

# EMERGENCY ACTION PLAN

## MECHANICAL ENGINEERING

### *Randolph Hall*

#### **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.

### **Additional Duties**

The following persons have these assigned duties.

1. **Cathy Hill** will perform a head count at the assembly point.
2. **Randy Smith** will give emergency instructions and warnings and assist with evacuation and security.
3. **Johnny Cox** will assist with evacuation and shut down equipment as needed.
4. **Ben Poe** will shut down equipment and deal with IT preservation issues as needed.
5. **Renee Schack** and **Jamie Archual** will perform web updates as necessary.
6. **Melissa Williams** 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 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 ON THE LAWN OF PATTON FOR A HEAD COUNT AND FURTHER INSTRUCTION.**