



Kansas City Art Institute
Illustration Department Safety Manual
2023-2024

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KCAI Security
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STUDIO HOURS

Regular studio hours are 6:30am – 3:00am DAILY

ILLUSTRATION STUDIO ACCESS + CAMPUS SECURITY

Access to the Illustration building is by keycard. Should your ID not function properly, please contact the campus security (816) 931-6666. Always carry your ID with you. Knocking on the exterior door - no one will hear you. All visitors to the facility must be chaperoned by a student.

NEVER prop doors open in the lobby area of the building, to the studio or the south stairwell.

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
- Can open your car if keys are locked in it
- Do not let strangers in the building, if there is suspicious activity, please contact Campus Security immediately
- Contact number is 816-931-6666. Director of Campus Security is Michael Raunig / 816.802.3399

STUDIO SPACE + WORK ROOMS

All students receive a desk, chair, a lockable cabinet and a flat file drawer for a functional, creative workspace. Students use this studio space to cultivate art making and to facilitate the flow of creativity. Please use your headphones, if listening to music, do not use someone else's desk, and keep your desk clean from trash. 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 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
- Take home all dirty dishes once finished
- Do not move desks; leave all desks in the position they are in!
- Keep all sinks and sink areas clean in the studio and in the workrooms. Take home all dishes after use in sink, do not leave messes on the counter or sink, clean out the microwave if it got dirty during your use, do not leave your food in the fridge for multiple days
- Recycle all you can recycle. Recycling bins are available everywhere. Pay attention to what goes where.

- When cutting, make sure you cut on a cutting matt 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 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 studio and NOT in the trash bins, chairs, tables or on the floor
- Smoking is only allowed in the designated campus smoking areas
- Unplug laptops and other devices when not in use
- **Silkscreen + Printing Presses** – In order to use the silkscreen equipment and printing presses, you are required to go through training on how to use it. Training occurs during the sophomore year. If you miss the training or you are a transfer student when you enter the Illustration department and missed the training, additional training can be scheduled. Please talk to department chair Maura Cluthe to organize this.

CLASSROOMS

- Be respectful and do not open doors when there is a model in a classroom
- During class time, be quiet in the classrooms and studio spaces
- Do not use or tamper with any studio equipment, classrooms, or furniture located in the building unless authorized by administration and/or faculty. The equipment, classrooms and furniture in the building are for educational use only and to only be used by administration and faculty, it is not for student's personal use.
- Do not use televisions or projectors without the permission of faculty or administration
- Do not remove tables or any equipment from classrooms
- If a student is in a classroom outside of class-time, assure when finished that: the desks and chairs are in proper place, all trash, food, drink, scraps and surfaces are cleaned from the room and assure all surfaces are wiped down
- Do not stand on tables nor on light tables

STUDIO MONITORS

During evening work hours and on the weekend, studio monitors are employed to provide assistance to ensure that studio resources are used properly. Studio monitors can assist with simple computer problems, aid in managing resources or printing or replenish supplies. Studio monitors will report any suspicious activity and can forward any concerns to administration. Please contact administration and/or faculty if there are any concerns. Student monitors have procedures they are to follow, please respect all procedures and requirements asked of you by them. In addition to studio monitors, students can contact the campus Help Desk (816) 802-3502 or helpdesk@kcai.edu for technology support.

EYE WASH KITS + FIRST AID KITS

The Eye-Wash kits and First-Aid kits are located on each floor of the building - floor 1, near the north sink, floors 2, 3 and 4, near the restrooms. If you notice anything needs to be replenished in the first-aid kit, please notify the studio monitor on duty or the department assistant.

URGENT CARE

For emergency - call 911

Closest emergency room is:

St. Luke's Hospital

4401 Wornall Rd, Kansas City, MO 64111 816-932-2000

Neighborhood Walk-In and Family Care

5151 Troost, Ste 200

Kansas City, MO 64110 816-237-1616



Kansas City Art Institute Departmental Health + Safety Manual Supplement 2022-2023

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 most 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 + 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 yellow or 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.



FIRST AID KITS

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 SHELTERS ACROSS CAMPUS

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

**** 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 Cattellino 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.

NOTE: Kansas City's emergency sirens are tested, weather permitting, at 11:00am on the **first Wednesday of each month.**



MSDS – MATERIAL SAFETY DATA SHEETS – Department 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).

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 MATERIALS 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