

EMERGENCY ACTION PLAN

Randolph Hall

This is a supplement to the Randolph Hall emergency plans submitted by the three departments occupying the building: Aerospace & Ocean Engineering, Chemical Engineering, and Mechanical Engineering. It deals strictly with the overall evacuation procedure and communications plans among the three departments.

Emergency Coordinators

Aerospace & Ocean Engineering

Name: Wanda Foushee
Title: Head Department Administrator
Phone: 540-231-9057
Email: wfoushee@vt.edu

Chemical Engineering

Name: Riley Chan
Title: Electrical Engineer
Phone: 540-231-4973
Email: rchan@vt.edu
Cell: 540-818-9308

Mechanical Engineering

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

These people 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

Building Evacuation Procedure

Since there is no central fire alarm system maintained by EHSS, the departments will collaborate to install individual battery-operated alarms in all hallways. For the sound to be heard by everyone in the building, it will be necessary to manually activate each alarm. Once an alarm is activated, anybody in the vicinity of another alarm will activate it. In this way, very quickly all alarms in the building will sound. An alternate plan is to have smoke detectors that are wirelessly connected so that when one is manually activated, the others on the network will sound. Hand-held whistles will also be available for those moving around the building. Each department will operate on its own to sweep its rooms to make sure everyone leaves the building. This will be done by each department's emergency team or others who are available, with coordination among departments if appropriate, improvising on the spot to act as quickly as possible without putting anyone in danger. Personnel will avoid entering rooms or hallways where there is danger of injury, for example because of fire, smoke, chemicals, violence, etc.

Building Evacuation Drill and Training

All department personnel will be trained in the above procedure, and an evacuation drill will take place at least twice a year. Instructions will be given to students in every class in Randolph Hall at the beginning of each term. This will ensure that virtually everyone in the building during an emergency will recognize the alarms and whistles and know the evacuation routes and what to do, and the building should empty out very quickly.

Additional Information

Small-scale testing of the fire alarms or smoke detectors will take place during spring 2009, with a proposal for EHSS funding of a building-wide implementation to follow. If funding is provided, a full-scale drill could happen in Fall semester 2009.

Please refer to the emergency action plans for the individual departments for Randolph Hall for specific information on key personnel and roles, and other instructions or procedures.

ASSEMBLY POINT: ALL PERSONNEL WILL MEET AT THE DESIGNATED ASSEMBLY POINT FOR THEIR DEPARTMENT FOR A HEAD COUNT AND FURTHER INSTRUCTION.

Aerospace & Ocean Engineering: *sidewalk intersection between Norris, Hancock and Burruss (for basement areas, meet at the north end of the Randolph Annex)*

Chemical Engineering: *Surge Building parking lot*

Mechanical Engineering: *Patton Hall Lawn (between Patton and Norris)*