

# **Building Emergency Action Plan**

## **Planning Portal Instructional Guide**

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#### **Accessing the Planning Portal**

Building Emergency Coordinators (BEC) can access the planning portal using the following URL: <u>https://veoci.com/veoci</u>.

The landing page will be the initial Veoci Login screen to enter your Radford University email address. After you have typed your Radford University email address, click the blue Next button.



After clicking next, you will be taken to the SSO login page. Click on Radford University Secure Login button to enter the planning portal. Users will login through Radford University Secure Login by entering their username and password and proceed through the duo two-factor authentication process.

Once logged in, users will then be able to proceed in updating their BEAP by following the below steps.



#### Accessing the BEC Dashboard

Once logged into the portal, there will be a list of Active Rooms associated with each person's account. Each user should only see one Active Room option, "Building Emergency Action Plan Program," but it is possible others may be listed if an individual is involved in other Emergency Management functions (e.g., Emergency Operations Center activation). Click anywhere on the title of the Active Room to enter the room.



When you click on the title to enter the room, users will be directed to the Building Emergency Coordinator (BEC) Dashboard where BECs will be able to manage their Building Emergency Action Plans.

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Ш В	uilding Emergency Action Plan (	(BEAP) Dashboard		(	):	iii Helpful Links	
Build	ding Emergency Action Plans	s should be updated annually, or when t	here are changes that effect the p	lan (e.g., Emergency Floor		Request a Training or Exercise	
Coor	rdinator changes). Annual up	pdates are due by June 30th.				VIEW Building Emergency Activ	n Pl
To vi	iew your BEAP, <u>click HERE</u> . `	You can also visit the <u>OneCampus</u> porta	I and search for the BEAP tile to a	access the plans.			
To vi For a assis	iew your BEAP, <u>click HERE</u> . Y assistance with updating you stance, please contact the Of	You can also visit the <u>OneCampus</u> porta Ir BEAP, please <u>Create a New Support T</u> ffice of Emergency Management at 540-	I and search for the BEAP tile to a <u>icket</u> and someone will be in touc -831-6696.	access the plans. h. If you need immediate			
To vi For a assis	iew your BEAP, <u>click HERE</u> , <u>\</u> assistance with updating you stance, please contact the Of	You can also visit the <u>OneCampus</u> porta Ir BEAP, please <u>Create a New Support T</u> ffice of Emergency Management at 540- B	II and search for the BEAP tile to a <u>icket</u> and someone will be in touc -831-6696. uilding Emergency Action Plans	access the plans. h. If you need immediate			0
To vi For a assis	iew your BEAP, <u>click HERE</u> , <sup>v</sup> assistance with updating you stance, please contact the Of building Emergency Action Plan (	You can also visit the <u>OneCampus</u> porta Ir BEAP, please <u>Create a New Support T</u> ffice of Emergency Management at 540 BI BEAP)	al and search for the BEAP tile to a <u>icket</u> and someone will be in touc -831-6696. uilding Emergency Action Plans Filter Grid Data., ① :	Access the plans. h. If you need immediate III BEAP / BEC Support	:		(
To vi For a assis	iew your BEAP, <u>click HERE</u> , <sup>\</sup> assistance with updating you stance, please contact the Of building Emergency Action Plan ( Building Name	You can also visit the <u>OneCampus</u> porta Ir BEAP, please <u>Create a New Support T</u> (ffice of Emergency Management at 540- Building Energency Coordinator Name	al and search for the BEAP tile to a <u>icket</u> and someone will be in touch -831-6696. uilding Emergency Action Plans <u>Filter Grid Data</u> ① : Last Modified	Access the plans. h. If you need immediate H. BEAP / BEC Support Create a New Support Ticket	3		(

Once you are in the BEC Dashboard you will be able to update your BEAP, request system or plan update support, request changes to the Evacuation Maps and Assembly Areas, or to request training and exercises.

#### Updating the Building Emergency Action Plan (BEAP)

To edit your BEAP, click on the blue page icon next to the Building Name in the Building Emergency Action Plan (BEAP) tile. Then, click on the Edit button in the lower right corner to begin editing sections of the BEAP.

	Plan (BEAP)	Filter Grid Data 🛈
ang Name	Building Emergency Coordinator Name	Last Modified
TEST BUILDING	Peter	2022-Jul-07 10:11
ST BUILDING_BEAP		
D IC II		
Radford Emergency Management		
ank you for updaling your Building Emergency Action Plan. Click on t	he sections below to update information as needed. If you need to request a change to the evacuation pla	ans or assembly area location, please submit a request be <u>clicking here</u> .
you need assistance with updating your plan or with the emergency pl	lanning portal, you can <u>submit a support ticket</u> for assistance.	
Building Name		
Building Name		
TEST BUILDING		
Personnel		
Personnel Personnel Responsibilities		
Personnel Personnel Responsibilities		
Personnel Personnel Responsibilities Evacuation Special Tasks		
Personnel Personnel Responsibilities Evacuation Special Tasks Plan Maintenance		
Personnel Personnel Responsibilities Evacuation Special Tasks Plan Maintenance		
Personnel Personnel Responsibilities Evacuation Special Tasks Plan Maintenance		
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Personnel Personnel Responsibilities Evacuation Special Tasks Plan Maintenance		

Once you have clicked on Edit, you can then click on the headers of each section to expand and update data, as needed.

**NOTE:** Evacuation route maps and assembly area locations are updated by Emergency Management and Environmental Health & Safety offices. To request a change to either of these maps, please contact OEM or EHS using the Request Change to Evac Route(s) or Assembly Area(s) link in the BEC Dashboard.

BEAP / BEC Support	1
Create a New Support Ticket	
Request Change to Evac Route(s) or Assem	nbly Area(s)

#### Personnel

When BEAPs are initially created, all personnel should be listed as provided to EHS and OEM. Any changes to personnel can be updated under the appropriate section (BEC, ABEC, or EFC). There will only be one BEC and one ABEC listed in the plan. There may be multiple EFCs for any given facility. You can add EFCs by clicking on the "+Add More EFCs" button. If you need to remove an EFC click on the  $\ominus$  symbol next to the EFC you wish to remove.

ole	Name	Area	Email	Phone Number(s)	
Building Emergency Coordinator ( 🔒	Enter Text	Enter Text	pmccann@radford.edu	Enter Text.	
nate Building Emergency Coordinator					
sle	Name	Area	Email	Phone Number(s)	
$\Theta$				4	
gency Floor Coordinator(s)					
gency Flor Coordinator(s)	Name	Area	Email	Phone Number(s)	_
igency Floe Coordinator(s) Role ) Emergency Floor Coordinator	Name	Area	Email	Phone Number(s)	

#### **Personnel Responsibilities**

Should your building have specific responsibilities for the BEC or EFCs during an emergency, you can outline this information in this section by selecting Yes for the respective role. When selecting Yes, a text box will appear to update the information for the BEC or EFC role. If there are not any specific responsibilities, you would select No and move to the next section. There will be boiler plate language inserted into the plan stating "There are no specific BEC/EFC responsibilities for this building."

#### **Evacuation Special Tasks**

This section provided opportunity to identify any special tasks and assignments that need to be completed prior to an evacuation. You may reference other plans that are in place for your building, if you prefer. If there are no special tasks identified, the default language will be populated. Should special tasks be added later, you can update this section accordingly.

ergency Evacuation - Special Tasks any special tasks and assignments that need to be npleted prior to evacuation (e.g., turning off dangerous	
This building does not have any special tasks identified for evacuation.	

#### Saving the BEAP

Before submitting the updates to your BEAP, BECs should capture what was updated in the plan in the Record of Changes section. Identify the section that was updated and any pertinent information that was updated in that section.

Once you have recorded your changes, select the type of plan maintenance that was completed. Updates to the BEAP throughout the year would fall under the "Update to Plan" option. When submitting the plan for an annual review by EHS and OEM, select the "Annual Submission for Plan Review" option.

After you have completed the Record of Change and Plan Maintenance selection, then you will click on the Update BEAP button to save and submit the plan.



Always remember to click Update BEAP to save information prior to closing the template or else any changes to the plan will not take effect.

#### **Downloading & Printing the BEAP**

Once the plan has been submitted, the Environmental Health and Safety Office and The Office of Emergency Management will be notified. The updated BEAP will be loaded into the <u>Building</u> <u>Emergency Action Plan D2L page</u> with the evacuation plans attached. To access the BEAP, please allow 1-2 business days for uploading into the <u>D2L page</u>. You can access this page through the BEC Dashboard under Helpful Links or by searching for Building Emergency Action Plans in the <u>OneCampus portal</u>.

iii Helpful Links	1
Request a Training or Exercise	
VIEW Building Emergency Action Plans	

#### **Need Assistance?**

For any questions about the plan or the planning portal, please submit a Support Ticket located in the BEC Dashboard.

III BEAP / BEC Support	4
Create a New Support Ticket	
Request Change to Evac Route(s) or Assembly	Area(s)

If you need immediate assistance, please contact the Office of Emergency Management via phone (540-831-6696) or email (<u>oem@radford.edu</u>) or contact the Environmental Health & Safety office via phone (540-831-7790) or email (<u>ehs@radford.edu</u>).