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) Down** to the lowest level, shelter area, interior hallway or restroom - look for severe weather shelter signs.
- **(Get) Under** 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