



**Fisher Scientific**

# Desktop Emergency Kit

# 2005/2006

## January 2005

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## February 2005

Su	Mo	Tu	We	Th	Fr	Sa
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27	28					

## March 2005

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## January 2006

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## February 2006

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## March 2006

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## April 2005

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## May 2005

Su	Mo	Tu	We	Th	Fr	Sa
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29	30	31				

## June 2005

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## April 2006

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## May 2006

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## June 2006

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## July 2005

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## August 2005

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## September 2005

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## August 2006

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29	30	31				

## September 2006

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22	23	24	25	26	27	28
29	30	31				

## October 2005

Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## November 2005

Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30			

## December 2005

Su	Mo	Tu	We	Th	Fr	Sa
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## October 2006

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## November 2006

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## December 2006

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29	30	31				

## Overview

➤ **In the event of any emergency:**

1. Employee Safety is the first priority.
2. Immediately notify local fire, police, and emergency response contacts following the checklists as specified in this document.
3. Immediately notify company officials as specified in the Corporate Emergency Response Organizational Chart.

**Emergencies Include:**

- Fire
- Medical situation (serious injury, illness or fatality)
- Natural disasters
- Chemical spill (reportable to an agency or causes partial or total facility evacuation.)
- Bomb threat
- Evacuation of the building (other than for practice)
- Any situation that evokes the site's Emergency Response Plan

## Fire Safety

**Note:** In the instance that you suspect, or have discovered a fire, calmly follow these procedures without causing panic.

➤ **Scent of Smoke/Visibility of Light Smoke**

- Contact building security or maintenance (where applicable)
- Immediately Notify: \_\_\_\_\_ @ \_\_\_\_\_  
(Facility Manager) (Phone#)
- **FIRE**
  - Local \_\_\_\_\_
  - On Site \_\_\_\_\_

➤ **Visibility of Heavy Smoke/Visibility of Flames**

- Initiate Evacuation Notification (Pull Alarm Box)
- Trained personnel may use fire extinguishers for a controllable fire
- Utilize pre-determined evacuation routes (See EVACUATION ROUTE tab)
  - **If possible:**
    - ◆ Turn off electric and gas supplies or utilities
    - ◆ Close windows and doors
    - ◆ Shut down equipment
    - ◆ Advise Voice Communications (1-866-372-4277)  
Request a “Priority One” USD ticket be opened.
  - **Please provide:**
    - ◆ Your Name
    - ◆ Facility Name
    - ◆ Description of emergency
    - ◆ Services needed from Information Systems

## Medical Situations

### ➤ Emergency Medical Situations

- Immediately Notify: \_\_\_\_\_ @ \_\_\_\_\_  
(Emergency Medical Services - EMS) (Phone #)
- Provide your name
- Describe the injury or illness
- State the injured person's location
- Arrange meeting point with EMS
- Elect another person to meet and direct EMS to the injured party
- Immediately Notify: \_\_\_\_\_ @ \_\_\_\_\_  
(First Aid Responder) (Phone #)
- Immediately Notify: \_\_\_\_\_ @ \_\_\_\_\_  
(Facility Manager) (Phone #)
- **MEDICAL** Ambulance \_\_\_\_\_ Poison Control \_\_\_\_\_  
Hospital \_\_\_\_\_ Public Health \_\_\_\_\_

### ➤ Non-Emergency Situations

- Immediately Notify: \_\_\_\_\_ @ \_\_\_\_\_  
(First Aid Responder) (Phone #)
- Immediately Notify: \_\_\_\_\_ @ \_\_\_\_\_  
(Facility Manager) (Phone #)

## Natural Disasters

### ➤ Tornadoes/Hurricanes

#### DO NOT EVACUATE THE BUILDING

- Alert others by using the announcement method
- Immediately Notify: \_\_\_\_\_ @ \_\_\_\_\_  
(Facility Manager) (Phone #)

- Civil Defense/Disaster Services** Local \_\_\_\_\_ @ \_\_\_\_\_  
(Phone #)
- State \_\_\_\_\_ @ \_\_\_\_\_  
(Phone #)

- Move all employees to the designated meeting location in the building
- Stay away from windows
- Do not release employees until \_\_\_\_\_ or Fisher  
Security has approved doing so (Facility Manager)

### ➤ Earthquakes

- Alert others by using the announcement method
- Seek strong and sturdy structures for protection against falling debris
- After earthquake, call Emergency Medical Services  
EMS Name: \_\_\_\_\_ @ \_\_\_\_\_  
(Phone #)
- Evacuate the building

### ➤ Flooding

- Immediately Notify: \_\_\_\_\_ @ \_\_\_\_\_  
(Facility Manager) (Phone #)
- Immediately Notify: \_\_\_\_\_ @ \_\_\_\_\_  
(EMS) (Phone #)
- Evacuate the Building

### ➤ Utility Outages

- Immediately Notify: \_\_\_\_\_ @ \_\_\_\_\_  
(Facility Manager) (Phone #)
- Immediately Notify: \_\_\_\_\_ @ \_\_\_\_\_  
(Power Company) (Phone #)
- Immediately Notify: \_\_\_\_\_ @ \_\_\_\_\_  
(Gas Company) (Phone #)

- If possible, advise Voice Communications (1-866-372-4277)  
Request a "Priority One" USD ticket be opened.

■ Please provide:

- ◆ Your Name
- ◆ Facility Name
- ◆ Description of Emergency
- ◆ Services needed from Information Systems

## Chemical Spill

In the event of a chemical spill, chemical odor, obnoxious smell or choking fumes, notify these individuals:

**See Facility Emergency Response Organizational Chart**

- Facility Manager - Telephone W \_\_\_\_\_ H \_\_\_\_\_
- Facility Manager (Alternate) - Telephone W \_\_\_\_\_ H \_\_\_\_\_
- Local Emergency Management Team
  - Emergency Coordinator - Telephone W \_\_\_\_\_ H \_\_\_\_\_
  - Emergency Coordinator (Alternate) - Telephone W \_\_\_\_\_ H \_\_\_\_\_
  - Spill Response Leader - Telephone W \_\_\_\_\_ H \_\_\_\_\_
    - Spill/Waste Contractor - Telephone W \_\_\_\_\_ H \_\_\_\_\_
  - Site ESH Contact - Telephone W \_\_\_\_\_ H \_\_\_\_\_
  - Fire - Telephone \_\_\_\_\_
  - Police - Telephone \_\_\_\_\_
  - Ambulance - Telephone \_\_\_\_\_
  - Hospital - Telephone \_\_\_\_\_
  - Emergency Management/LEPC's - Telephone \_\_\_\_\_

**Regulatory Notifications**

- PUBLIC WORKS
  - State Agencies ("state EPA") - Telephone \_\_\_\_\_
  - CHEMTREC - Telephone **800-424-9300**
  - National Response Center(NRC)- Telephone **800-424-8802**
- Other employees via specific alarms
  - Area or floor evacuation leaders - Telephone W \_\_\_\_\_
  - Visitors -
- Person responsible for ordering an evacuation - Telephone W \_\_\_\_\_ H \_\_\_\_\_
  - Evacuation Guides - Telephone W \_\_\_\_\_ H \_\_\_\_\_
  - See Evacuation Plan -
  - "All Clear – Re-occupancy" is given by this individual - Telephone W \_\_\_\_\_ H \_\_\_\_\_

➤ Corporate Emergency Management Team (see **Corporate Emergency Response Organizational Chart**)

➤ **NOTE:** It is Corporate Policy that all media questions and releases are handled by  
 Gia Oei (*Director of Corporate Communications*): Direct Daytime: 603-929-2489  
 Mobile Phone: 603-300-6990  
 Toll-Free: 800-258-0850

- Total Evacuation: notify Voice Communications (1-866-372-4277). Request a "Priority One" USD ticket be opened.
  - Please provide:
    - ◆ Your Name
    - ◆ Description of Emergency
    - ◆ Facility Name
    - ◆ Services needed from Information Systems

## Bomb Threat

**1. If bomb threat is by telephone, try to obtain the following information:**

- **Bomb Information**
  - Where is it located? \_\_\_\_\_
  - When will it go off? \_\_\_\_\_
  - Where did you place it? \_\_\_\_\_
  - What does it look like? \_\_\_\_\_
  - What kind of device is it? \_\_\_\_\_
  - Why are you doing this? \_\_\_\_\_
  
- **Caller's Identity (Prompt)**
  - What is your name? \_\_\_\_\_
  - Where do you live? \_\_\_\_\_
  - Caller's Sex:    Male        Female
  - Approximate Age: \_\_\_\_\_
  - Caller's Voice is:
    - Calm\_\_\_ Laughing\_\_\_ Lisp\_\_\_ Angry\_\_\_ Crying\_\_\_ Raspy\_\_\_ Excited\_\_\_
    - Nasal\_\_\_ Deep\_\_\_ Slow\_\_\_ Normal\_\_\_ Ragged\_\_\_ Rapid\_\_\_ Distinct\_\_\_
    - Accent\_\_\_ Soft\_\_\_ Slurred\_\_\_ Distinguished\_\_\_ Loud\_\_\_ Stutter\_\_\_ Familiar\_\_\_
  
- **Call(s) Origin**
  - Location: \_\_\_\_\_
  - Phone Booth: \_\_\_\_\_
  - Long Distance: \_\_\_\_\_
  - Background noises observed:
    - Street Noise\_\_\_ Voices\_\_\_ Clear\_\_\_ Music\_\_\_
    - Static\_\_\_ Animals\_\_\_ Motors\_\_\_
    - PA System\_\_\_ Office Machinery\_\_\_ Airplanes\_\_\_
  
- **Write out message in its entirety:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
- Name of person receiving the call: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Notify Voice Communications (1-866-372-4277). Request a "Priority One" USD ticket to be opened. Provide the following information:
  - Your name
  - Description of the emergency "telephone bomb threat"
  - Name of Fisher location
  - Services needed from IS Department
  - Contact immediate supervisor who will contact **John Mitchell** (412-490-8881 or cell 412-292-6371) or other members of the Corporate Emergency Response Organization (page 10 of this booklet).
  - Contact local police department



## Bomb Threat (cont.)

### 2. If bomb threat is by mail or fax

#### ➤ **Envelope Information**

- Do not handle envelope or letter more than necessary
- Save envelope and letter or fax
- Contact immediate supervisor, who will contact **John Mitchell** (412-490-8881 or cell 412-292-6371) or other members of the Corporate Emergency Response Organization (page 10 of this booklet).
- Contact local police department

### 3. If bomb threat is by e-mail

- Save e-mail
- Contact immediate supervisor, who will contact **John Mitchell** (412-490-8881 or cell 412-292-6371) or other members of the Corporate Emergency Response Organization (page 10 of this booklet).
- Contact local police department

### 4. If bomb threat is by anonymous note(s)

- Do not handle note more than necessary
- Save note
- Contact immediate supervisor, who will contact **John Mitchell** (412-490-8881 or cell 412-292-6371) or other members of the Corporate Emergency Response Organization (page 10 of this booklet).
- Contact local police department

### 5. If bomb threat is by suspicious package

- Do not handle package more than necessary
- Contact immediate supervisor, who will contact **John Mitchell** (412-490-8881 or cell 412-292-6371) or other members of the Corporate Emergency Response Organization (page 10 of this booklet).
- Contact local police department

### 6. If unusual presence of a suspicious individual

- If you see any suspicious individual in the facility or leaving an area where they should not be (eg. boiler room or mail room)
- Contact immediate supervisor, who will contact **John Mitchell** (412-490-8881 or cell 412-292-6371) or other members of the Corporate Emergency Response Organization (page 10 of this booklet).
- Contact local police department

### 7. Local Police Department contact information

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Telephone #)

## Evacuation Plan

- \_\_\_\_\_ (eg: fire alarm/tones) SIGNALS EVACUATION of this facility
- Use panic buttons to shut down all process equipment, valves (**DO NOT** move/drive equipment to exits)
  - Use designated evacuation routes to exit building (See **EVACUATION ROUTE** tab)
  - Ensure that the following individuals have adequate assistance to evacuate safely: \_\_\_\_\_
  - \_\_\_\_\_ / \_\_\_\_\_ have been designated to check RESTROOMS
  - \_\_\_\_\_ has been identified to GATHER VISITOR LOG BOOK
  - Proceed to Mustering Point (designated based on wind direction)
    - 1st Mustering Point: \_\_\_\_\_
    - 2nd Mustering Point: \_\_\_\_\_
  - \_\_\_\_\_ are responsible for performing HEAD COUNT(S) at Mustering Point
  - \_\_\_\_\_ will CHECK VISITOR LOG BOOK to verify visitors/contractors have evacuated.

Your EMERGENCY COORDINATOR is: \_\_\_\_\_

- orders/coordinates evacuation;
- designates 1st or 2nd mustering point;
- notifies Emergency Response Team; ERT members = \_\_\_\_\_

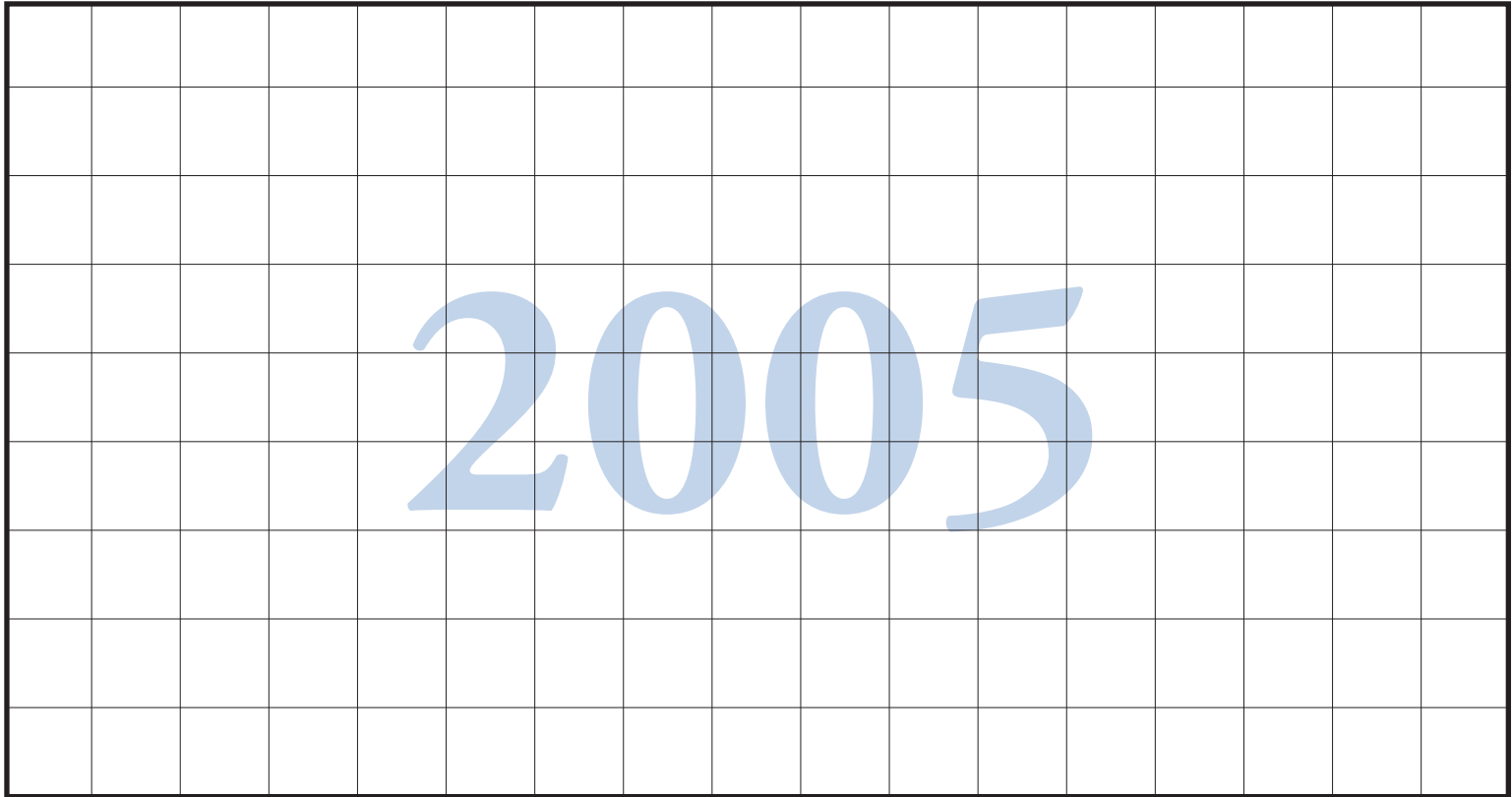
Your FACILITY SUPERVISOR is: \_\_\_\_\_

- shuts down heat, lights, and power sources ( \_\_\_\_\_ );
- signals appropriate time for re-entry

If possible, notify Voice Communications (1-866-372-4277). Request a "Priority One" USD ticket be opened.

- Please provide:
  - ◆ Your Name
  - ◆ Description of Emergency
  - ◆ Facility Name
  - ◆ Services needed from IS

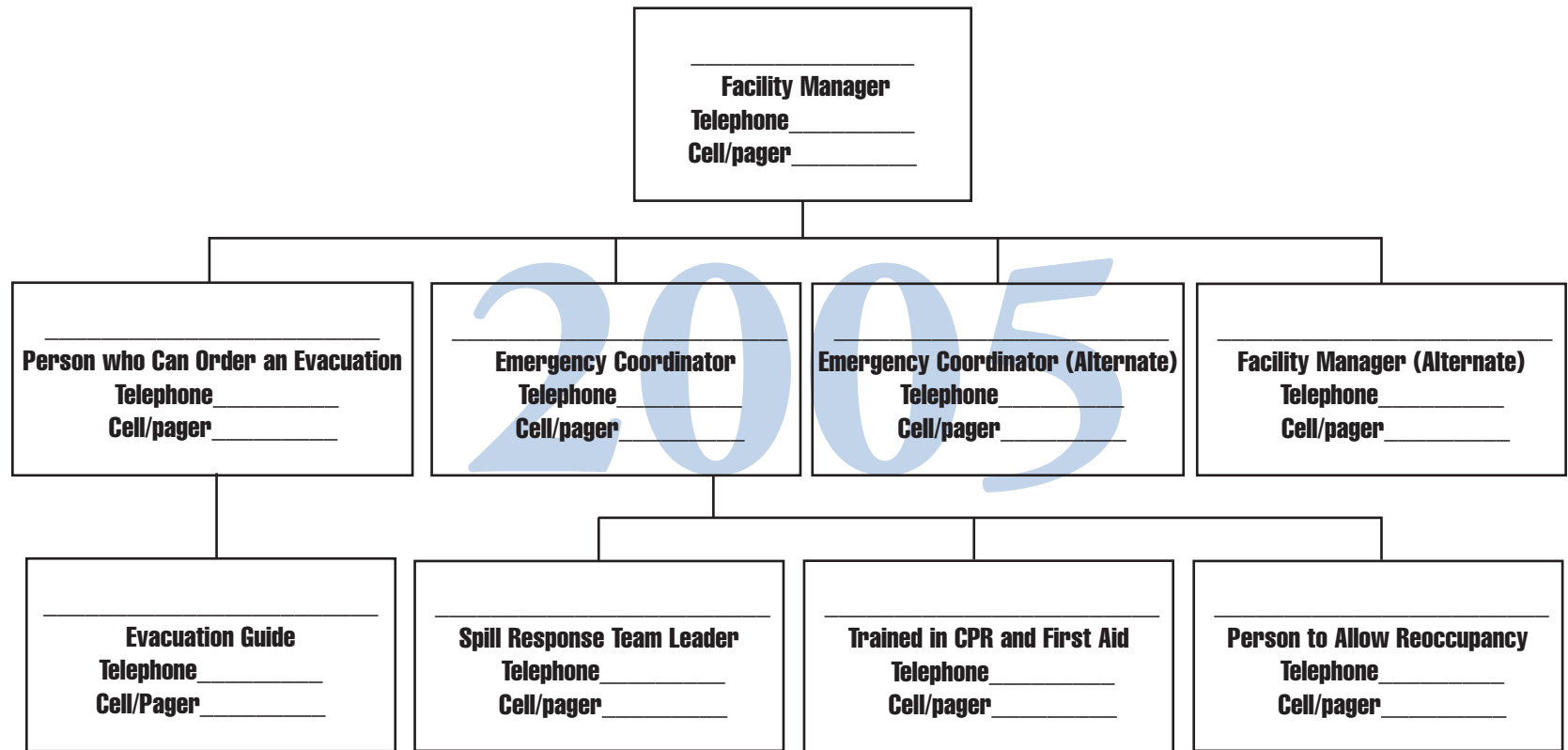
EVACUATION ROUTES FOR:



**KEY:**

- ➔ = Primary Evacuation Route
- ➞ = Secondary Evacuation Route
- ◆ = Fire Extinguisher
- || = Racks
- O = Offices
- R = Restrooms
- D = Distribution Center
- ★ = Primary Mustering Point
- ☆ = Secondary Mustering Point
- E = Exit Door
- = Spill Cart/Supplies
- ⊕ = First Aid Area
- F = Chemical Storage (e.g. flammable vault)
- W --> = Prevailing wind direction

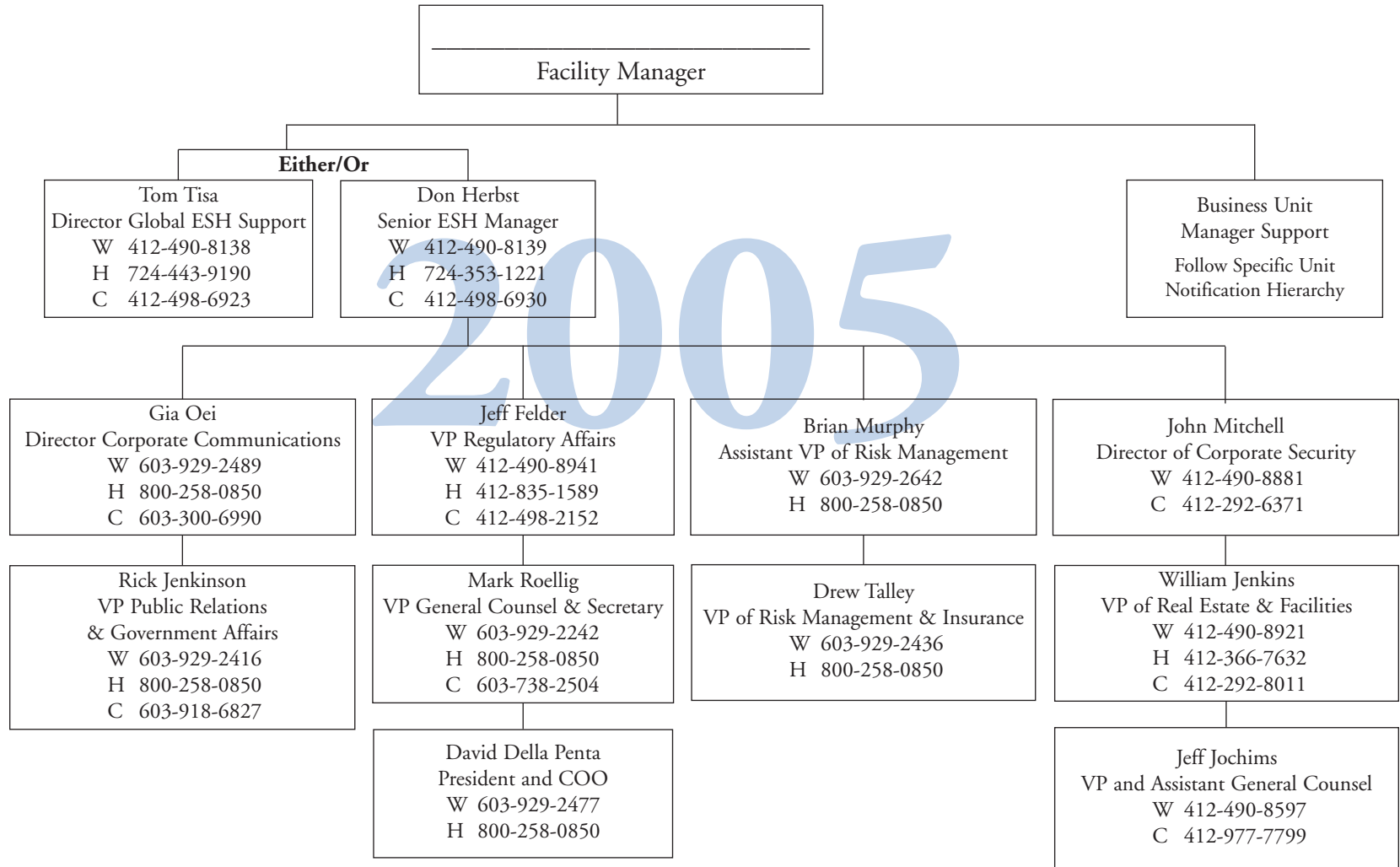
## Facility Emergency Response Organizational Chart



# Corporate Emergency Response Organizational Chart

(For agency inspections, please refer to page 13)

This level will in turn contact their management team.



## Media Inquiries

- **In the event of a media inquiry regarding any Fire, Bomb Threat, Natural Disaster, Off-Site Chemical Release, Fatality, or event requiring multiple hospitalizations or other emergency:**

1. Immediately Notify: Gia Oei (*Director of Corporate Communications*)

- Direct daytime #: 603-929-2489
- Mobile Phone #: 603-300-6990
- Toll-free anytime #: 800-258-0850

(Note: Use the toll-free # to have security connect you to her home phone.)

- E-mail: [gia.oei@fishersci.com](mailto:gia.oei@fishersci.com)

## AGENCY INSPECTION CHECKLIST

- When an agency representative (e.g. EPA, OSHA, DEA, DOT, FDA, CBP, FBI, OEE, fire department, Alcohol Tobacco & Firearms, state and county equivalents) arrives on site for an inspection, ask the representative to please be seated and contact one of these individuals:
- Management representative responsible for accompanying an agency inspector:
  - Primary \_\_\_\_\_
  - Backup \_\_\_\_\_
- Management representative accompanying the agency inspector must obtain a copy of the badge or business card from the inspector.
  - Identify the agency conducting the inspection (EPA, OSHA, FDA, DEA, DOT, CBP, FBI, OEE, fire department, Alcohol Tobacco & Firearms or state or county equivalents).
  - Identify the purpose of the visit (routine; complaint; allegation of wrong doing; subpoena).
  - Scope (examples - hazardous waste, air permits).
- Call the corresponding Regulatory Affairs telephone number in Pittsburgh (explain to the inspector that it is Fisher's policy to call Regulatory Affairs when an inspector arrives on site):
  - OSHA, Fire Department - D. Herbst - (412) 490-8139 - C (412) 498-6930 *(If unavailable call Administrative Assistant Regulatory Affairs)*
  - EPA (Federal or State) - T. Tisa - (412) 490-8138 - C (412) 498-6923 *(If unavailable call Administrative Assistant Regulatory Affairs)*
  - DEA, ATF - J. Felder - (412) 490-8941 - C (412) 498-2152 *(If unavailable call Administrative Assistant Regulatory Affairs)*
  - FDA, ATF - J. Felder - (412) 490-8941 - C (412) 498-2152 *(If unavailable call Administrative Assistant Regulatory Affairs)*
  - DOT - J. Mayfield - (412) 490-8449 - C (412) 498-2164 or G. Sanders - (412) 490-8934 - C (412) 498-2458  
*(If unavailable call Administrative Assistant Regulatory Affairs)*
  - TSCA - S. Amoroso - (412) 490-8932 - C (412) 498-1144 *(If unavailable call Administrative Assistant Regulatory Affairs)*
  - CBP, FBI, OEE - B. Clements - (412) 490-4496 - C (412) 498-2716 *(If unavailable call Administrative Assistant Regulatory Affairs)*
  - Legal - J. Jochims (412) 490-8597 - C (412) 977-7799 *(If unavailable call Administrative Assistant Legal)*
  - Administrative Assistant Legal - D. Lorenz - (412) 490-8951 or K. Kirkham - (412) 490-1044
  - Administrative Assistant Regulatory Affairs - C. Coe-Verschage - (412) 490-8929 - 412-490-8145
- Points to remember:
  - If the agency plans to take pictures, they need permission from Legal - J. Jochims (412) 490-8597.  
If the agency takes pictures, the site representative should also take pictures.
  - Keep to the subject matter.
  - Answer questions if you can or tell inspector that we will get back to them.
  - Accompany inspector directly to applicable facility area - ***Never leave inspector alone.***
  - Document in writing all activities of inspector, including comments or questions.
  - Prepare detailed list of all copies of originals documents that were requested by the inspector - ***Do not give out originals.***
- Conduct a closing interview
  - Were there any findings?
  - Any immediate actions required?
  - Will there be a report from the agency?
- Prepare an Agency Inspection Form (available in Regulatory Compliance Manual Green Tab "Agency Inspection Notification Form") and fax an Agency Inspection Form to (412) 490-8286 within 24 hours of the inspection or use form found at <http://www.fsrqa.com>.