.
www.youtube.com/watch?v=pY-CSX4NPtg

Secondary Issues

- Responding Police will have their weapons drawn and ready for use. They do not know exactly who the shooter is and will probably point weapons at you. Just remain calm and follow any directions they may give you. You may be asked questions, patted down, and given orders to exit in certain ways.
- Responding Police are there to stop the Active Shooter as soon as possible. They will bypass injured people and will not help you escape. Only after the shooter is stopped will they begin to provide other assistance.
- If you come into possession of a weapon, do NOT carry or brandish it! Police may think you are the Active Shooter. If possible, put it in a trashcan and carry it with you. If you come across Police, calmly tell them what you are carrying and why and follow their commands.
- Be prepared to provide first aid. Think outside the box. Tampons and feminine napkins can be used to stop blood loss. Shoe laces and belts can be used to as tourniquets. Weighted shoes can be tied around a person's head to immobilize it. Remember it may be several hours until an injured person can safely be moved. The actions you take immediately to treat them; may save their life.
- If you are in lockdown for a long period of time, give consideration to issues such as bathroom use, keeping people calm, etc.
- Discuss beforehand with people in your office or classes where you will meet up should you have to evacuate and make it a place easily accessible and far away from the scene.
- Talk to your students and co-workers beforehand to know if they have any special skills. Consider strategic placement of these people in a classroom or office setting. You may have current or ex-military personnel, medically trained persons, or even people trained in martial arts that can provide assistance in this type of incident.

Criminal Activity

REPORT UNUSUAL OR SUSPICIOUS ACTIVITY!

If you observe a crime in process or behavior that you suspect is criminal, immediately notify the police dial **911** or KCAI Security **(816) 931-6666**. Please be prepared to provide as much of the following information as possible:

- Where is it happening?
- What is the person doing?
- How many people are involved?
- Physical and clothing description of those involved.
- Are weapons involved?
- Vehicle description and license plate number.
- Direction of travel if known.
- Has anyone been injured?

DO NOT approach or attempt to apprehend the person(s) involved. Stay on the phone with the police dispatcher to provide additional information, until the police arrive.

If the crime is in progress call **911 immediately** then notify KCAI Security. Make sure to inform the dispatcher that the seen is active and if you are in a safe location or not.

Fire Emergencies

Know the location of what to do in case of a fire

Take time to get prepared now – because there is no time in an emergency.

Know the location of:

- Fire Extinguishers: Understand the types and how to use them.
- Fire Alarms: If an alarm is sounded immediately, it can protect property and save lives.
- Fire Exit: Know where they are, and be sure they open easily and are free of obstructions.

Initial Response and Notification

1. If you see fire or smoke, immediately pull the nearest fire alarm station to warn occupants. If an alarm is pulled in the Residence Hall or Library, an alarm will automatically sound with the Kansas City Fire Department.
2. Call the fire department at **911**. Report the fire to security at **(816) 931-6666**. Give the location and description of the fire.
3. Exit the building as calmly and quickly as possible using the nearest safe exit. Close all doors on the way out (do not lock doors). Do not use elevators. Keep a safe distance from the building.
4. If the fire is small and you have been properly trained, attempt to put out the fire with a fire extinguisher. Do this only after the evacuation has started and the fire department and security have been called. Do not put yourself at risk while fighting the fire.
5. The fire department will assume control of the building when they arrive. Students and staff must give full cooperation to the fire department.
6. Do not re-enter the building until the all-clear has been given from the fire department.
7. Security will notify the Director of Safety and Security, Vice President for Administration/CFO and other appropriate campus officials as determined by the director.

Specific Emergency Procedures

Non-Residential Buildings

Evacuation Procedures

1. Custodial, Maintenance, Security and Director of Facilities will assist in the evacuation of the building by directing occupants to the nearest safe exit, ensuring that all personnel have exited and evacuating disabled persons to the nearest stairwell or exit.
2. A head count should be conducted to determine if anyone is missing. Do not re-enter the building until authorized by security or the fire department.
3. Inform Security or the Fire Department if a disabled person was placed in the stairwell.

Residence Halls

Evacuation Procedures

1. The Assistant Director of Housing and Student Activities, Resident Assistants and Security will assist in the evacuation.
2. Proceed to the assigned assembly area as practiced during fire drills. Remain outside until the appropriate signal is given to re-enter.
3. All elevators are recalled to the ground floor when the alarm sounds.

Responsibilities of Resident Assistants

1. Confirm that the fire department and security have been called.
2. Notify the Assistant Director of Housing and Student Activities.
3. Assist in evacuating residents from the building using the nearest safe exit.
4. Direct the fire department to the fire if security is not on the scene.
5. When the evacuation has been completed maintain order, prevent anyone from re-entering and keep all people a safe distance from the building.
6. Account for students who evacuated the building. Immediately report students not accounted for and any other problems to the Assistant Director of Housing and Student Activities, Security, or first responders.

Responsibilities of Security

1. Dispatch officers to the building to assist in the evacuation.
2. Control the scene until the fire department arrives.
3. Locate the fire, if possible, and direct the fire department to it.
4. Attempt to put out the fire if it is small and does not put officers at undue risk.
5. Render first aid and move injured persons to safe areas.
6. Notify the Director of Safety and Security, VP and Dean of Students, Assistant Dean of Students and/or Assistant Director of Housing and Student Activities.
7. Prevent unauthorized personnel from entering the building and control traffic.

Portable Fire Extinguishers

1. Properly-trained personnel only should use fire extinguishers. If you have the slightest doubt, leave the area and call the fire department.

To operate a fire extinguisher, remember the word PASS

PASS:

Pull the pin by grasping the extinguisher neck and removing the pin

Aim the nozzle, hose or horn at the base of the fire.

Squeeze the handle to release the extinguisher agent.

Sweep from side to side at the base of the fire until the fire is out.

Classification of Fuels

Not all fires are the same, and they are classified according to the type of fuel that is burning. If you use the wrong type of fire extinguisher on the wrong class of fire, you can, in fact, make matters worse. It is therefore very important to understand the four different fire classifications.

Class A – Wood, paper, cloth, trash, plastics

Solid combustible materials that are not metals.

Class B – Flammable liquids: gasoline, oil, grease, acetone

Any non-metal in a liquid state, on fire. This classification also includes flammable gases.

Class C – Electrical: energized electrical equipment

As long as it's "plugged in," it would be considered a class C fire.

Class D – Metals: potassium, sodium, aluminum, magnesium

Unless you work in a laboratory or in an industry that uses these materials, it is unlikely you will have to deal with a Class D fire. It takes special extinguishing agents (Metal-X, foam) to fight such a fire.

All KCAI Fire Extinguishers should be Class ABC approved but always look and make sure. If the fire extinguisher is not ABC approved or is showing empty contact security at **(816) 931-6666** for a replacement.

The various KCAI Departments have department safety manuals and training. Their products and material used concerning fire safety are covered in their manuals.

Most fire extinguishers will have a pictograph label telling you which classifications of fire the extinguisher is designed to fight. For example, a simple water extinguisher might have a label, indicating that it should only be used on Class A fires.

Theory is great, but there is no substitute for hands-on experience. If you would like to practice using a fire extinguisher (or set up a class to do so), please contact the KCAI Director of Safety and Security at 816-802-3399 or (913) 609-2660 cell.

If Trapped in a Building on Fire

1. Find nearest window and place an article of clothing or nearby cloth to alert rescue crews of your location.
2. If no windows exist stay low to the ground and crawl to nearest door and feel the door with the back of your hand. If the door is hot do not open it, the door may be blocking more of the fire and opening it will cause a blowback.
3. Put a wet towel or part of clothing if possible to slow the flow of air.
4. Shout at regular intervals to alert rescue to your location.
5. Unless the area is not safe to stay in do not jump from a window as it could cause injury.
6. Remain Calm

Emergency Response Guidelines/ Contact Information

KCAI: Emergency Response Guidelines

Organization and Responsibilities

An emergency situation at KCAI may occur suddenly and without warning. Proper planning for emergencies is necessary to minimize the impact upon campus operations. The Emergency Response Plan is designed to prepare the Institute to properly handle emergency situations that may occur on campus. The plan contains procedures for notifying appropriate personnel, defines responsibilities and provides guidelines for handling emergencies. While this guide does not cover every possible situation, it supplies the basic information necessary to cope with most campus emergencies.

Objectives

The objectives of the Emergency Response Plan are to:

- Provide a management plan, which addresses preparedness, response, notification and recovery from an emergency.
- Protect the lives, safety and health of college personnel, students and visitors.
- Protect campus facilities, property and equipment from loss because of an emergency incident.
- Provide for the restoration of campus facilities, functions and services during an emergency in a timely manner.

Plan Maintenance/Review

1. The Emergency Response Plan will be reviewed annually.
2. Requests for changes should be submitted to the Director of Safety and Security.
3. The Emergency Call List will be updated by the Director of Safety and Security.

Classifying Emergencies

This plan will address emergencies on four levels. The following definitions are provided as guidelines to assist personnel in determining the appropriate response to an emergency situation at KCAI:

Level 1: Emergency

A Level 1 emergency is a short-term internal “routine” emergency. It is not likely to adversely affect life, health, property, the environment or the functional capacity of the campus, but indicates a potential safety problem. The emergency typically involves a single department, and control of the situation is within the capabilities of the campus. Incidents are usually resolved by the affected department, Safety and Security Department, Facilities Management or the Police Department. Upper management is usually not involved, and notification is limited to those directly involved in the emergency. External emergency response action is not necessary. Establishment of the Emergency Operations Center is not necessary. Examples include a small spill of a hazardous chemical, blood spill, localized water-pipe break or power outage or a small fire.

Level 2: Emergency

A Level 2 emergency may adversely impact or threaten life, health or property within a single area. It has a predictable duration, and control of the incident is usually within the capabilities of the campus, but may require outside assistance. Short-term evacuation of an area may be necessary. Establishment of the Emergency Operations Center is not necessary. However, the Emergency Coordinator (Director of Safety and Security/backup – Director of Facilities) must be notified.

In a Level 2 emergency, it is important to assure that appropriate on-site and off-site emergency response personnel are promptly advised to prevent the situation from becoming more serious. Examples include a dormitory room fire, chemical spill or asbestos spill requiring localized evacuation, water-main break involving most of a building, confined space emergency, trench cave-in or loss of utilities to an area.

Level 3: Emergency

A Level 3 emergency may adversely impact or threaten life, health or property on a large scale at one or more locations within the campus. The emergency has an unpredictable duration, and disruption of the overall operations of the campus is expected. Evacuation of one or more buildings may be necessary. Off-site assistance is needed to control the emergency. The Emergency Operations Center must be set up. Examples include a major fire, chemical release, loss of power or water-main break involving one or more buildings. In a Level 3 emergency the Emergency Operations Center is staffed and appropriate outside emergency teams are dispatched. Major policy considerations and decisions usually will be required from upper administration.

Level 4: Emergency

A Level 4 emergency may adversely impact or threaten life, health or property on a large scale. These catastrophic events involve the entire campus and the surrounding community and typically involve multiple emergencies. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources and the community is required to effectively control the situation. Evacuation of the entire campus may be necessary. The Emergency Operations Center must be staffed, and an Emergency Operations Center may be activated off-site. In a Level 4 emergency, predetermined protective measures for on-site personnel and the general public will be initiated. Examples include tornado, earthquake, major flooding, fires or a chemical spill affecting the entire campus.

Declaration of Emergency

1. The Director of Safety and Security will declare the Level of Emergency for the Campus. In arriving at this decision, the Director may consult with the Vice President for Administration/CFO and the Director of Facilities.
2. Evacuation of the campus can only be ordered by the Kansas City Missouri Police Department, Kansas City Fire Department, State or Kansas City Fire Marshal and KCAI Director of Safety and Security.

Notifications

1. The Police Department will serve as the initial contact for all level 2, 3 and 4 emergencies except fires and life threatening medical conditions. For levels 2, 3 and 4 always call **911** first to report fires and life threatening medical conditions, then call the KCAI Security Department. Most Level 1 emergencies can be handled without involving the Police Department.
2. For Level 2, 3 and 4 emergencies, the KCAI Security Department will notify the following campus personnel:
 - President
 - VP and Dean of Students
 - Executive VP for Academic Affairs
 - Executive VP for Administration/CFO
 - Director of Facilities
3. In addition to those listed in item #2, if an emergency occurs in the Residence Hall or in a building where students are involved, Security will also notify the following Institute officials:
 - VP and Dean of Students
 - Assistant Dean of Students
4. It will be the responsibility of campus officials listed above to notify appropriate individuals in their area of the emergency.



**Kansas City
Art Institute**

4415 Warwick Blvd.
Kansas City, Missouri 64111

KCAI Building Locations

**Barbara Marshall
Residence Hall**
4423 Warwick

Beals Studios
353 E 44th Street

DeBruce Hall
320 E. 45th Street

East Building
345 E. 44th Street

Foundation Studios
4427 Walnut

Foundation North
324 E. 43rd Street

H & R Block Artspace
16 E. 43rd Street

Irving Building
4402 Oak Street

Jannes Library
4538 Warwick

Mineral Hall
4340 Oak

Stern Ceramics Building
4410 Warwick

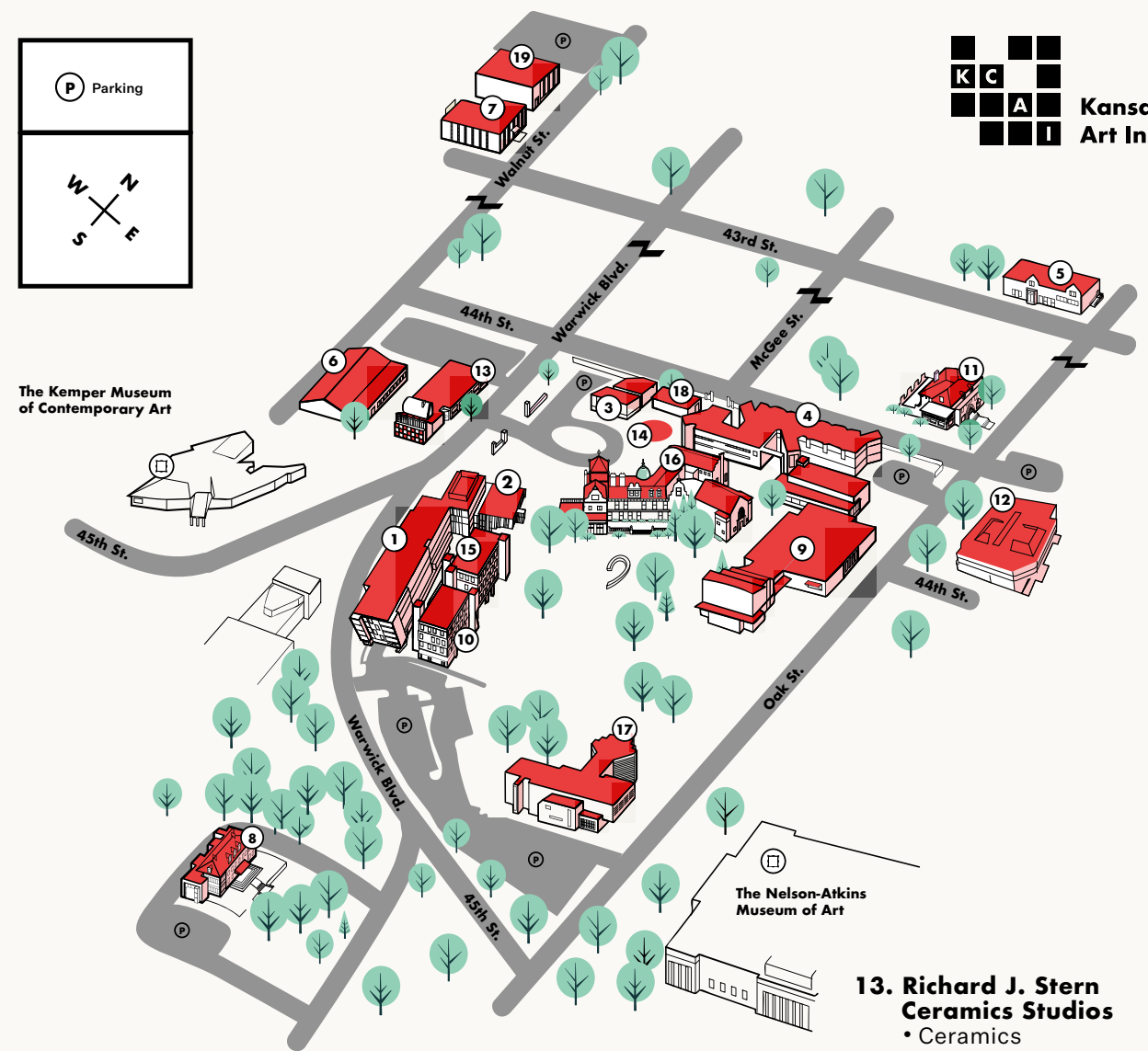
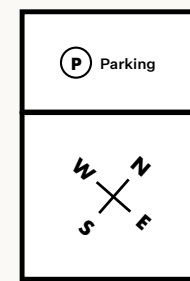
**Tony Jones Studios for
Animation & Illustration**
4421 Warwick

Vanderslice Hall
4415 Warwick

Volker Building (Sculpture)
305 E. 44th Street

The Warehouse (Fiber)
4218 Walnut

Painting Studios
4446 Oak Street



**1. Barbara Marshall
Residence Hall**
• Campus Security
• Sherman Family
Student Union

**2. Café Nerman and
Wylie Dining**

**3. David T. Beals III Studios
for Art and Technology**

4. East Building
• Central Shop
• Filmmaking
• Photography
• Printmaking

5. Foundation North

6. Foundation Studios

7. H&R Block Artspace

**8. Jannes Library &
Learning Center**
• Campus Technology
• Computer Lab

**9. Junius B. Irving
Design Studios**
• Graphic Design
• Irving Amphitheater
• Product Design

10. KCAI Underground
• Art Supply Store
• Mail Room
• Print Center

11. Mineral Hall
• Herb Kohn Center for
Social Practice

**12. Paul and Linda
DeBruce Hall**
• Entrepreneurial Studies
• Liberal Arts
• Ronald Cattelino Center
for Student Services
- Academic Advising
- Career Services
- Counseling Services
- Dean of Students
- Disability and Academic
Support Services
- Financial Aid
- Registrar

**13. Richard J. Stern
Ceramics Studios**
• Ceramics
• Facilities (lower level)

14. Rowland Commons

**15. Tony Jones Studios
for Animation & Illustration**
• Animation
• Illustration
• KCAI Gallery

16. Vanderslice Hall
• Academic Affairs
• Admissions
• Advancement
• Alumni Relations
• Business Office
• Communications
• Epperson Auditorium
• Human Resources
• President's Office
• Professional Practice
Center

**17. William T. Kemper
Painting Studios**
• Lester Goldman Gallery

**18. William Volker
Sculpture Studios**
• Sculpture

19. The Warehouse
• Fiber