

# 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: xxx  
Title: xxx  
Phone: 540-231-xxxx  
Email: xxx@vt.edu  
Cell: xxx-xxx-xxxx

#### ***Chemical Engineering***

Name: Riley Chan  
Title: Electrical Engineer  
Phone: 540-231-4973  
Email: che-web@vt.edu  
Cell: xxx-xxx-xxxx

#### ***Mechanical Engineering***

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

#### ***Mechanical Engineering***

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

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.

**Unanned Systems Lab Key Personnel**

Name: Kevin Kockersberger

Phone: 540-231-5589

Email: [kbk@vt.edu](mailto:kbk@vt.edu)

Cell: 585-415-7861

Name: Al Wicks

Phone: 540-231-4323

Email: [awicks@vt.edu](mailto:awicks@vt.edu)

Cell: 540-250-5246

### **Additional Duties**

The following persons have these assigned duties.

1. **Kevin Kochersberger** will perform a head count at the assembly point.
2. **Kevin Kochersberger** will give emergency instructions and warnings and assist with evacuation and security.
3. **Kevin Kochersberger** will assist in preserving records.
4. **Kevin Kochersberger** will shut down any necessary equipment.

### **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.

Since there is not a central fire alarm system. Make sure everyone is out of the building.

**ASSEMBLY POINT: ALL PERSONNEL WILL MEET ACROSS THE STREET FROM THE LAB FOR A HEAD COUNT AND FURTHER INSTRUCTION.**