

KANSAS CITY ART INSTITUTE

Name of Policy: College Closings Due to Inclement Weather
Source: Communications, Campus Security and Academic Affairs
Date Revised: June 2018
Form to Complete: N/A

Policy:

The safety of students, staff, instructors, and others within the KCAI community is a priority in the case of inclement weather. In the event of school closings due to inclement weather, information can be found as listed below.

To check weather updates, students are instructed to:

1. Check the website at www.kcai.edu, where information will be posted if the main campus is going to be closed for the day.
2. Call the switchboard number (816-472-4852), where the outbound message will be changed if the main campus is closed.
3. KCAI's alert system is E2Campus. In the event of a campus closure, a text alert will be sent 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.** You can enroll in E2Campus at <https://www.e2campus.net/my/kcai/signup.htm>
4. Check local TV stations: WDAF-TV (Channel 4), KCTV-TV (Channel 5), KMBC-TV (Channel 9) or KSHB-TV (Channel 41). If KCAI's main campus is closed, it will be posted on these stations by 7 a.m.
5. If you have downloaded the KCAI Go app and you have push notifications turned on, you will receive a campus closure notification on your mobile device. If you have not downloaded this app, you can find it in the App store or on Google play. Make sure you turn the push notifications on.
6. Go to the KCAI Facebook page. In the event of a campus closure, it will be posted.
7. For staff: Call your immediate supervisor to check the status.

For evening classes:

1. Check the website at www.kcai.edu, where information will be posted if the main campus is going to be closed for the evening.
2. Call the switchboard number (816-472-4852), where the outbound message will be changed if evening classes are canceled.
3. Call Campus Security (816-931-6666).
4. Check local TV stations.
5. Check the KCAI Facebook page

For weekend classes:

1. Check the website at www.kcai.edu, where information will be posted if the school is going to be closed.
2. Call the switchboard number (816-472-4852), where the message will be changed if classes are canceled.
3. Call Campus Security (816-931-6666).

Members of the KCAI campus are encouraged to register for the campus Emergency Alert System. Go to https://artnet.kcai.edu/emergency_alert for instructions on how to sign up.