

GENERAL MOTORS

GM Technical Center Emergency Phone Number: 586 986-6112

EMERGENCY AND SAFETY PROCEDURES GUIDE



MEDICAL EMERGENCIES

- Call the emergency number **586 986-6112** (Do NOT Call #911 directly). Advise security of your location and the nature of the victim's illness/injury.
- Security will call a medical responder or ambulance if needed.
- Send a person to meet the responders and bring them to the emergency location.
- Unless trained, do not attempt to render first aid. Do not move anyone who has fallen and appears in pain; stay with any victims and reassure them help is on the way.
- Be aware of hazards associated with blood borne pathogens (BBP). Do not come into contact with bodily fluids.
- Remain at the scene to assist medical personnel with pertinent information about the incident.
- Anyone who might have been exposed to an infectious material should be directed to medical for follow-up as soon as possible.

GM Global Technical Center

Emergency

586-986-6112

MEDICAL
EMERGENCIES



EVACUATIONS

If instructed to evacuate the building:

- Remain calm and, if possible, turn off all equipment.
- Do not take additional time to collect personal items.
- Walk; do not run.
- Use stairways to exit. Do not use the elevators.
- Assist with evacuating physically disabled colleagues.
- Do not seek shelter in restrooms.
- Once you arrive at the mustering area, check in with your emergency work group coordinator or security and help them account for all persons from your area.
- Stay in the mustering area until the all-clear signal is given.

SEVERE WEATHER WARNINGS



SEVERE WEATHER
WARNINGS

Emergency communications system:

- Be aware of the site's Emergency Notification System tones/messages for "Evacuation" and "Take Shelter."
- An "All Clear" notification will advise employees when it is safe to return to their work areas.
- Shelter and evacuation maps are posted in most town commons, exit corridors, conference rooms and throughout the building.

If a severe weather warning is issued:

- Proceed to the designated shelter area.
- Stay away from windows, mirrors, glass and unsecured objects such as filing cabinets.
- Do not use elevators.
- Assist persons with disabilities to the designated shelter area.
- In the designated shelter area, the emergency work group coordinator will account for all personnel.
- Remain in the shelter area until the "All Clear" has been issued. Avoid using the telephone, unless for emergency purposes.

POWER OUTAGE



POWER
OUTAGE

- If possible, call the emergency number and advise them of your location and the nature of the problem.
- Assist others who may be unfamiliar with the building/workspace.
- Turn off critical equipment to avoid potentially serious damage once the power is restored.
- If instructed to evacuate, proceed cautiously as directed by the emergency work group coordinator and/or security.
- If available, use flashlights to evacuate the building safely.
- If you are on an elevator, stay calm and use the emergency elevator telephone to alert security.

FIRE / SMOKE



FIRE /SMOKE

- Call the emergency number or activate the nearest red fire alarm/pull station. (Note: In some locations, the alarm is sent silently to security.)
 - Follow evacuation procedures.
 - If the evacuation route becomes impassable (from smoke, water, heat or flames), retreat to a safe area and call the emergency number and provide your specific location.
 - Remove anyone from immediate danger; if possible, close any doors between you and the fire.
 - Before leaving a room, feel the door with the back of your hand. Do not open any door that appears hot.
 - If smoke is present, stay low. The best air quality is near the floor.
 - If trapped in an office or room, wedge wet towels or cloth along the bottom of the door to keep out smoke.
 - If you are trapped in an area and need oxygen, only break the perimeter window as a last resort.
- If your clothing catches fire: Do not run. Instead, stop, drop and roll.
- STOP where you are.
 - DROP to the ground.
 - ROLL over and over to smother the flames.

ACTIVE SHOOTER



ACTIVE SHOOTER

During an Active Shooter emergency, follow the "RUN, HIDE, FIGHT" protocol.

RUN / ESCAPE

- Be sure to have an escape route and plan in mind.
- If there is an accessible escape path, evacuate the premises.
- Leave your belongings behind.
- Help others escape (if possible), but do not attempt to move injured people.
- Prevent individuals from entering an area where the active shooter may be.
- When evacuating, do not stop to ask officers for help. Proceed in the direction from which officers are entering the premises.
- Keep your hands visible and follow the instructions of any police officers or security personnel.

HIDE

- If evacuation is not possible, find a place to hide out of the active shooter's view and, if possible, behind a barrier.
- If your hiding place is a room, lock the door and blockade it with heavy furniture, and silence your cell phone.

FIGHT

- As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.
- Act as aggressively as possible against the shooter(s).
- Throw items and improvise weapons, yell, and commit to your actions.

CHEMICAL SPILLS / HAZARDOUS MATERIAL



CHEMICAL SPILLS/
HAZARDOUS MATERIAL

- Evacuate the area. Do not attempt to save possessions.
- Call the emergency number, provide spill location and identify chemical and approximate amount released (if known).
- Direct emergency responders to the scene and, if possible, provide appropriate safety data sheet(s) (SDS).
- If a toxic chemical comes into contact with your skin, immediately seek medical attention.
- Do not return to the emergency area until instructed to do so by emergency responders or the "All Clear" notification.

Note: All chemical spills and hazardous material incidents, no matter how small, should be reported to the emergency number.

FLOODING & WATER DAMAGE



FLOODING & WATER DAMAGE

- Call the emergency number to report the exact location and severity.
- If there are electrical appliances or outlets nearby, avoid any contact with the water.
- If there is any possible danger, evacuate the area immediately.

EXPLOSIONS



EXPLOSIONS

If you hear or are a victim of an explosion:

- Call the emergency number and advise them of your location. Describe what occurred and what you observed.
- Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, electrical equipment and large, heavy, unstable objects.
- Do not use matches or lighters.
- Do not move seriously injured persons unless they are in immediate danger (i.e. fire, building collapse, etc.).
- Use telephones for emergencies only.
- If evacuation is ordered, proceed to the closest mustering area. Open doors carefully, watch for falling objects and do not use elevators.

EARTHQUAKE

If you are inside:

- Stay inside.
- Watch for falling objects.
- Crawl under heavy furniture near an inside wall.
- Get into a protective position: Tuck your head to your knees and cover your head with your arms.
- Stay away from windows and mirrors, overhead fixtures, filing cabinets, bookcases, electrical appliances and hanging objects.

If you are outside:

- Move to an open area away from buildings (e.g. open parking lots).
- If forced to stand near a building, watch for falling objects and stay away from power lines, streetlights, trees and utility poles.

If you are traveling in a vehicle:

- Pull over into the nearest open area away from buildings and overhead objects.
- Stay in your vehicle until the tremors have subsided.

After the earthquake:

- Report to the emergency work group coordinator.
- Do not move seriously injured persons, unless they are in immediate danger.
- If evacuation is ordered, proceed to the nearest clear exit.
- Do not use elevators, open doors carefully and watch for falling objects.
- Do not use matches/lighters.
- Use telephones for emergencies only.



EARTHQUAKE

SUSPICIOUS PACKAGES



SUSPICIOUS
PACKAGES

Screen all mail for suspicious packages and envelopes. Characteristics of suspicious packages and envelopes may include:

- Powdery substance on the outside; strange odor or stain; unusual weight or shape; unusual amount of tape, string or other wrapping material.
- Unexpected sender, or from someone not familiar to you.
- Excessive postage; handwritten or poorly typed address; incorrect titles or titles with no names; misspelling of common words.
- Addressed to someone no longer with your organization.
- An address not consistent with postmark.
- Restrictive endorsements, such as "Fragile," "Personal," "Confidential" or "Rush-Do-Not-Delay."
- Appears to contain electrical wire or tin foil.
- Emits an unusual sound.

If you receive a suspicious package or suspected bomb, biohazard or chemical material, do not touch or smell. Move at least 100 feet away and contact the emergency number.

BOMB THREATS



BOMB
THREATS

If you receive a telephone threat:

- Speak in a clear, calm voice.
- Keep the caller on the line as long as possible. Note the time of the call and the phone number.
- If possible, use a recording device to capture every word spoken by the caller, or take notes.
- Ask the caller to repeat the message.
- Note the caller's vocal characteristics and gender, and any background noises.

Ask the caller the following questions:

- Where is the bomb?
- When will it explode?
- What does it look like?
- What kind of bomb is it?
- What is your name and motive for placing the bomb?
- Are you an employee?
- When the initial call is complete, immediately call the emergency number.

If you receive a written threat:

Call the emergency number.

PREVENTING CRIME



PREVENTING
CRIME

In your office:

- Always secure your valuables (laptops, keys, etc.).
- Report lost or stolen keys and ID badges to security.
- ID or visitor badges are required to enter GM facilities, do not let someone "tailgate" in behind you.
- If they do not have access rights, direct them to the visitors' desk.

In your vehicle:

- Do not leave valuables in plain sight and always lock your doors.
- If possible, lock your laptop in your trunk.
- Report any suspicious persons or activities to security.

WORKPLACE VIOLENCE



WORKPLACE
VIOLENCE

Some examples of workplace violence include:

- Direct or indirect threats or physical assaults.
- Stalking or continuous harassment of another causing terror, fear, worry or intimidation.
- Actions aimed at disrupting or sabotaging business operations.

There are several things employees can do to promote a violence-free workplace:

- Refrain from making threatening statements, even those made as a joke.
- Consider utilizing available employee support programs.
- Report any unsettling conduct to your supervisor or security.

What should an employee do if someone is threatening to do harm?

- Protect yourself and those around you. However, do not confront an attacker, except to do what is necessary to protect yourself.
- Depending on the circumstances and the level of apparent risk, contact security, building management, the GM Awareline (1-800-244-3460) and/or your supervisor.