Emergency communication methods:

- KCAD website – www.kcad.edu
- Ferris email accounts
- Emergency Text Alerts

Be prepared:

- Provide your emergency contact information to KCAD
- Sign up for Emergency Text Alerts. Log into MyFSU, use the search bar to find “Emergency Text Alerts sign up”. Follow the prompts and enter the requested information.
- Make sure you check your Ferris email account every day.
- Program these phone numbers in your cell phone:
  - Security at KDL Building (616) 430-1794
  - Security at WNF Building (616) 350-3820
  - Security at UICA (616) 340-7273
  - KCAD main phone number (616) 451-2787
  - Downtown Ambassadors (free, safe escorts to and from downtown Grand Rapids locations) (616) 250-8263
  - Grand Rapids Police Department non-emergency phone number (616) 456-3400.
  - Remember to dial 911 in the event of a life-threatening emergency.

Steps to take in emergencies:

The Emergency Management Team (EMT) is charged with responding to emergencies but your participation is also needed. Please take direction from EMT members as requested and be aware of the KCAD employee roles and responsibilities listed below.

- Weather related campus closures
  - Check www.kcad.edu for details of closing
  - Check your Ferris.edu email account for details and any instructions
  - If you signed up for Emergency Text Alerts, you will receive a text message with closing details
  - Determine if vital information needs to be communicated with your class or employees in your program/department (and contact accordingly).

- Fire
  - If you are the first to notice a fire, pull the closest fire alarm. When you are in a safe location, call the appropriate security number for the building where the fire is located.
When you hear an alarm, ensure students and guests are evacuated from your office or classroom. Close the door. Follow evacuation procedures listed on the back of the door where you are located. Inform those with impairments of areas of refuge, then notify the EMT member at the first exit door you approach that someone is using the area of refuge. The areas of refuge are:

- Southeast stairwell in KDL building
- WNF building, no area of refuge, individuals with this need should ask for assistance to exit building
- UICA, no area of refuge, individuals with this need should ask for assistance to exit building

Follow instructions from the Emergency Management Team (EMT).

**Tornado**

- If you hear the tornado siren or public announcement, ensure students and guests are evacuated from your office or classroom. Close the door.
- Quickly and safely move to the lowest level of the building. Make sure you avoid areas with glass walls or windows.
- Only individuals with impairments can use the elevators to move to the necessary location.
- Follow instructions from the Emergency Management Team (EMT).

**Medical Emergency**

- *If the medical emergency is life threatening, call 911. If you are unsure, call 911.* It is best to let the medical responders evaluate the situation. The student may refuse treatment by medical responders prior to incurring any charges.
- Identify someone to notify security, call the appropriate security number for your building. You should state your name, where you are located and what is happening.
- If the emergency is not life threatening but you need help, call the appropriate security number for your building.
- KCAD has AED (automated external defibrillator) equipment locations are:
  - 17 Fountain building (1st floor next to the main entrance door, 4th floor by elevator on the west side of the building, and 7th floor by elevator on the west side of the building)
  - Woodbridge N. Ferris building (1st floor outside of room 127 and 3rd floor by elevator on the north side of the building).
- First Aid kits are located at the reception desk of each building, in the Activities & Resource Center, Student Services Office, Kendall Library, and the Technology Office (4th floor, 17 Fountain). Please also become familiar with the locations of first aid kits in the labs/workshops you use.
- University policy does not allow employees to transport sick or injured students, call 911 or call the appropriate security number for your building.

**Other emergencies:**

- If the emergency is life threatening, call 911. If you are unsure, call 911. It is best to let the first responders evaluate the situation. The student may refuse treatment by medical responders prior to incurring any charges.
- Identify someone to notify security, call the appropriate security number for your building. You should state your name, where you are located and what is happening.
- If the emergency is not life threatening but you need help, call the appropriate security number for your building. You should state your name, where you are located and what is happening.
Prevent Emergencies:

- Be aware of your surroundings.
- Avoid confrontations and maintain a safe distance.
- When approached by a person on the street, keep walking!! DO NOT STOP! If you need to give a verbal response, do so while walking. Upon entering KCAD facilities promptly report incident to security and/or facilities staff. Be prepared to give the person’s physical description, location of the incident and incident details. Reporting these situations will help prevent future problems.
- Do not walk alone, if possible. Remember, you can call the Downtown Ambassadors for an escort (616) 250-8263.
- Choose walking paths that are well lit.
- Do not hold open apartment doors for people entering behind you, unless you know they live there. It may feel rude but it is important to keep you safe.
- If you are walking to your car, make sure you have your keys in your hand, ready to unlock your car door.
- If you are approached by someone that may be homeless:
  - Always remember that there are people less fortunate than you. Be kind, but assertive.
  - Don’t stare or call the person names.
  - A simple, “No I’m Sorry” (with a smile) should be enough.
  - Do not offer food or money. It may encourage more panhandling.
  - If the person is persistent, move to a location where there are other people.
  - If this person is outside of a KCAD building, report their location to a security guard at KCAD.
- Review information at [http://www.kcad.edu/current-students/security/](http://www.kcad.edu/current-students/security/)