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: https://veoci.com/veoci.

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.
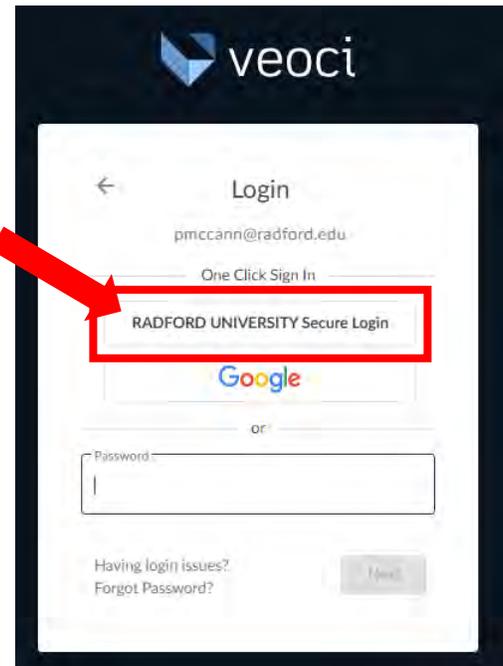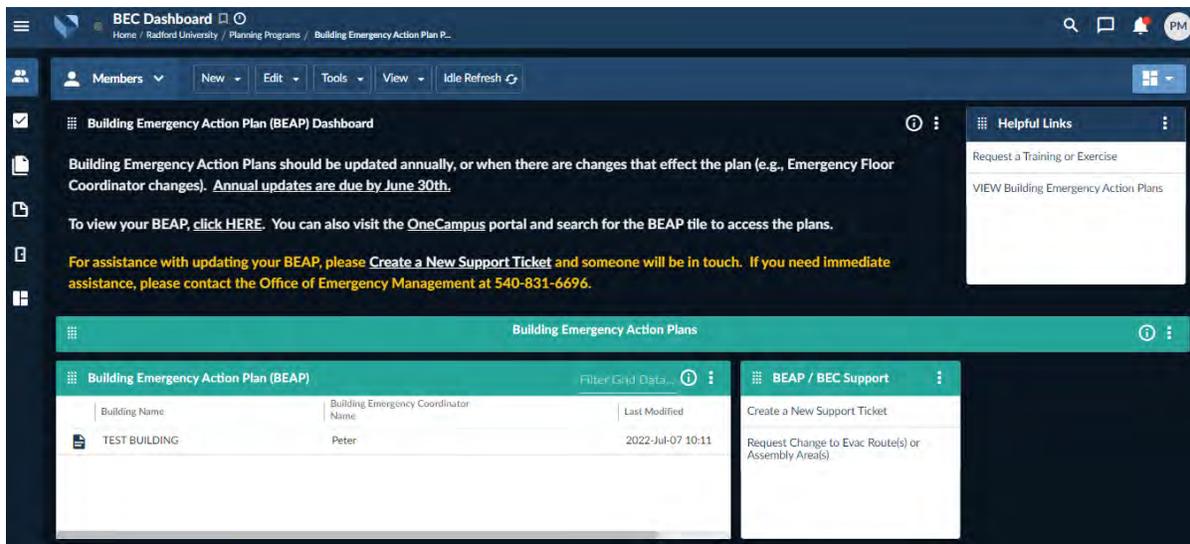
Accessing the BEC Dashboard

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.

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.

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.

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 ⊖ symbol next to the EFC you wish to remove.

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.
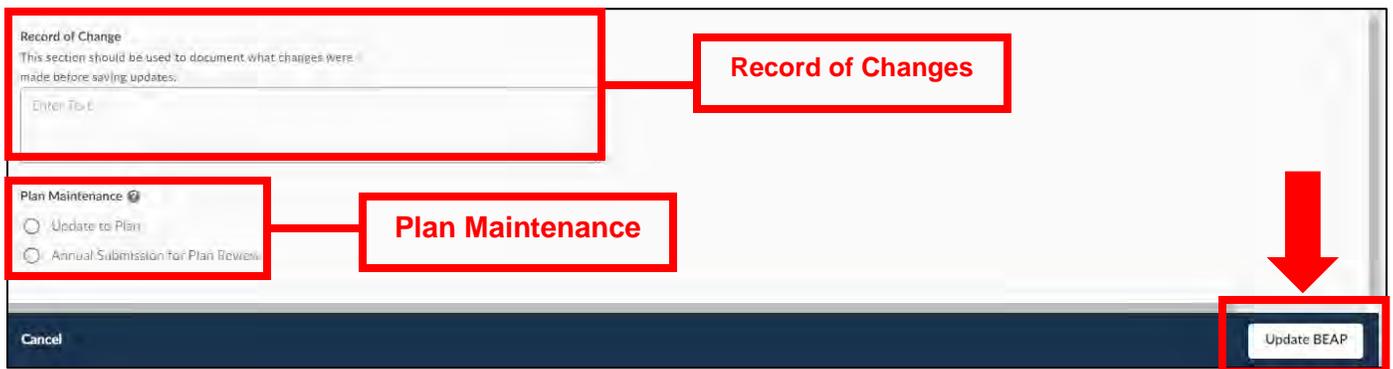
Evacuation Special Tasks

Emergency Evacuation - Special Tasks

List any special tasks and assignments that need to be completed prior to evacuation (e.g., turning off dangerous equipment as part of lab procedures).

This building does not have any special tasks identified for evacuation.
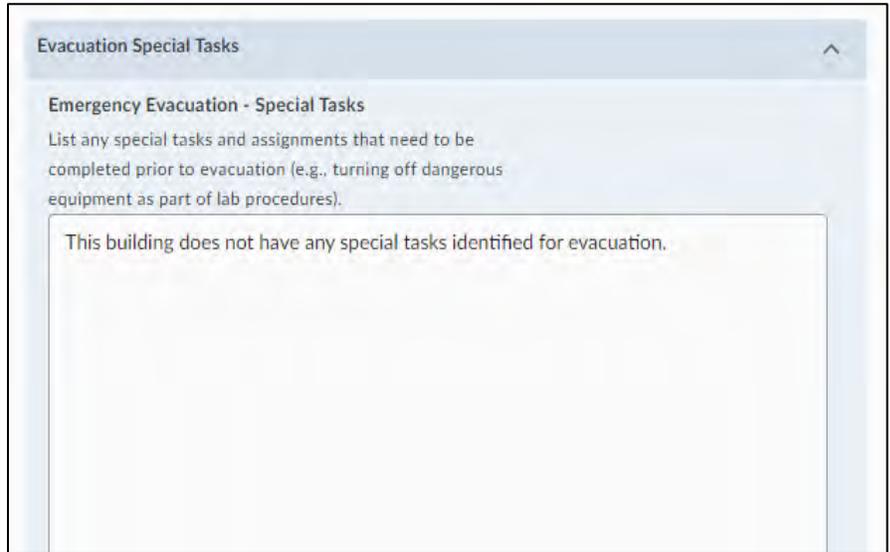
Saving the BEAP

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.

Record of Change
This section should be used to document what changes were made before saving updates.

Enter Text

Record of Changes

Plan Maintenance ⑦
○ Update to Plan
○ Annual Submission for Plan Review

Plan Maintenance

Cancel   Update BEAP

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 Building Emergency Action Plan D2L page with the evacuation plans attached. To access the BEAP, please allow 1-2 business days for uploading into the D2L page. You can access this page through the BEC Dashboard under Helpful Links or by searching for Building Emergency Action Plans in the OneCampus portal.
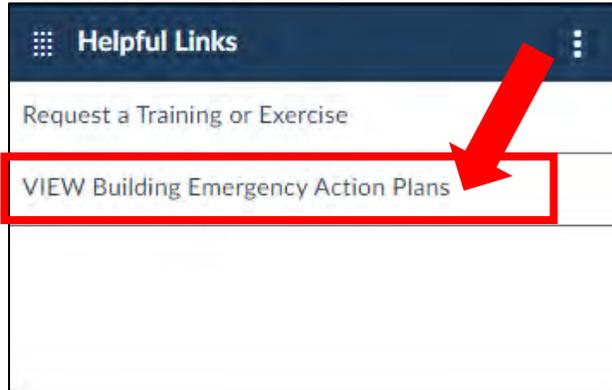
Need Assistance?

For any questions about the plan or the planning portal, please submit a Support Ticket located in the BEC Dashboard.
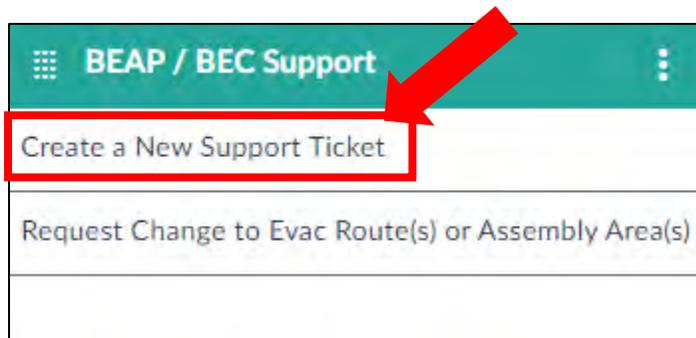
If you need immediate assistance, please contact the Office of Emergency Management via phone (540-831-6696) or email (oem@radford.edu) or contact the Environmental Health & Safety office via phone (540-831-7790) or email (ehs@radford.edu).