

# 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.

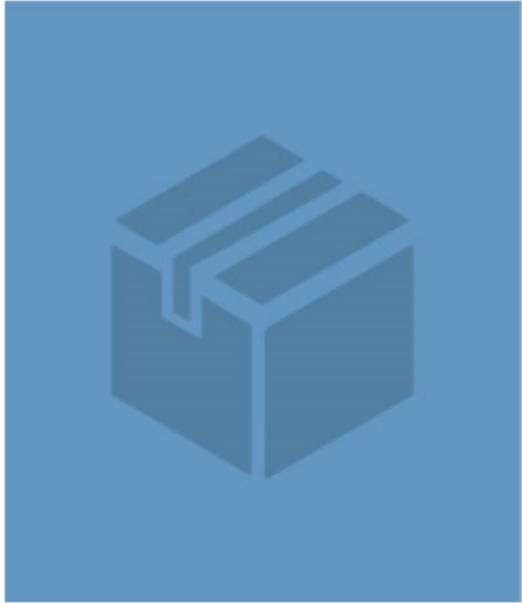
## **After the earthquake:**

- 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.