

EMERGENCY ACTION PLAN

MECHANICAL ENGINEERING

Durham Hall

Mechanical Engineering Emergency Coordinator

Name: Randall K. Smith
Phone: 540-231-9113
Email: 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

Mechanical Engineering Emergency Response Team

Name: Randall K. Smith
Phone: 540-231-9113
Email: smithrk@vt.edu
Cell: 540-230-7973

Name: Matt Swift
Phone: 540-231-5277
Email: mswift@vt.edu
Cell: 540-818-8740

Name: Ben Poe
Phone: 540-231-9114
Email: bpoe@vt.edu
Cell: 540-921-7546

Name: Johnny Cox
Phone: 540-231-3770
Email: jcox@vt.edu
Cell: 540-230-3002

Name: Ken Ball
Phone: 540-231-6661
Email: ball@vt.edu
Cell: 540-250-0385

Name: Melissa Williams
Phone: 540-231-4447
Email: mjwillia@vt.edu
Cell: 540-230-8971

Name: Cathy Hill
Phone: 540-231-7460
Email: hillcath@vt.edu
Cell:

Name: Linda Vick
Phone: 540-231-7747
Email: 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.

Durham Hall Key Personnel

Name: Dan Inman
Phone: 540-231-4709
Email: dinman@vt.edu
Cell: Not Listed

Name: Beth Howell
Phone: 540-231-2908
Email: bethrun@vt.edu

Name: Marty Johnson
Phone: 540-231-4797
Email: martyj@vt.edu
Cell: Not listed

Name: Gail Coe
Phone: 540-231-4162
Email: gcoe@vt.edu
Cell: 276-620-2549

Additional Duties

The following persons have these assigned duties.

1. **Dan Inman and Marty Johnson** will perform a head count at the assembly point.
2. **Dan Inman and Marty Johnson** will give emergency instructions and warnings and assist with evacuation and security.
3. **Dan Inman and Marty Johnson** will assist with evacuation and shut down equipment as needed.
4. **Beth Howell and Gail Coe** will deal with departmental records preservation.

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 Goodson Center in 100L Randolph Hall. That phone number is 540-231-6623.

Personnel will trip the Fire Alarm system to alert others as to an emergency in the building.

ASSEMBLY POINT: ALL PERSONNEL WILL MEET AT SERVICE AREA AT THE CORNER OF RANDOLPH AND HANCOCK HALL FOR A HEAD COUNT AND FURTHER INSTRUCTION.