

Emergency Response Guide



Fire

Remember **RACE**

Rescue:

- Begin evacuation procedures and help anyone with disabilities or special needs
- Give directions to meet at designated evacuation location
- Remain low if encountering smoke
- Use stairs, not elevators

Alarm:

- Pull any fire alarms; call 911

Confine:

- Close all doors to the area

Extinguish:

- Use fire extinguisher if the fire is small and not spreading to other areas



Severe Weather

Remember **DUCK**

(Go) **D**own to the lowest level, shelter area, interior hallway or restroom - look for severe weather shelter signs

(Get) **U**nder something and stay away from windows

Cover your head

Keep sheltered until storm has passed



Urgent Situation

Call

- Call 911
- State who, what, where, when, why and how the situation occurred

Help

- If CPR trained find first aid kit
- Stop any bleeding
- Clear air passages if needed
- For heart: begin CPR and/or use nearest Automated External Defibrillator (AED) and follow instructions
- For overdose: locate nearest Narcan and follow instructions



Violent Incident

RUN:

- Escape the area, leave belongings behind, help others if possible
- Pay attention to your surroundings
- Have an exit plan
- Quickly move away from the threat
- Put distance and barriers between you and the threat
- Warn others of the danger

HIDE:

- Seek protection, secure the area
- Keep distance between you and the threat
- Create barriers to prevent or slow down the threat
- Turn off the lights
- Hide quietly and silence your phone

FIGHT:

- Last resort, only if life is in danger
- Be prepared to defend yourself
- Be aggressive and committed to your actions

- Call 911 when you are in a safe area
- When law enforcement arrives, show your hands and follow commands



**The Diocese
of Southern Ohio**

Episcopalians in Connection