

# **Kansas City Art Institute**

## **Continuing and Professional Studies**

### **Basic Safety Manual**

#### **Contacting Security**

KCAI's main campus is an urban campus and has 24 hour, seven-day a week security on-site. If you need any assistance, please contact the security officer on call at **(816) 931-6666**. Emergencies dial **911**.

There are four security call boxes around Main Campus at key locations. These red phones located in gray boxes provide a 24-hour direct link to on-duty Security. They are located at the following locations:

- East side of Foundation Building
- West side of Irving Building
- East side of Living Center
- South side of Dodge Building

#### **Escort Service**

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.

#### **Student IDs and Access Cards**

Access cards are required to enter any KCAI main campus facility. Student ID's are only available for KCAI degree students and CPS certificate program students. Lost or stolen ID's and access cards should be reported to security immediately.

#### **Emergency Alert System**

Students are advised to subscribe to the KCAI emergency alert system. In the event of an emergency, subscribers to this system will be notified via text message. To subscribe, text KCAIALERT to shortcode 78247.

#### **Medical Emergency**

In case of emergency, dial 911 for an ambulance, and then notify security at (816) 931-6666. KCAI staff and faculty are NOT authorized to transport students to a hospital.

## Fire Emergency

In case of fire, dial 911, and then notify security at (816) 931-6666. Give the location of the fire, type of fire and if there are any injuries. Activate the nearest fire alarm, and notify others nearby of the fire, then evacuate. You can choose to fight the fire with a fire extinguisher, if you are trained and feel reasonably sure that you can extinguish it safely.

The fire alarm has a steady siren with a high tone; which indicates to evacuate the building due to a possible fire.

## Severe Weather

- Each building or room has a specific area where students and instructors are to go in the event of a tornado. In the 46<sup>th</sup> ST building, use stairs at either end of the building to reach the basement. These locations are posted. If unsure, seek a basement, or innermost room.
- In case of snow, class cancellations may occur. Call the CPS main line (816) 802-3333; you will hear a recording if classes are cancelled.
- In case of heat advisory, outdoor activities will be moved indoors.

## Campus Security Report

The KCAI Campus Security Report can be viewed online at [www.kcai.edu/student-life/safety-security/campus-security-report](http://www.kcai.edu/student-life/safety-security/campus-security-report).

The Annual Campus Security Report and the following security policies are being issued pursuant to the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act).

## Material Safety

Material Safety Data Sheets are kept for all hazardous materials in a labeled binder in each department. Eye wash stations, emergency showers, first aid kits and other safety items are located throughout campus buildings. Please note the location of these safety items at the beginning of a class, in case their use should become necessary.

Pregnant and breast-feeding women, children, the elderly, smokers and heavy drinkers are at higher risk for ill effects from chemical exposures, and should use extra caution.

## Personal Protective Equipment

- When working with hazardous materials, plastic aprons, respirators, face shields, rubber footwear and gloves may all be necessary, depending on the nature of the material. Ask an instructor if you are unsure of the level of protection required.
- Art supplies can contain toxins so it is important that they be kept away from the skin. You should reserve a set of clothing solely for studio use, or wear coveralls, an apron or a smock over street clothes.
- You may be asked to provide your own safety equipment.

## **Equipment Use**

You can only use equipment and areas you have been shown how to use by your instructor. This varies for each class. You can be held liable if you break or damage a piece of equipment through misuse, carelessness or negligence. We cannot be held accountable for injuries caused by misuse of chemicals or equipment you are not allowed to use. If you are unsure of how to use a piece of equipment or how to do a particular process, always ask an instructor or tech for assistance.

## **Basic Art Safety Measures**

1. Do not eat, drink, or smoke in the studios.
2. Substitute less hazardous materials or techniques when possible. There are many instances where highly toxic chemicals can be replaced by less toxic materials.
3. Know the materials and their hazards. If labels do not provide adequate information regarding contents, hazards, and precautions, use MSDS books, or ask for information.
4. Store materials safely. Use clearly labeled, unbreakable containers, and always close them when not in use to avoid evaporation. Do not store materials in food containers to avoid accidental ingestion.
5. Always ensure proper ventilation.
6. Wear appropriate personal protective equipment such as aprons, respirators, face shields, ear muffs, proper footwear and gloves. Ask for information if unsure.
7. Ask if you are unsure about the operation of any equipment. Misuse of tools leads to accidents.