

# EMERGENCY ACTION PLAN

## MECHANICAL ENGINEERING

### *Turbo-Machinery Lab at Airport*

#### **Mechanical Engineering Emergency Coordinator**

Name: Randall K. Smith  
Phone: 540-231-9113  
Email: [smithrk@vt.edu](mailto:smithrk@vt.edu)  
Cell: 540-230-7973

Title: Electrical Engineer

This person should be contacted with any questions about this Emergency Action Plan. Questions related to emergency planning should be addressed to Environmental Health and Safety at 540-231-5985 or at [firesafe@vt.edu](mailto:firesafe@vt.edu)

#### **Mechanical Engineering Emergency Response Team**

Name: Randall K. Smith  
Phone: 540-231-9113  
Email: [smithrk@vt.edu](mailto:smithrk@vt.edu)  
Cell: 540-230-7973

Name: Matt Swift  
Phone: 540-231-5277  
Email: [mswift@vt.edu](mailto:mswift@vt.edu)  
Cell: 540-818-8740

Name: Ben Poe  
Phone: 540-231-9114  
Email: [bpoe@vt.edu](mailto:bpoe@vt.edu)  
Cell: 540-921-7546

Name: Johnny Cox  
Phone: 540-231-3770  
Email: [jcox@vt.edu](mailto:jcox@vt.edu)  
Cell: 540-230-3002

Name: Ken Ball  
Phone: 540-231-6661  
Email: [ball@vt.edu](mailto:ball@vt.edu)  
Cell: 540-250-0385

Name: Melissa Williams  
Phone: 540-231-4447  
Email: [mjwillia@vt.edu](mailto:mjwillia@vt.edu)  
Cell: 540-230-8971

Name: Cathy Hill  
Phone: 540-231-7460  
Email: [hillcath@vt.edu](mailto:hillcath@vt.edu)  
Cell:

Name: Linda Vick  
Phone: 540-231-7747  
Email: [lvick@vt.edu](mailto:lvick@vt.edu)  
Cell: 540-449-1926

This team disseminates emergency instructions and warnings, assists with evacuations and security, provides first aid and similar support if necessary, and deals with immediate salvage a preservation issues.

### **Airport Personnel**

Name: William Hook  
Phone: 540-231-6462  
Email: [whook@vt.edu](mailto:whook@vt.edu)  
Cell: 540-250-1205

Name: Walter O'Brien  
Phone: 540-231-9104  
Email: [walto@vt.edu](mailto:walto@vt.edu)  
Cell: 540-239-1632

\*AT TIMES VARIOUS GRADUATE STUDENTS WILL BE WORKING IN THE AREA. STAFF MUST BE AWARE OF TRANSIENT PERSONNEL AND NOTIFY THEM OF AN EMERGENCY.

### **Additional Duties**

1. William Hook will disseminate emergency instructions and warnings, assist with evacuations and security, provide first aid and similar support as necessary. He will deal with immediate

preservation and salvage issues. He will account for all personnel and advise first responders of any special hazards. He will notify the Departments Emergency Coordinator for any needed assistance.

### **Departmental Emergency Communications**

If a large scale disaster occurs, the Mechanical Engineering Dept. will utilize the department's list serve and well as the Department's and University's webpage to answer questions and provide guidance and response. An emergency headquarters will be set up in the conference room at 137 Durham Hall. That phone number is 540-231-2956.

Since there is no Fire Alarm System at this Lab, please check for others in your area before you exit the building providing there is no immediate threat to your health and safety.

**ASSEMBLY POINT: ALL PERSONNEL WILL MEET AT THE AIRPORT TERMINAL FOR A HEAD COUNT AND FURTHER INSTRUCTION.**