



**YOUNGSTOWN
STATE
UNIVERSITY**

Emergency Operation Plan

General Safety Procedures

Table of Contents

Introduction	3
Emergency Defined	3
Reporting Emergencies	4
Anonymous Reporting	4
Incident Command System.....	5
Communications	5
Crime Prevention	6
Security and Tram Escorts	6
Lock-down and Shelter in Place.....	7
Building and Campus Evacuations	8
Campus Evacuation Map	10
Active Shooter, Assault, and Human Trafficking	11
Terroristic and Civil Related Incidents	14
Mental Health Related Incidents	15
Medical Related Incidents	17
Fire and Chemical Related Incidents	19
Weather Related Incidents.....	21
Disruption of Public Services	23
Campus Map.....	24
ADDITIONAL SAFETY AND RESPONSE INFORMATION	25

Introduction

Purpose: This plan is an effort to protect employees, students, and visitors. The plan is meant to maximize human safety and survival, minimize danger, preserve and protect property and critical infrastructure, provide for responsible communications with the University community during and after an emergency, and finally to restore normal activities as soon as possible.

The plan outlines the expectations of faculty, staff, and students as well as providing authority for personnel to enact the plan as needed. The plan identifies internal and external communications; authority and references as defined by state mandates and actions the University will use for prevention, protection, mitigation, response, and recovery.

The Departmental Emergency Operation Plans stem from the “Comprehensive Emergency Management Plan” (CEMP). The CEMP reflects the uniqueness of the campus location while conforming to the essential common elements set forth in the Guidebook policy number 3356-4-20 “Emergency Response”.

Emergency Defined

An Emergency is any event or condition that presents an imminent risk of death, serious injury or illness to the University Community, suspension or significant disruption of university operations, significant physical or environmental damage, or significant threat to the University’s financial wellbeing.

Rather than establishing rigid parameters for qualifying an event as an emergency, this definition is intended to emphasize the actual and potential catastrophic effect, the imminent threat, and seriousness inherent to emergencies. Other events may produce crises or harmful effects but an emergency is distinguished by the severity of the threat and its effects as well as the ongoing threat posed to the University Community.

Revision History:

4/1/2024 Emergency Plan Updated

To update or correct this emergency operation plan contact:

William Rogner (330) 941-7496 whrogner@ysu.edu

Reporting Emergencies

Anyone witnessing a safety, security or medical related incident in or near the University should secure their immediate safety, and the safety of those involved and around the incident. Call the YSU Police Department and provide the dispatcher with the following information:

- Incident Location.
- Incident Description.
- Injuries.
- Your Name and Contact Information.

Follow the dispatcher's instructions and do not hang up until directed to do so.

If you are on campus call extension 3527 or 911 from a campus phone.

If you are off campus or calling from a cell phone, dial (330) 941-3527.

Remember: If you see something, say something! The YSU Police are available 24 hours a day, 7 days a week.

Important: You can reach the YSU Police on campus phones (the phones in your office and in campus buildings) by either dialing 911 or extension 3527. If you are using a cellphone you **must** dial (330) 941-3527 to contact the YSU Police. If you dial 911 from your cellphone, you will be connected with the Youngstown City Police dispatcher.

Anonymous Reporting

The University provides online anonymous reporting options for complaints of sexual misconduct and the University will not compel you to reveal your name or that of the alleged perpetrator. However, the University's ability to investigate an incident is limited when names are not included in a report. In order for the University to take disciplinary action against an individual for sexual misconduct, either under University Policy or the Student Conduct Process; the individual's name must be provided.

Making an initial anonymous report does not prevent an individual from choosing to follow-up with additional information or through a different reporting option. Anonymous reports can be made to:

The Youngstown State University Police Department at the [YSU Police website](#).

The Title IX Coordinator at [Title IX](#).

Incident Command System

The Incident Command System (ICS) is a standard, on-scene, and all-hazard emergency management system adopted by Youngstown State University in the event of a large scale declared emergency which has the possibility for extending into longer periods of time. It represents organizational “best practices” and has become the national standard for incident response. Under this model, there is only one Incident Commander who is the person in charge of the incident. The nature of the emergency determines the position responsible for incident command. Depending upon the nature of an emergency, the Incident Commander may be a different individual not necessarily from the University. The following matrix is an example of who may fill the role of an Incident Commander in particular emergencies.

- Active Shooter: Ranking YSU Police Supervisor on scene
- Fire: Ranking Youngstown Fire official on scene
- Building Collapse: Ranking Youngstown Fire official on scene/ AVP YSU Facilities
- Chemical Spill: Mahoning County Hazmat Team Supervisor
- Bomb Threat: Ranking YSU Police Supervisor on scene
- Power Outage: AVP YSU Facilities

Incident Command Post: The Incident Command Post (ICP) is the location from which the Incident Commander manages all incident operations. The ICP may or may not be located on the campus depending on the scope of the emergency. The ICP may be in an office, conference room, or other area that has the necessary communication resources, safety, and security during an emergency.

Emergency Operations Center: The Emergency Operations Center (EOC) is the location from which the coordination of information and resources to support long term emergency operations (24 hours or more) occur. **When an emergency is confined to campus property and facilities, the YSU Police Department (Clingan-Waddell Hall) serves as the location of the EOC.** Functions conducted at the EOC include:

- Coordination.
- Communications.
- Resource dispatch and tracking.
- Information collection, analysis, and dissemination.

Communications

Tools or methods the University may use to communicate to students and employees in the event of an emergency can include:

- Penguin Alert: The Penguin Alert allows the University to notify students and employees via text messages and email. **To sign up for the Penguin Alert, go to alert.vsu.edu.** A valid YSU logon (banner logon) and password are necessary. Registration can be completed anywhere there is internet access.
- Campus Wide Paging System: The Simplex 4100U alarm system is a highly flexible and survivable platform that offers digital voice communications throughout the campus. Addressable speakers are installed inside and outside of campus buildings.
- YSU Homepage/Campus Marquees: The YSU homepage lists a multitude of information about the campus. The YSU Homepage will also list and detail any emergency information.

- Social Media: Regular updates will be posted to the YSU Facebook page (www.facebook.com/youngstownstate), and Twitter (twitter.com/youngstownstate).
- WYSU-FM: WYSU is the official radio source regarding information about university operations. In addition, WYSU can provide information on its website (www.wysu.org).
- Local News Outlets: The University has a detailed call list that would be activated in the event of an emergency.

Dealing with News Media and Public Inquires: In an emergency, to reduce incidents of false reports, rumors and releasing information that could curtail or endanger first responders, **individuals are discouraged from addressing the media individually, or posting information on social media.** Refer all questions and inquires to the Public Information Officer or University Relations.

Crime Prevention

It is your responsibility to protect state and personal property from theft. Lock your door when you leave the room or lab, even if for a short time.

- Do not loan your state-issued keys or access cards to anyone.
- Do not leave your access card hanging on a lab coat unattended or leave your keys in pockets.
- Immediately report lost or stolen keys / access cards to YSU Police at (330) 941-3527.
- Keep purses, briefcases, and wallets locked inside your desk, cabinet, or wall locker. Do not bring large sums of money to work.
- Secure your computers. Not only secure your computer physically, but also password protect it.
- Watch for suspicious activity or individuals in your area. If you see someone hanging around or acting strangely, call YSU Police.

Most Importantly: If you see something, say something!! The YSU Police are here to serve the campus community. We rely on the campus community to assist us keeping the campus safe! The YSU Police are available twenty-four hours a day, seven days a week at **(330) 941-3527, or 911 from a campus phone.**

Security and Tram Escorts

The YSU Student Security Service safely escorts students and employees from one campus location to another, or to the near North Side. This is a free service provided by the YSU Police Department. The Student Security Services Aides are linked by radio to the YSU Police Department Communications Center and make regular reports during their rounds. Members of the campus community with disabilities, athletes with sport injuries, or anyone who just wants accompanied to their car are encouraged to make special arrangements to be safely escorted to any campus location day or night. Our Student Security Service Aides can assist with wheelchairs and a specially designed tram to transport students, staff, and faculty with a temporary or permanent disability. If you would like to set up a continuous pick-up for the semester, please contact the SSSA Office. You will be asked to complete a request form for the semester. For a one-time accompaniment, please call anytime during the hours listed.

Call (330) 941-1515 for more information.

Lock-down and Shelter in Place

Lock Down

A lock-down will be used to protect building occupants in the case of an emergency. This requires the residents of a building to stay safely sheltered where they are located once an emergency is identified by the YSU Police, unless there is a specific threat within the building that requires them to exit.

A lock-down will be communicated to the campus via Penguin Alert and the Simplex Mass Communication System.

During lock-down police and other emergency personnel would be responding to the emergency somewhere on campus. This does not necessarily mean that there is immediate danger in the building a person is located, however precautions should be taken immediately.

What is a lock-down?

All campus buildings will be locked to prevent entrance from the outside. Exit from the buildings will still be possible by pushing the crash bars. Students and personnel should not exit the building unless the situation in the building requires escape.

Students in residence halls must remain in their rooms with the door locked.

Staff will remain in their offices, or secure area, preferably without windows, with the door locked.

Faculty will move students to any lockable room in the building or remain in the classroom with the door barricaded if possible.

In the event that a room cannot be locked, the room should be barricaded with any accessible items.

The termination of any lock-down will be by the authority of the YSU Police, once an emergency is over. This will also be communicated via Penguin Alert and the Simplex Mass Communication System.

Shelter in Place

In certain emergencies, the campus community may be advised to shelter-in-place to avoid or minimize exposure to outside risks. Risks could include chemical, biological or radioactive releases; some weather-related emergencies or criminal activities.

Once shelter-in-place instructions have been communicated, students, faculty and staff should either stay in the building they are in when they get the message or if outside, go to the nearest building and await further instructions.

What Shelter-in-Place Means:

Shelter-in-Place is a precaution aimed to keep you safe while remaining indoors. It refers to taking refuge in a designated area of safety within a building such as a small, interior room with no or few windows. It does not mean sealing off your entire residence or office building. If you are told to shelter-in-place, follow the instructions provided below.

Why You Might Need to Shelter-in-Place:

The air outside may become dangerously contaminated either intentionally or accidentally; severe weather such as a thunderstorm or a tornado is occurring; or there is an active shooter, making it unsafe to be exposed to outside conditions. Should this occur, YSU Police will provide information using the Penguin Alert and the Simplex Mass Communication System. This system includes emergency warning sirens, programmed messages, live voice instructions, text messaging, and email communication to provide emergency notification and/or instructions. The important thing is for you to follow instructions of university authorities and know what to do if they advise you to shelter-in-place.

General Shelter in Place Information:

If a shelter in place order is given, you should:

- Stop classes or work, or close business operations.
- Share the notification with others in the building, if possible, but do not leave the area where you were instructed to shelter-in-place.
- Close all windows, exterior doors, and any other openings to the outside.
- Select interior room(s) above the ground floor with the fewest windows or vents.
- Keep listening to local radio, television, and check your cell phone for Penguin Alert messages until you are told it is safe or you are told to evacuate. University and local officials may call for an evacuation in specific areas only.

Building and Campus Evacuations

Building Evacuation

The purpose of evacuating a building is to remove persons from dangerous and life-threatening conditions presented by a fire, an explosion, a suspected explosive device, a hazardous material release, air contamination or other similar emergency. Usually, such conditions and the need to evacuate are readily apparent and occupants are expected to leave the building immediately. Activating the building fire alarm is the most expedient and safest method to facilitate the evacuation (whether or not the emergency involves fire).

In some situations, such as bomb threats, the presence of life-threatening conditions may be unknown or non-existent. In these cases, the responsibility for assessing available information and the decision of whether or not to evacuate rests with the police. When time and circumstances permit, this decision will be made after consultation with other university officials present.

At the sound of a fire alarm, or other notification to evacuate, all persons are required to leave the building immediately by law. Unless conditions prevent it, the best evacuation route is the nearest stairway leading to the nearest exit. Elevators should not be used as they become inoperable during a loss of electrical power and can increase the risk of smoke inhalation during a fire.

Actions will be taken to ensure persons remain at least two hundred feet from the building to be clear of any danger and to avoid impeding the movement of emergency responders and equipment. This distance may be increased by police or firefighters according to the circumstances of the emergency. Persons should not return to the building unless specific approval to do so has been given by police or firefighters.

Persons with disabilities are responsible for requesting assistance. In a classroom, the instructor should coordinate, and/or assist, disabled persons in the classroom to evacuate. If this is not possible, the instructor should help the persons move to the nearest area of refuge.

Professors and Instructors should preplan for evacuations at the beginning of the semester and identify those who may need assistance in an evacuation.

Campus Evacuation

An emergency of the magnitude and seriousness requiring the evacuation of the campus will likely and similarly affect surrounding communities. When the emergency is confined to the local community, evacuation to neighboring communities and routes leaving the immediate area are used. When an emergency is regional or larger scale, evacuation routes direct traffic to interstate highways for mass evacuation and relocation. A person evacuated from the campus may have few options regarding the direction of travel and should immediately follow the directions they are given.

Madison Avenue expressway located North of Stambaugh Stadium has been identified as the major traffic artery toward which evacuating traffic will be directed if possible. From there, evacuees can be integrated into the larger regional evacuation plan if necessary. However, the main surface roads around campus, Belmont Ave, Fifth Ave, Wick Ave, and Rayen Ave will also be used to allow for the maximum number of vehicles to evacuate campus in the shortest time possible. Listed below are the primary egress routes to be utilized:

Areas West of Fifth Avenue (M-70 Lot, Edge Apartments)

All parking lots and areas west of Fifth Avenue will evacuate west to Belmont Avenue.

North to Madison Avenue Expressway then west to I680, or;

South to Rayen Avenue then west towards US 422.

Areas East of Fifth and West of Elm Street (Lincoln Avenue Deck, M-53 Lot)

All Lots between Fifth Ave and Elm St. Proceed North on Fifth to West bound Service Road then Madison Ave Expressway to I680, or;

North on Fifth Avenue to Gypsy Lane, then west to 711, or;

Southbound on Fifth Avenue to Mahoning Avenue. Mahoning Avenue to I680.

Areas North of the Madison Avenue Expressway (Lyden and Cafaro House, Flats at Wick)

All parking lots north of the Madison Avenue Expressway should go North on Elm Street to Gypsy Lane. Then west to 711 or east to Logan Avenue and then North on Logan Avenue.

Areas East of Elm Street and West of Walnut Street (Wick Avenue Deck, Enclave)

All parking areas East of Elm Street and West of Walnut Street will proceed northbound on Wick Avenue to Madison Avenue Expressway to either I680 or Himrod Expressway, or;

Northbound on Wick Avenue to McGuffey Road, or;

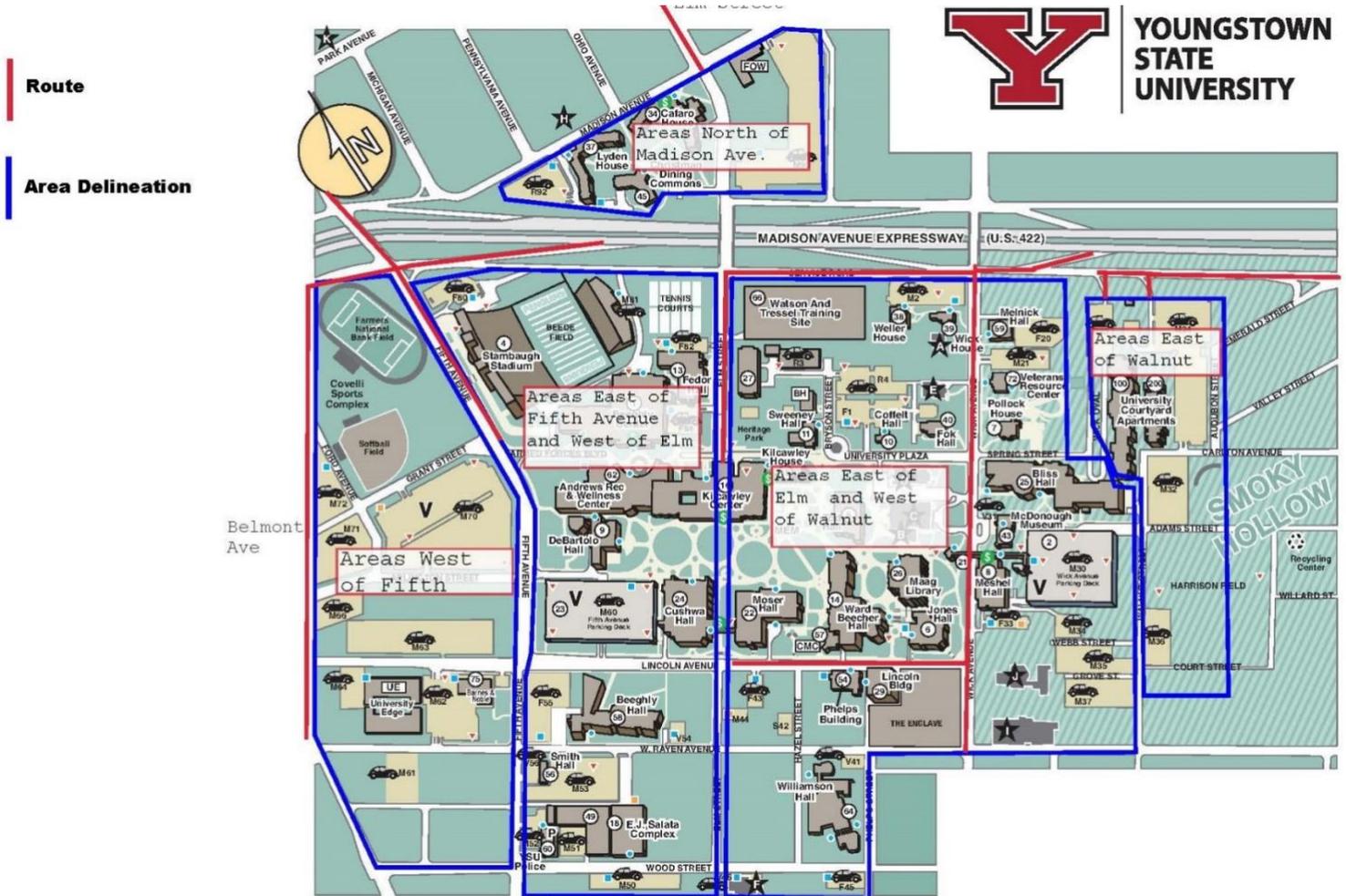
Northbound on Wick to Logan Avenue, or

Southbound to Rayen Avenue (US 422) then east.

Areas East of Walnut Streets (Courtyard Apartments)

All parking East of Walnut will proceed East to Andrews Avenue then north on Andrews Avenue to Logan Avenue, then North on Logan.

Campus Evacuation Map



Active Shooter, Assault, and Human Trafficking

Active Shooter:

Immediately contact the YSU Police at (330) 941-3527 or 911 from a campus phone.

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

Active shooter signs: (Note: This is not an all-inclusive list. Also, not all individuals exhibiting the characteristics on this list are active assailants.)

- Increased drug or alcohol use.
- Increased unexplained absenteeism.
- Decreased attention to appearance and hygiene.
- Depression/Withdrawal.
- Resistance/overreaction to policy changes.
- Increased severe mood swings.
- Explosive unprovoked outbursts.
- Suicidal/violence related comments.
- Empathy with individuals who commit violent acts.
- Increased interest in firearms and other weapons.

Active Shooter Response:

- **RUN! If you are in the area where the shooter is located:**
 - Use your escape plan, get out at the first sign of danger. Get out of the immediate area. Get out by any mean, even if it means breaking a window to get out.
 - Leave ALL belongings behind.
 - Take others with you, if possible, you may need to leave wounded individuals behind.
- **HIDE! If you cannot get out of the immediate area where the shooter is located:**
 - Find a place to hide where the shooter is less likely to find you. Stay out of the shooter's view.
 - Lock the door. Classroom doors are locked and only need to be closed to secure. Barricade with heavy furniture if possible.
 - Hide behind heavy objects (desks, file cabinets, etc.). Remain quiet, silence your phone and other sources of noise.
- **FIGHT! As a last resort to save your life you may need to attack the shooter:**
 - Yell, scream, act aggressively towards the shooter.
 - An attack by a group of people is more effective than by a single person.
 - Improvise weapons (chairs, laptops, paperweights, sharp objects). Inflict as much pain and injury on the shooter as possible.

How to respond when law enforcement arrives:

- Remain calm and follow instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or direction when evacuating.

Information you should provide to law enforcement or the 911 Operator:

- Location of the active shooter.
- Number of shooters.
- Physical description of shooters.
- Number and type of weapons held by shooters.
- Number of potential victims at the location.

The Fire alarm system should NOT be activated for an active shooter emergency; pulling the fire alarm facilitates evacuation but does not facilitate the proper tactics.

Report any unusual blocked, barricaded or chained doors to the YSU Police Department at once.

Workplace Violence & Unruly Individuals

If you witness or experience workplace violence:

- Avoid or discretely remove yourself from the area where the confrontation is occurring.
- Call YSU Police at (330) 941-3527 or 911 from a campus telephone.

Under no circumstances should staff engage persons in a shouting match or become involved in a physical altercation. Defuse or walk away from a potentially violent situation and call the police. Throughout the event, don't lose your cool; remain calm and keep your composure. Don't argue, speak slowly and quietly no matter how loud or confrontational the patron becomes. Don't take anything an angry person says personally, it's never about you.

- If the situation becomes violent call the YSU Police at (330) 941-3527 or 911 from a campus phone.
- Remain Calm: Maintain control of yourself, even if the person's tirade makes you feel like yelling yourself.
- Do not take it personally: Remember, the person is not angry with you; they are inconvenienced or displeased by the situation.
- Use your best listening skills: The first thing an angry person wants to do is vent; they want someone to listen; and, for better or worse, you are that person. • Listening patiently can defuse a situation as long as the person feels acknowledged in his or her complaint; hear them out.
- When they are done talking, summarize what they told you, and ask questions to clarify their complaint.
- Body language is critical; keep eye contact, stand up straight and keep your arms uncrossed. Show how closely you are paying attention to their problem.
- Actively sympathize: After the person vents, they want to know you understand where they are coming from and how they feel. Express sympathy for their unpleasant experience.
- Find a solution: Once you understand the situation, offer a solution if possible. Seek out your supervisor for situations beyond your control.
- Take a few minutes on your own: After the situation has been resolved, it is helpful to take your own "time out", by taking a short walk, having a snack, or taking a restroom break. Remember, the person's actions were due to a situational frustration, and nothing you did.

Sexual Assault:

Youngstown State University prohibits all forms of discrimination based on sex including sexual harassment as well as sexual misconduct and sexual violence. The University has numerous resources and education initiatives regarding sexual assault. If a student, visitor, or fellow faculty/staff member reports they were a victim of a sexual assault; the following resources are here to help.

YSU Police: (330) 941-3527

Title IX Coordinator: (330) 941-4629

Student Outreach and Support: (330) 941-4721

RAINN: 1 (800) 656-HOPE

Human Trafficking:

Human trafficking is a form of modern slavery—a multi-billion-dollar criminal industry that denies freedom to 24.9 million people around the world. Moreover, no matter where you live, chances are it's happening nearby. From the girl forced into prostitution at a truck stop, to the man discovered in a restaurant kitchen, stripped of his passport and held against his will. All trafficking victims share one essential experience: the loss of freedom.

Victims of human trafficking are frequently lured by false promises of a lucrative job, stability, education, or a loving relationship. Victims can be men or women, adults or children, foreign nationals or U.S. citizens. While they share the trait of vulnerability, victims have diverse ethnic and socio-economic backgrounds, varied levels of education, and may be documented or undocumented.

As defined under U.S. law, victims of human trafficking can be divided into three populations:

- Children under age 18 induced into commercial sex.
- Adults aged 18 or over induced into commercial sex through force, fraud, or coercion.
- Children and adults induced to perform labor or services through force, fraud, or coercion.

Traffickers lure and ensnare people into forced labor and sex trafficking by manipulating and exploiting their vulnerabilities. Human traffickers recruit, transport, harbor, obtain, and exploit victims – often using force, threats, lies, or other psychological coercion. Traffickers promise a high-paying job, a loving relationship, or new and exciting opportunities. In other cases, they may kidnap victims or use physical violence or substance abuse to control them.

Traffickers employ a variety of control tactics, including physical and emotional abuse, sexual assault, confiscation of identification and money, isolation from friends and family, and even renaming victims. Often, traffickers identify and leverage their victims' vulnerabilities in order to create dependency. They make promises aimed at addressing the needs of their target in order to impose control. As a result, victims become trapped and fear leaving for myriad reasons, including psychological trauma, shame, emotional attachment, or physical threats to themselves or their children's safety.

If you believe a student, visitor, or fellow faculty/staff member is a victim of human trafficking contact the YSU Police.

For assistance call:

YSU Police: (330) 941-3527

National Human Trafficking Hotline: 1 (888) 373-7888

Terroristic and Civil Related Incidents

Terrorism:

Terrorism is defined as “premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents.” Examples include (but not limited to): chemical, biological, nuclear, radiological and conventional weapon (explosives, small arms, etc.) attacks, vehicle-borne and improvised explosive devices, hostage situations and suicide attacks. In the event of a terrorist threat, the YSU Police will coordinate with Ohio Homeland Security.

“If you see something, say something!”

YSU Police: (330) 941-3527 or 911 from a campus phone

OHS Terrorism Analysis Tip Line: 1 (877) 647-4683

Statewide Terrorism Analysis Center: 1 (844) 557-8222

NE Ohio Regional Fusion Center: 1 (216) 515-8477

Greater Cincinnati Fusion Center: 1 (513) 263-8000

Hostage Situations:

A hostage situation involves one or more persons being held against their will by one or more individuals. If weapons are present, this should be viewed as an active shooter situation. Hostage situations may develop out of active shooter incidents.

In the event of a hostage situation:

- **Contact the YSU Police at (330) 941-3527 or 911 from a campus phone immediately.**
- Cooperate with the hostage taker.
- De-escalate the situation, if possible.
- Stall for time, if possible.
- Provide the YSU Police with the last known location, description of clothing, physical features and if the individual is known.

Civil Disturbance:

Civil disturbance is a general term used to describe a variety of violent situations. It does not include nonviolent demonstrations protected by the first amendment. The Youngstown State University campus is a public venue, where nonviolent demonstrations are protected. If a situation arises where crowd control is necessary, the YSU Police will handle this task. If outside assistance is needed the YSU Police will request help from the Youngstown Police Department, Mahoning County Sheriff, or State Highway Patrol. Staff and students should not inject themselves in a protest that becomes violent. **Instead, call the YSU Police at (330) 941-3527 or 911 from a campus phone.**

Bomb Threats:

If you receive a bomb threat by telephone:

- Remain calm. Keep the caller on the line as long as possible so that the call may be traced.
- DO NOT transfer the call or interrupt the caller.
- If your phone has a display, copy the information in the display.
- Call or have someone nearby call **YSU Police at (330) 941-3527 or 911 from a campus phone.**

Ask the caller:

- Where is the bomb located?
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb?
- Why?
- What is your name?

Write down the exact wording of the bomb threat.

Note the callers voice, was it:

- Angry, calm, laughing, etc.

Was the caller:

- Coughing, crying, excited, etc.

Suspicious Package or Mail:**For suspicious packages and letters:**

If you are unable to verify mail contents with the addressee or sender:

- Do not open it.
- Treat it as suspect.
- Isolate it; don't handle it.
- Ensure that all persons who have touched it wash their hands with soap and water.
- Notify your supervisor immediately.
- **Call YSU Police at (330) 941-3527 or 911 from campus phone.**

What should you do if you receive a suspicious substance by mail?

- Isolate the damaged or suspicious mail piece or package. Restrict the immediate area.
- Ensure that all persons who have touched the mail piece wash their hands with soap and water.
- **Call YSU Police at (330) 941-3527 or 911 from campus phone.**

Mental Health Related Incidents

Suicidal Persons:

- ❖ **In an emergency call the YSU Police at (330) 941-3527 or 911 from a campus phone.**
- Contact Counseling Services at (330) 941-3737
- A Person of concern form is available at the office of the [Dean of Students](#). The form can also be found at the Student Outreach and Support website.

Any member of the University community, who learns that a student is exhibiting warning signs of suicide but has not engaged in suicidal behavior or communicated a suicide threat, should contact Student Counseling Services (330) 941-3737, for consultation and support, especially if the student is exhibiting suicidal ideation.

A Student of Concern Report should also be made through the Student Outreach and Support Office or online via their website: <https://ysu.edu/dean-of-students>.

For immediate assistance with a student if Student Counseling Services is closed, contact YSU Police at (330) 941-3527 or 911 from a campus telephone.

Any member of the college community who learns that a student has communicated a suicide threat/ideation/plan should make a Student of Concern Report through the Student Outreach and Support Office or online at [Dean of Students](#).

If at any point it seems reasonable to assume that suicidal behavior is imminent, especially if the student is uncooperative with attempts to help, call **YSU Police at 330-941-3527 or 911 from a campus phone**. Share the student's name, description, details of the suicide threat, and location/destination (if known). Police officers can check on the student and transport them, as appropriate, to be evaluated for suicidal risk.

Any member of the university community who learns that a student has just engaged in, is in the processing of engaging in, or is about to engage in suicidal behavior (i.e., a suicide attempt), should immediately report this behavior to emergency personnel by calling YSU Police at (330) 941-3527 or 911 from a campus telephone.

If possible, provide responding emergency personnel with any pertinent information that is known about the student. A Student of Concern Report should also be made through the Student Outreach and Support Office or online at <https://ysu.edu/student-experience/student-outreach-support>.

Mental Health/Counseling Services:

Faculty, staff, and other concerned persons often call student Counseling Services when faced with students displaying a range of behaviors that may be a cause for concern, including:

- Worry, anxiety, expressions of sadness/hopelessness, or poor hygiene.
- A pattern of withdrawal from participation or excessive absences.
- Irritability and conflict with others.
- Confused patterns of thinking or communicating.
- Oral or written expressions of distress, self-harm and/or suicidal/homicidal ideation.

Our therapists are happy to speak with you on the phone about your concerns and how to make the most appropriate referral for the student. We work closely with many departments on campus including Student Outreach and Support, Center for Student Progress and the Student Health Clinic and may refer to these or others groups/organizations on and off campus to best help a student.

Counseling Services: (330) 941-3737

Medical Related Incidents

General Medical Emergencies:

If someone is ill or injured and requires assistance:

- **Call YSU Police at (330) 941-3527 or by dialing 911** from a campus phone. If an ambulance is needed, tell the dispatcher at the beginning of your conversation.
- Give the dispatcher the following information:
 - The **location** of the person, include the building and the room number.
 - The **illness or injury** of the person.
 - Whether the person is conscious.
 - Any other information that is known, such as existing health conditions.
- Designate an individual to meet responders and show them where the victim is in the building.

Remember, it is important to stay on the line until the dispatcher gathers the pertinent information about the victim's location, consciousness, breathing, etc. Those trained to perform CPR and first aid can act within their expertise while those who are not trained should remain calm and stay with the victim. Crowding is generally not helpful, and can hinder emergency services performing their duties.

Blood-Borne Pathogens:

Blood borne pathogens are present in human blood and can cause disease in humans. Some examples are, hepatitis B, and HIV. Always assume blood is infected with a dangerous disease and cleanse thoroughly if you are exposed to any bodily fluids.

If you encounter blood or bodily fluids, contact the Environmental and Occupational Health and Safety department at (330) 941-3700.

Unless you have the proper protection available (gloves, eye protection, mask, etc.) you should not attempt to clean up blood or bodily fluids. Instead, you can keep bystanders from entering the area.

Medical Pandemic:

A pandemic is an outbreak of disease that can spread from person to person. When people do not have natural immunity to a virus, serious illness or death is more likely to occur in any age group. This may be a local, regional, or global outbreak.

Reduce the spread of disease by:

- Maintaining personal hygiene and protection.
- Wash hands frequently.
- Limit international travel.
- Pharmaceutical intervention.

Any type of medical incident that would affect the campus community will be relayed using the Penguin Alert system.

Poison Control:

For help in a poison emergency call:

Poison Control: 1-800-222-1222

YSU Environmental and Occupational Health and Safety: (330) 941-3700

YSU Police: (330) 941-3527

Drug Overdose:

The symptoms of a drug overdose can vary dramatically. For example, people who overdose on stimulant drugs might experience symptoms quite similar to a heart attack. They may have a racing pulse, chest pain, and a feeling of impending death. People who overdose on sedating drugs might seem intensely sedated and sleepy. They might even turn blue, due to the lack of oxygen reaching their vital tissues. While symptoms can vary, there are signs commonly associated with a drug overdose. Anyone who experiences symptoms within this list need immediate medical attention:

- Convulsions.
- Agitation.
- Slow or difficult breathing.
- Vomiting.
- Pupils that don't react in response to light.
- Sweating or dry skin.
- Unresponsiveness.
- Violent behavior.

If you suspect someone is suffering from a drug overdose, contact the **YSU Police immediately at (330) 941-3527 or 911 from a campus phone.**

Unidentified Drugs and Paraphernalia:

If you encounter an unknown powder or substance, use caution when handling it. Be aware that certain commonly used drugs are “transdermal” which means the pharmaceutical can be absorbed through the skin. Fentanyl, in particular, can potentially be lethal; which is frequently used as a cutting agent for cocaine and heroin.

If you encounter unknown powder or substances, contact the YSU Police immediately at (330) 941-3527 or 911 from a campus phone.

- Do not touch, or handle the unknown substance.
- Narcan (Naloxone) is available, and YSU Police officers carry and are trained in its use.
- Secure the area where the substance is located until the YSU Police arrive.

Drug paraphernalia can also be dangerous due to sharp edges (crack pipes), biological (syringes), and any residual drug or substance transferred from handling. If you encounter any drug paraphernalia, do not handle it; secure the area and contact the YSU Police at (330) 941-3527.

Fire and Chemical Related Incidents

Fire:

If You Discover a Fire:

- Manually activate the fire alarm via the nearest pull station. The pull stations are RED and are labeled FIRE; they are usually located near exits.
- Exit the building, closing the doors behind you. **DO NOT use the elevators.**
- Call **YSU Police at (330) 941-3527**, or 911 from any campus phone.

Once Fire Alarm is Activated:

- Walk to the nearest exit. **Do not use the Elevators.**
- Those that are unable to rapidly evacuate the building should move to a stairwell landing and wait for assistance from first responders. Inform first responders and the YSU Police of persons who have not been evacuated.
- Notify YSU Police or fire personnel if you know that someone is trapped.
- Gather outside at a designated assembly area and **DO NOT** re-enter the building until instructed to do so by YSU Police.

Remember: NEVER IGNORE A FIRE ALARM! Evacuation is mandatory unless emergency personnel direct you not to do so.

If Trapped in a Room:

- Place wet cloth material around or under the door to prevent smoke from entering the room.
- Close as many doors as possible between you and the fire.
- Be prepared to signal someone outside; **DO NOT** break glass unless absolutely necessary as outside smoke may be drawn into the room.

If Caught in Smoke:

- Drop, and crawl toward exit.
- Stay low to the floor and hold your breath as long as possible.

Using a Fire Extinguisher:

- When safe to do so, use the nearest extinguisher to fight small fires.

Remember PASS and RACE!

Pull the pin on the extinguisher handle.

Aim low at the base of the fire.

Squeeze the handle.

Spray from side to side.

Rescue: Assist anyone in immediate danger from the fire, if it does not endanger your life.

Alarm: Sound the alarm by calling 3527 and activating a fire alarm pull station.

Confine: Close doors and windows.

Extinguish: Use a fire extinguisher, or evacuate the area if the fire is too large for a fire extinguisher.

Explosion:

Explosions can occur from natural gas leaks, chemicals, boilers or other items that are under pressure. If an explosion occurs and you are in the immediate area, take cover under a sturdy object such as a desk. Be prepared for further explosions.

- Try to remain calm.
- Stay away from windows, objects that may fall on you, and electrical equipment.
- Evacuate the building carefully, watch for falling objects while you are exiting the building.
- If you should become trapped, yell or bang on any metal in the vicinity.
- Do not use the elevators.
- Do not move seriously injured victims unless they are in immediate danger such as fire or the building collapsing.
- **Contact YSU Police at (330) 941-3527 or 911 from a campus phone.**
- Give YSU Police all pertinent information regarding the explosion.
 - Location.
 - If anyone is injured and the extent of the injuries.
 - Your contact and information.

Chemical Release:

For a Major Hazardous Spill or Leak:

- Sound the fire alarm to evacuate the building if fumes or smoke are present.
- **Contact YSU Police at (330) 941-3527 or 911 from a campus phone.**
- Give YSU Police a complete description of the incident. Describe the type of accident;(fire, explosion, chemical spill, leaking drum). If the incident is a chemical spill, and you know the name of the chemical, inform the dispatcher.
- Identify the building where the incident occurred and the room number or location of the incident.
- If the incident involves a chemical spill, give the approximate amount of the spill.
- Give your name and the telephone number from which you are calling.
- Note any injuries.

For a Major Hazardous Spill or Leak that Occurs Around the University:

- You will be alerted by either the Mass Communications System (PA System), or the PenguinAlert.
- Avoid the contaminated area.
- Follow the directions of emergency personnel.
- If told to evacuate, follow the prescribed route in the campus evacuation section or the route instructed by emergency personnel.
- **For questions regarding chemical data sheet information, cleanup or other inquires, contact Environmental and Occupational Health and Safety at (330) 941-3700.**

Weather Related Incidents

Tornado:

A tornado shelter is the lowest level of the building away from windows.

- Stay indoors, be alert to falling objects.
- Immediately walk to a tornado shelter area.
-

If you are in a building:

- Go to the lowest level of the building, find an interior area (e.g., interior hall, closet, or bathroom). Seek refuge under a table or desk kneeling face down with your hands covering your head to reduce injury. If available, cover yourself with a coat or other such material.
- Avoid areas that have a large roof span that may collapse: auditoriums, gymnasiums, etc.
- Stay away from windows and glass, and unsecured objects such as filing cabinets or bookcases.
- Do not use the elevators.

If you are outside:

- Lie flat on the ground in a depression and cover the back of your head and neck with your hands.
- Do not seek cover in an automobile or under a tree.

If driving a vehicle:

- Get out and seek shelter in a building or low area; never try to outrun a tornado.
- Never try to “out run” a tornado.

Remain in the safe area until an “all clear” message is received via the PA system or PenguinAlert.

Note that all buildings may not have a basement, in this case you should find an area of the building that is away from windows/glass and objects that could fall.

Tornado Warning/Watch

Warning – A warning is issued when a hazardous weather event is occurring, is imminent or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property.

Watch – A watch is used when the risk of a hazardous weather event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so that those who need to set their plans in motion can do so.

Earthquake:

Keep in mind that most earthquakes are of a short duration and that injury usually occurs from falling objects. With that in mind, the following procedures can assist you in the case of an earthquake.

If in a building:

- Remain calm.

- Stay inside the building.
- Find cover under a sturdy object such as a desk or in a door frame.
- Watch for falling objects.
- Stay away from windows and any other objects, which may fall on you.

If you are outside:

- Go to an open, area free of trees, power lines and away from buildings.
- Cover your head and watch for falling objects.

After the earthquake is over:

- Expect aftershocks so remain protected.
- Remain calm.
- Follow the instruction of YSU Police and evacuate the building if told to do so.
- When evacuating, watch for falling objects and walk carefully as the floor or steps may be damaged.
- Do not use the elevators.
- Do not move seriously injured persons unless there is danger from fire or building collapse.
- Do not re-enter the building.
- Do not light cigarettes, matches, lighters or use cellular phones as this may cause an explosion if natural gas is present in the immediate area.

Flood:

Floods can occur anytime of the year. Flood waters can appear suddenly (flash flood), or can rise slowly. If buildings are flooded, care should be exercised when electrical appliances are submerged. Report flooding bathrooms, or classrooms to facilities. Contact facilities at (330) 941-3239.

Disruption of Public Services

Power Outages:

The inherent danger during a major power outage is panic. All University personnel should stay calm. In the event of a major campus-wide outage, the University has emergency generators that will provide limited temporary power to some areas of the campus. To report a minor localized power outage, call **University Facilities at (330) 941-3239**.

Major Campus-Wide Power Outages:

- Remain calm, the power will be restored.
- Per University Policy, do not use candles or any other type of flame for light.

If People are trapped in an Elevator:

- Contact the YSU Police at (330) 941-3527.
- Should you ever become stuck in an elevator, don't panic. Use the in-car emergency phone to call for help.
- Under no circumstances should you try to pry the doors, or occupy the hoist way. Exposure to the moving equipment in the shaft is dangerous and could potentially be lethal.

Water Outage/Restriction:

A water outage can occur at any time, for a variety of reasons, and usually without warning. There is a difference between a water outage (no running water) and a drinking water restriction (water is not suitable for consumption or cooking, but is available).

The water for the University is provided by the City of Youngstown. If there is a restriction on consumption, that information will be relayed to the campus community. To report a localized outage or problem in your building, contact facilities at (330) 941-3239.

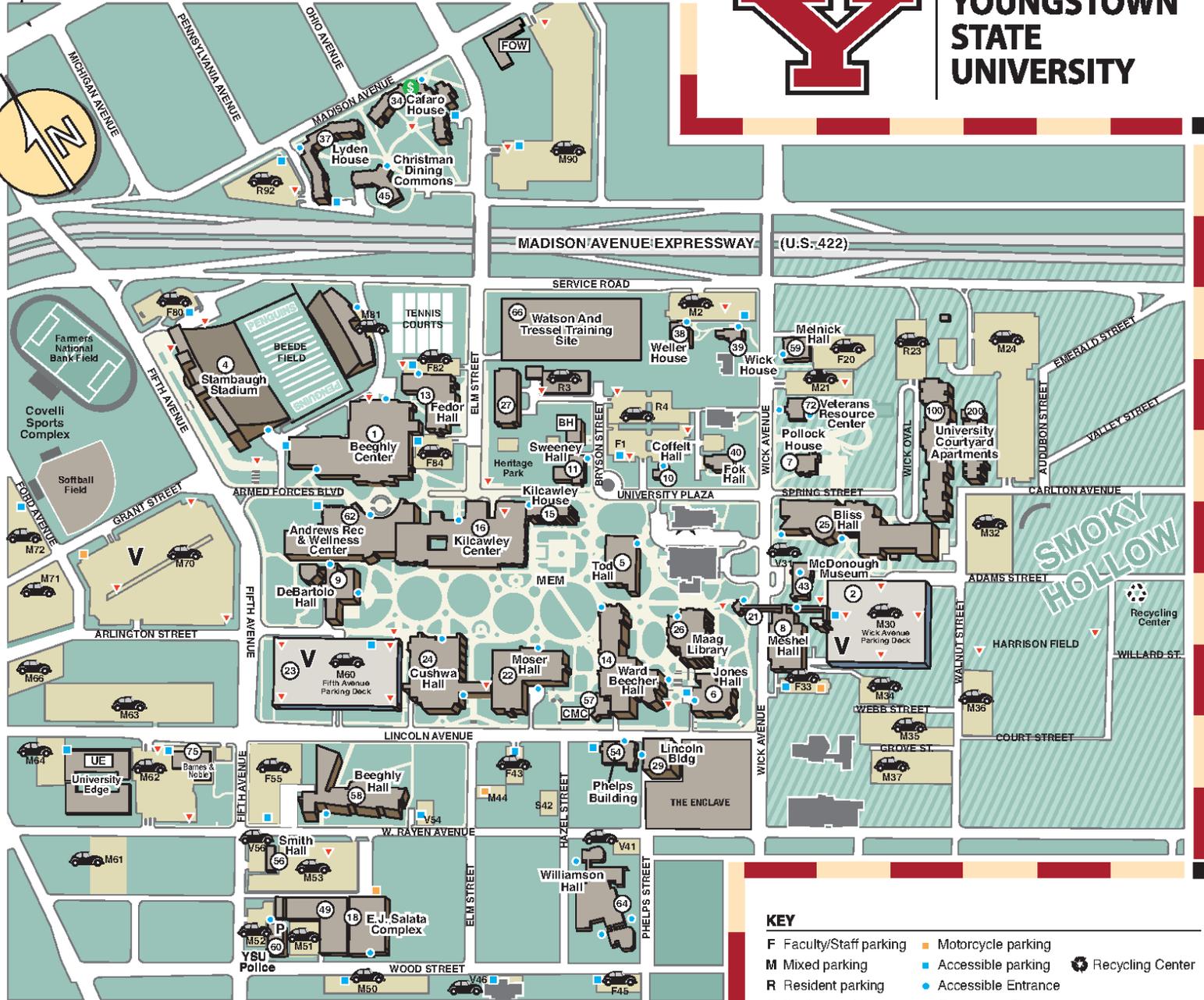
Gas Leak:

If you smell gas inside or outside the building, contact the **YSU Police immediately at (330) 941-3527 or 911 from a campus phone**. Do not create sparks by turning on or off lights, or ignite any flames.

Campus Map

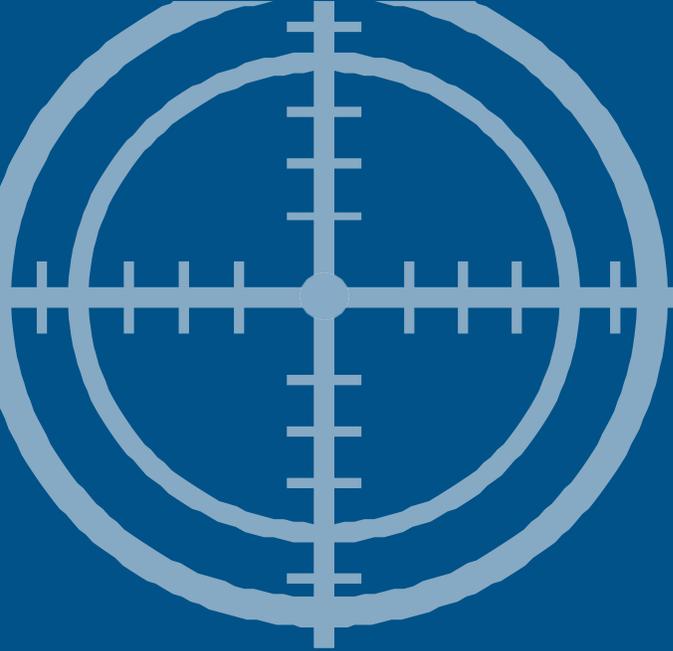


**YOUNGSTOWN
STATE
UNIVERSITY**



- KEY**
- F Faculty/Staff parking
 - M Mixed parking
 - R Resident parking
 - S Student parking
 - V Visitor parking
 - P YSU Police
 - Motorcycle parking
 - Accessible parking
 - Accessible Entrance
 - Emergency Phone
 - Recycling Center

**ADDITIONAL SAFETY AND RESPONSE
INFORMATION**



BE PREPARED FOR AN ACTIVE SHOOTER



FEMA

FEMA V-1000/March 2018

Recent national tragedies remind us that the risk is real. Taking a few steps now can help you react quickly when every second counts.

An active shooter is an individual engaged in attempting to kill people in a confined space or populated area. Active shooters typically use firearms and have no pattern to their selection of victims.



Can happen anywhere



Can happen anytime

See something, say something.



Learn first aid skills so you can help others.



Before you run, know the exits.



Help law enforcement.



Find a place to hide.



Seek help to cope with trauma.



Run



Hide



Fight



How to Help a Student in Distress

SIGNS OF DISTRESS

Nervousness, agitation, or irritability	Tearfulness	Fearfulness
Seldom leaves their room/inrequent class attendance	Changes in academic performance/study behaviors Undue aggressive or abrasive behavior	Dependency (i.e. student who is excessively clingy)
		Frequent alcohol and/or drug use

Express your concerns to the student, pointing out your observations and asking about their situation

Are you worried about the student's safety or do you see possible warning signs? **WARNING SIGNS** include (but are not limited to):

Withdrawal from others (isolation)	Significant confusion	Appears depressed (frequent crying, insomnia, oversleeping, weight loss/gain, loss of pleasure)
Talks about or threatens suicide	Behavior that is bizarre, alarming, and/or dangerous	Appears/reports hopelessness or helplessness
Makes statements such as "I want this all to end" or "I can't go on anymore"	Makes statements about hurting or killing others	Engagement in self-harm (i.e. cutting)
	Marked change in behavior, mood, and/or hygiene	

YES

NO

DIRECTLY ask about your concerns and/or the warning signs
DIRECTLY ask about suicide/homicide as it relates to the displayed warning sign(s)

Do you believe the student is in imminent danger?

DO NOT LEAVE STUDENT ALONE

YES (imminent danger is clearly present)

EXAMPLES:
Student disoriented, found unconscious or unresponsive

Student tells you that they have ingested pills beyond the recommended dose (whether student confirms it is a suicide attempt or not)

Student is threatening immediate danger to self (i.e. threatening to jump out a window, ingest pills, shoot self, etc.)

Student attempts, or threatens to cause physical harm to someone else or people in general

Immediately
call YSU Police at (330) 941-3527 Or 911 from a campus telephone

WRITE DOWN :

Everything you know about the situation (who, what, where, & when)

Any information you have about the student's difficulties (including history)

A number where you can be reached Give this information to YSU PD (to assist emergency treatment providers) and to your department head.

Faculty or Staf:
Contact your department head/supervisor and inform them of the situation

Submit a Person of Concern referral at <https://ysu.edu/concern-referral> using the information you wrote in the step above.

UNCLEAR (whether imminent danger exists)

EXAMPLES:
Student reports a history of self-injurious behaviors (i.e. cutting or burning) and now states a desire to engage in the behavior again

Student is found intoxicated or appears to be under the influence of substances

Student makes statements that are suggestive of suicidal/homicidal thinking that are not overtly indicative of imminent danger (i.e. "I don't know if I can keep going")

Student appears emotionally distraught and does not respond to your attempts to calm them

Student experiences a sudden stressful event (i.e. death, breakup, divorce) and seems emotionally unstable/inconsolable OR the student's response seems unusual (i.e. uncontrollable crying over a failed exam, no apparent response to the death of an immediate family member, etc.)

Student's work assignments, and/or communications contain material that raises concerns about suicide, homicide, and/or violence

Call YSU Student Counseling Services and ask to speak with a counselor at (330) 941-3737.

Provide all the relevant information you have about the student and the situation to the counselor. The counselor will work with you to determine the proper course of action.

If no counselor is available and during business hours (M-F, 8 am-5 pm) leave call back information where you can be reached and nature of concern with support staf.

If after hours call YSU PD at (330) 941-3527

Faculty or Staf
Contact your department head/supervisor and inform them of the situation

Document relevant details about the situation (who, what, where and when) and any background information you have about the student's difficulties.

Note:
If at any point you believe the student's *Imminent Danger* status may have changed, return to the *Imminent Danger* steps outlined in this flowchart. Do not leave student alone.

NO (imminent danger is clearly not present)

EXAMPLES:
Student is very upset about the end of a romantic relationship, but denies suicidal/homicidal thoughts and shows no warning signs

Student reports anxiety and depression, but denies suicidal/homicidal thoughts and shows no warning signs

Student's best friend recently died, but denies suicidal/homicidal thoughts and shows no warning signs

As much as you and the student are comfortable, listen and provide support; but do not act as the student's therapist

Discuss counseling services and/or other university resources that might be helpful and address any concern the student might have about these resources. If you need assistance in determining the appropriate resource(s), or about how to refer, contact YSU Student Counseling Center (330)941-3737 during normal business hours and ask to speak with a counselor.

Should you decide to refer to Student Counseling Services:

Please know that we would like to hear your concerns about the student and your beliefs about the urgency of the situation

Consider calling with the student, or accompanying the student to Student Counseling to initiate counseling services.

Continue to follow up with the student as appropriate; contact Student Counseling if you observe a significant change.

Consider submitting a Person of Concern referral at <https://ysu.edu/concern-referral> for outreach by the Ofce of Student Outreach and Support.

CAMPUS RESOURCES

YSU Police	330-941-3527	Center for Student Progress	330-941-3538
Student Counseling Services	330-941-3737	Student Health	330-747-4660
Student Outreach and Support	330-941-4721	Student Conduct	330-941-4704
Title IX Coordinator	330-941-4629	Financial Aid	330-941-3505
Disability Services	330-941-1372	Registrar	330-941-6000

YOUNGSTOWN STATE UNIVERSITY



Student Counseling Services



Human Trafficking: Ohio's Tragic Reality

NO ONE SHOULD BE SOLD FOR SEX

SEX TRAFFICKING SIGNS & INDICATORS:

HOW TO RECOGNIZE THE SIGNS

- Is in the commercial sex industry and has a pimp/manager
- Has little or no idea where they are geographically located and is always transported to and from the work site
- Going on unexplained shopping trips or having expensive clothing, jewelry, or a cell phone
- A person whose movement and activities appear to be closely controlled or monitored by another
- High security measures exist in the work and/or living locations (e.g. opaque windows, boarded up windows, bars on windows, barbed wire, security cameras, etc.)
- A minor or young adult who expresses interest in or is in an intimate relationship with a much older individual
- Inconsistencies in their story about where they stay or who is their guardian

POOR MENTAL & PHYSICAL HEALTH OR ABNORMAL BEHAVIOR

- Shows signs of physical abuse
- Is fearful, anxious, depressed, submissive, tense, or nervous/paranoid
- Avoids eye contact
- Appears malnourished
- Tattoos that indicate branding or ownership

LACK OF CONTROL

- Is not in control of his/her own money
- Is not allowed to speak for themselves (a third party may insist on being present)

REPORT TO THE NATIONAL HUMAN TRAFFICKING HOTLINE

- Call 1-888-3737-888 or text BeFREE (233733)



CALL 911 or 888-3737-888
- or -
TEXT HELP to #233733



Human Trafficking: Ohio's Tragic Reality

SEX TRAFFICKING SIGNS & INDICATORS:

HOW TO RECOGNIZE THE SIGNS

- Is in the commercial sex industry and has a pimp/manager
- Has little or no idea where they are geographically located and is always transported to and from the work site
- Going on unexplained shopping trips or having expensive clothing, jewelry, or a cell phone
- A person whose movement and activities appear to be closely controlled or monitored by another
- High security measures exist in the work and/or living locations (e.g. opaque windows, boarded up windows, bars on windows, barbed wire, security cameras, etc.)
- A minor or young adult who expresses interest in or is in an intimate relationship with a much older individual
- Inconsistencies in their story about where they stay or who is their guardian

POOR MENTAL & PHYSICAL HEALTH OR ABNORMAL BEHAVIOR

- Shows signs of physical abuse
- Is fearful, anxious, depressed, submissive, tense, or nervous/paranoid
- Avoids eye contact
- Appears malnourished
- Tattoos that indicate branding or ownership

LACK OF CONTROL

- Is not in control of his/her own money
- Is not allowed to speak for themselves (a third party may insist on being present)

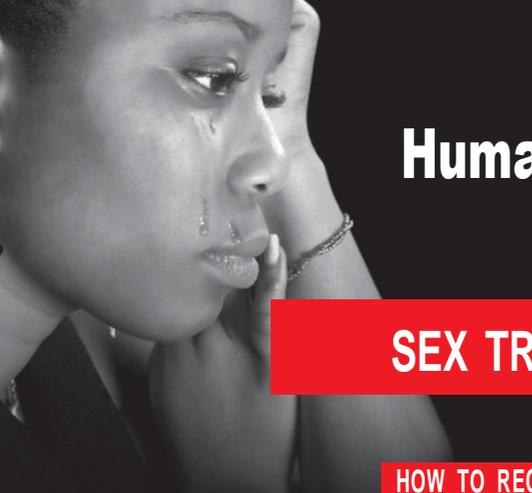
REPORT TO THE NATIONAL HUMAN TRAFFICKING HOTLINE

- Call 1-888-3737-888 or text BeFREE (233733)

CALL 911 or 888-3737-888
- or -
TEXT HELP to #233733



U.S. Department of Justice, Office for Victims of Crime. This project was supported by Subgrant Nos. 2009-SU-B9-0027 and 2010-D1-13X-0074 awarded by the Bureau of Justice Assistance, Office of Justice Programs through the State of Ohio, Office of Criminal Justice Services.



Human Trafficking: Ohio's Tragic Reality

SEX TRAFFICKING SIGNS & INDICATORS:

HOW TO RECOGNIZE THE SIGNS

- Is in the commercial sex industry and has a pimp/manager
- Has little or no idea where they are geographically located and is always transported to and from the work site
- Going on unexplained shopping trips or having expensive clothing, jewelry, or a cell phone
- A person whose movement and activities appear to be closely controlled or monitored by another
- High security measures exist in the work and/or living locations (e.g. opaque windows, boarded up windows, bars on windows, barbed wire, security cameras, etc.)
- A minor or young adult who expresses interest in or is in an intimate relationship with a much older individual
- Inconsistencies in their story about where they stay or who is their guardian

POOR MENTAL & PHYSICAL HEALTH OR ABNORMAL BEHAVIOR

- Shows signs of physical abuse
- Is fearful, anxious, depressed, submissive, tense, or nervous/paranoid
- Avoids eye contact
- Appears malnourished
- Tattoos that indicate branding or ownership

LACK OF CONTROL

- Is not in control of his/her own money
- Is not allowed to speak for themselves (a third party may insist on being present)

REPORT TO THE NATIONAL HUMAN TRAFFICKING HOTLINE

- Call 1-888-3737-888 or text BeFREE (233733)

CALL 911 or 888-3737-888
- or -
TEXT HELP to #233733



U.S. Department of Justice, Office for Victims of Crime. This project was supported by Subgrant Nos. 2009-SU-B9-0027 and 2010-D1-13X-0074 awarded by the Bureau of Justice Assistance, Office of Justice Programs through the State of Ohio, Office of Criminal Justice Services.

Using a Fire Extinguisher

The following steps should be followed when responding to incipient stage fire:

- Sound the fire alarm and call the fire department, if appropriate.
- Identify a safe evacuation path before approaching the fire. Do not allow the fire, heat, or smoke to come between you and your evacuation path.
- Select the appropriate [type of fire extinguisher](#).
- Discharge the extinguisher within its effective range using the [P.A.S.S.](#) technique (pull, aim, squeeze, sweep).
- Back away from an extinguished fire in case it flames up again.
- Evacuate immediately if the extinguisher is empty and the fire is not out.
- Evacuate immediately if the fire progresses beyond the [incipient stage](#).

Most fire extinguishers operate using the following P.A.S.S. technique:

- 1. PULL...** Pull the pin. This will also break the tamper seal.
- 2. AIM...** Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.

Note: Do not touch the plastic discharge horn on CO2 extinguishers, it gets very cold and may damage skin.

- 3. SQUEEZE...** Squeeze the handle to release the extinguishing agent.
- 4. SWEEP...** Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2 - 4.

If you have the slightest doubt about your ability to fight a fire... EVACUATE IMMEDIATELY!

