

FOUNDATION

SAFETY MANUAL



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## GENERAL SAFETY INFORMATION

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**Emergency: 911**

**Campus Safety/ Security: (816) 931-6666**

**Foundation West (Shed):** 4427 Walnut Street, Kansas City, MO 64111

**Foundation North (J&G):** 324 East 43rd Street , Kansas City, MO 64111

### Policies on Reporting a Crime or Emergency:

KCAI encourages accurate and prompt reporting of all criminal actions, accidents, injuries, or other emergencies occurring on campus, on other property owned by KCAI, or on nearby public property. Such reports should be made as follows:

1. Situations that pose imminent danger or while a crime is in progress should be reported to local law enforcement by calling 911 from any campus phone or cell phone. Keep in mind that the individual making the call from a cell phone will need to provide the address where the emergency has occurred.
2. Students, staff, and visitors should report criminal actions, accidents, injuries, or other emergency incidents to campus security. Once reported, the individual making the report will be encouraged to also report it to the appropriate police agencies. If requested, a member of KCAI Staff will assist a student in making the report to the police.
3. [Anonymous incident reports](#) can also be made. Students, staff or faculty may access a public-facing portal through the Department of Safety and Security incident reporting program and submit tips, etc.

### In order to maintain campus safety:

1. Do not prop doors open or allow strangers into campus buildings.
2. Do not lend keys or access cards to non-students and do not leave them unattended
3. Do not give access codes to anyone who does not belong to the campus community

### When to Contact Security:

1. Crimes that occur on campus should be reported to the Campus Safety and Security Department as soon as possible.
2. To report suspicious persons or activity or actual crimes that are occurring or have already occurred.
3. Whenever you need security service, ie. escort, motorist assist, campus information, or any other service. Security escorts are available 24/ to walk you to your car or dorm within a 3-block radius of campus. Call 816-931-6666 to request an escort.
4. In the case of spills, fires, and medical emergencies

## SPILLS

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These procedures are designed to minimize hazards to human health, property, and the environment from unplanned releases of hazardous chemicals at KCAI. Every effort should be made to prevent an accidental spill or release of a hazardous chemical.

Hazardous materials list can be found [here](#).

## **Major Spills: Initial Response and Notification**

Spills 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.

1. 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.
2. If flammable or combustible liquids are spilled, immediately turn off all sources of ignition.
3. Evacuate persons in the immediate vicinity of the spill. Remove injured personnel to fresh air or an emergency shower or eyewash station.
4. If the occupants in the building are in danger, pull the fire alarm to evacuate the building.
5. 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
6. Security will proceed to the site of the spill and will immediately call 911. While waiting for the response team from KCFD, the security officer should consider evacuating the building.

## **Minor Spills: Initial Response and Notification**

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.

1. Notify persons in the immediate area and prevent access to the spill area, if possible.
- 2.. Contact Security at **(816) 931-6666**.
3. Determine the chemical name of the spilled material

### **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** or Facilities at **(816) 802-3404** to report a blood spill during normal working hours. Call Security after hours.

## **MEDICAL EMERGENCIES**

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- 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.
- 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 911 for an ambulance 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.

Be prepared to give the following information:

- What happened?
- The number of victims
- The kind of injury
- The exact location of the emergency
  - Foundation West (Shed) address: 4427 Walnut Street, Kansas City, MO 64111
  - Foundation North (J&G) address: 324 East 43rd street, Kansas City, MO 64111
- What help is being given and your name and phone number.

If the injury does not require an ambulance, call security at **(816) 931-6666**.

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. After calling 911, call campus security to notify them of the incident at **(816) 931-6666**.

## **FIRES**

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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.

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.

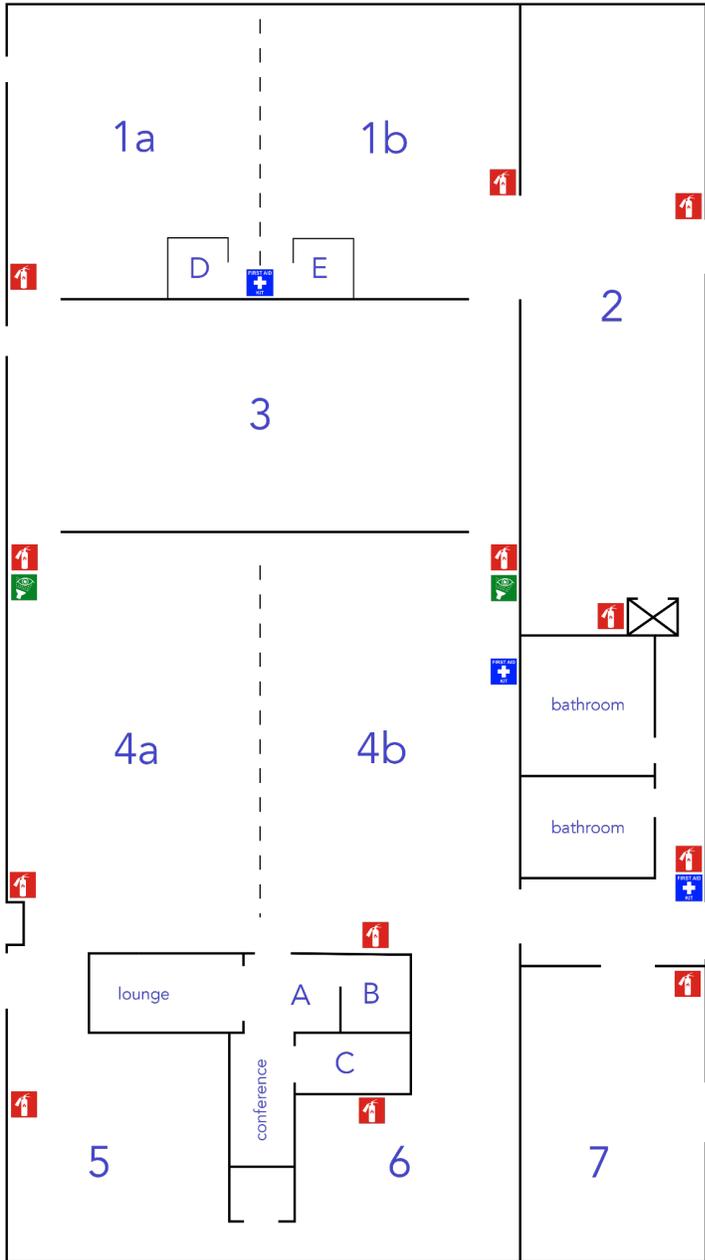
### **Evacuation Procedures**

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

**FIRE EXTINGUISHERS**

**FIRST AID KITS**

**EYE WASH STATIONS**



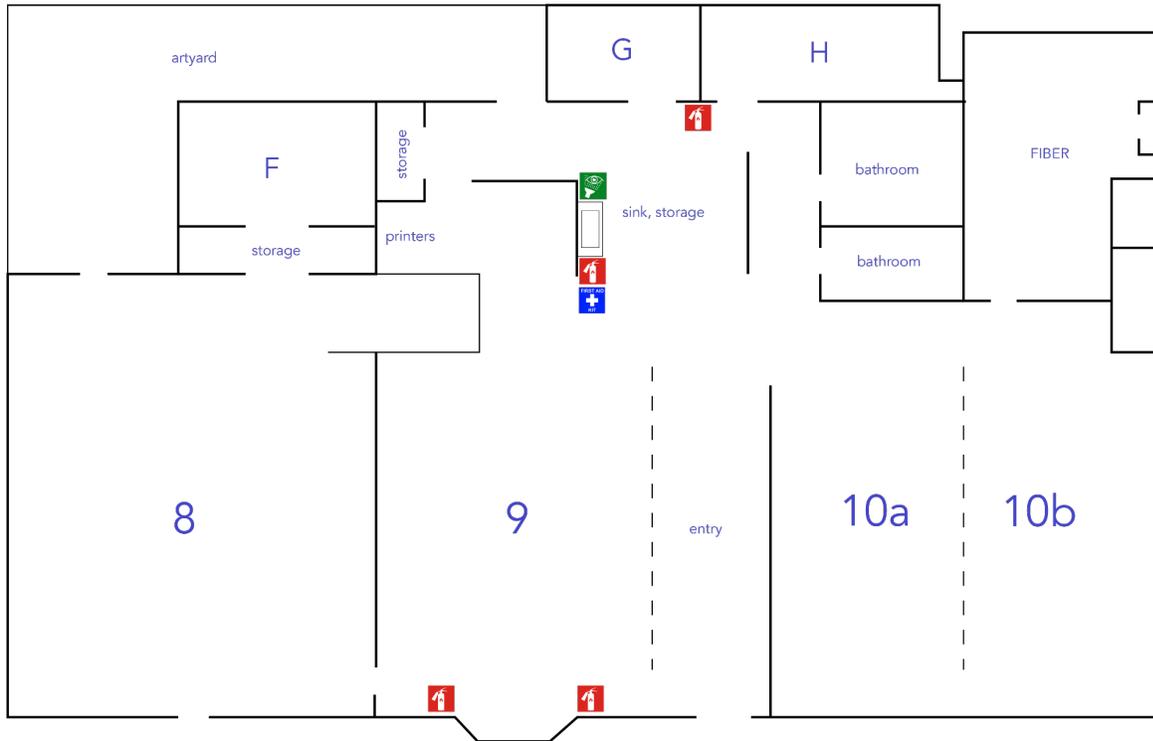
 Foundation West: Shed

4427 Walnut, KCMO  
16,500sf

**FIRE EXTINGUISHERS**

**FIRST AID KITS**  
**EYE WASH STATIONS**

Foundation North: J&G Market  
324 E. 43rd St., KCMO  
10,469sf



**TOOL SAFETY**

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**General checklist before you get started:**

1. Do you know exactly what you're going to do, and feel like doing it? Think through the operation and the moves you must make before you make them. Don't do anything with tools if you're tired, angry, anxious, or in a hurry.
2. Is your work area clean? Keep the area uncluttered, clean, swept, and well lit. The work space around equipment must be adequate to safely perform the job you're going to do.
3. Do you have the right blade or tool for the job? Be sure that any blade you're going to use is clean and sharp so it will cut freely with-out being forced.
4. Do you know what safety equipment you need for the job? Around cutting tools, always wear safety glasses or goggles. Tie back your hair, roll up long sleeves, and don't wear loose fitting clothing, especially if you are using a power tool.

Tool:	Safety Reference
X-acto knife	<a href="#">X-acto Safety</a>
Spray Paint	<a href="#">Spray Paint Safety</a> Foundation North: Art Yard/Foundation West: Walnut street side of building
Ladder	<a href="#">Ladder Safety</a>
Hand tools	<a href="#">KCAI TOOL SAFETY</a>
Linocut Tools	<a href="#">Linocut Tools Safety</a>
Hot Glue Gun	<a href="#">Hot Glue Gun Safety</a>
Disc Sander	<a href="#">Disc Sander Safety</a> *Requires a trained Faculty member
Band Saw	<a href="#">Band Saw Safety</a> *Requires a trained Faculty member
Dremel	<a href="#">Dremel Safety</a> *Requires a trained Faculty member
Sewing Machine	<a href="#">JUKI SEWING MACHINE SAFETY</a> *Requires a trained Faculty member

**Additional Resources**

[KCAI General Safety and Security Policies](#)

## [Emergency Preparedness Procedures](#)

There are safety manuals for each department and discipline. If you are using materials that pertain to a specific department, utilize the safety manuals below.

[Ceramics Safety Manual](#)

[Graphic Design Safety Manual](#)

[Painting Safety Manual](#)

[Sculpture Safety Manual](#)

## Hazardous Materials

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### VENTILATION

There are many processes that require adequate ventilation. The following is a list of processes/equipment that require ventilation and the method used.

Patina / spraying outside

Resins outside

Plaster / concrete outside

Wood working outside or limited spaces inside depending on process

Heating PVC

Bandsaw / Cardboard

### Mandatory Safety Gear

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It is the instructor's responsibility to make sure that students know about specific safety equipment required for each project, however, it is the student's responsibility to acquire said equipment. The sculpture department is unable to facilitate all of the safety equipment required for the students in the department.

### EMERGENCY ALERT SYSTEM

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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

## **TORNADOS**

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- Foundation West (Shed): Exit the building on the East side and immediately go to the Richard J. Stern Ceramics Studio located directly across the courtyard from the Shed.
- Foundation North (J&G): Move to the back half of the building away from doors and windows

## **INTRUDERS/ SUSPICIOUS PERSONS**

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- Do not let strangers into campus buildings. Do not prop open outside doors.
- Report any suspicious persons inside of campus buildings to Safety & Security.

If an intruder should become violent:

1. Run:
  - a. Always try to escape or evacuate, even when others insist on staying.
  - b. Encourage others to leave with you, but don't let them slow you down with indecision.
  - c. Leave your belongings behind, and try to find a way to get out safely.
  - d. Keep your hands visible at all times, preferably up in the air.
  - e. Once you are out of the line of fire, try to prevent others from walking into the danger zone and call 911.
2. Hide:
  - a. If you can't get out safely, you need to find a place to hide.
  - b. Act quickly and quietly. Try to secure your hiding place the best you can.
  - c. Turn out lights, and if possible, remember to lock and/ or blockade doors. Silence your phone's ringer and vibration mode.
  - d. If you can't find a safe room or closet, try to conceal yourself behind large objects that may protect you.
  - e. Do your best to remain quiet and calm.
  - f. Be out of the shooter's view, but don't trap or restrict your options for movement.
3. Fight:

- a. As a last resort, if your life is at risk, whether you are alone or working together as a group, fight!
- b. Act with aggression, Improvise weapons, Disarm the shooter.
- c. Commit to taking the shooter down, no matter what
- d. Attempt to incapacitate the shooter
- e. Commit to your actions
- f. Try to be aware of your environment
- g. Always have an exit plan