

Name of Policy: Emergency Response and Evacuation
Source: Campus Security
Date Revised: July 2016
Form to Complete: N/A

Policy:

KCAI's emergency response and evacuation plan is described in the RED BOOK or Emergency Preparedness Procedure. Duties, responsibilities, and persons responsible for carrying out this process are documented in the Emergency Preparedness Procedure book. The system is tested and conducted twice a year as well as the fire alarms and fire drills. The RED BOOK is updated as needed by KCAI Campus Security and distributed to each department. The RED BOOK should be accessible to all members of the department.

Tornado

KCAI's emergency evacuation plans are clearly posted for each classroom and work area. In event of a tornado, class occupants will follow the specified procedures.

Students residing in the Student Living Center will be alerted by a tornado siren or staff when the possibility of a tornado in the area exist. Residents will be evacuated immediately to the Student Living Center South Tower basement area. Residents will remain in this location until given the "all clear" to return to other portions of the building.

Fire

When alerted to a fire, either by alarm or staff, students, instructors and staff will exit the facility immediately. Each classroom has clearly displayed exits marked for egress in the case of fire.

Students residing in the Student Living Center will be alerted of a fire by either fire or smoke alarms and/or staff. Residents will be immediately evacuated to the exterior south side of the Student Living Center, unless otherwise directed by the Fire Department or Security personnel. Residents will remain in the designated location until given the "all clear" to return to the building.

Lightning

If lightning is spotted while outside, KCAI personnel will immediately move students indoors.

Drills

Fire drills are conducted twice a semester with Living Center residents and once in the spring for tornados.