Name of Policy: Emergency Response and Evacuation

Source: Campus Security

Date Revised: July 2015

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 has emergency evacuation plans for each classroom. In event of tornado, the class will follow its classroom procedure.

Students living in the Living Center will be alerted by a tornado siren or staff to the possibility of a tornado, residents will be evacuated immediately to the basement of the Living Center, south tower, and residents will wait until given the “all clear” to return to other portions of the building.

Fire
If either alarms or staff alerts instructors of fire, students, instructors and staff will exit immediately. Each classroom has exits marked for egress in the case of fire.

Students living in the Living Center will be alerted by fire/smoke alarms sound or staff, residents will be evacuated immediately from the Living Center. All residents will be directed to the basketball court on the south side of the building, unless otherwise advised by fire department or security personnel, and residents will wait 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.