



# **Emergency Action Plan Building Annex(es)**

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Virginia Polytechnic Institute and State University  
Virginia Tech Emergency Management  
148 Public Safety Building, Mail code 0195  
Blacksburg, Virginia 24061  
(540) 231-4873  
(540) 231-4029  
[www.emergency.vt.edu](http://www.emergency.vt.edu)

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## TABLE OF CONTENTS

<b>INTRODUCTION .....</b>	<b>4</b>
<b>ACCESSING THE EMERGENCY PLANNING PORTAL .....</b>	<b>5</b>
<b>ACCESSING THE BEC DASHBOARD.....</b>	<b>5</b>
<b>REVISING BUILDING ANNEX PLAN .....</b>	<b>7</b>
<b>Personnel:.....</b>	<b>8</b>
<b>Emergency Assets:.....</b>	<b>9</b>
<b>Shelter in Place:.....</b>	<b>9</b>
<b>Unique Building Hazards:.....</b>	<b>10</b>
<b>Evacuation Info: .....</b>	<b>10</b>
<b>Building Alarms: .....</b>	<b>11</b>
<b>Floor Wardens: .....</b>	<b>11</b>
<b>Optional Information .....</b>	<b>12</b>
<b>SAVING THE EAP BUILDING ANNEX PLAN .....</b>	<b>12</b>
<b>DOWNLOADING &amp; PRINTING THE EAP BUILDING ANNEX PLAN .....</b>	<b>13</b>

## INTRODUCTION

Virginia Tech Emergency Management (VTEM) has worked to improve user experience within the emergency management planning portal. This guide will provide step-by-step instructions on how Building Emergency Coordinators (BEC) can review, revise, and submit their Building Annex Plan.

Departments are asked to maintain, per university policy 5615 and 1005, an updated and functioning Emergency Action Plan (EAP). Each department has associated Building Annex Plans that must be maintained as part of their EAP. Plans should be managed within the Virginia Tech Emergency Management Planning Portal. Review and revisions, if necessary, to each department's plan are required, at a minimum, on an annual basis. This should be completed no later than August 1st of each year.

Virginia Tech Emergency Management can assist with developing or revising a Building Annex plan. Contact Emergency Management at 540-231-4873 or email at [oem@vt.edu](mailto:oem@vt.edu) for further assistance. Building Coordinators can also contact VTEM using the "Contact Emergency Management" link on the EAP dashboard.

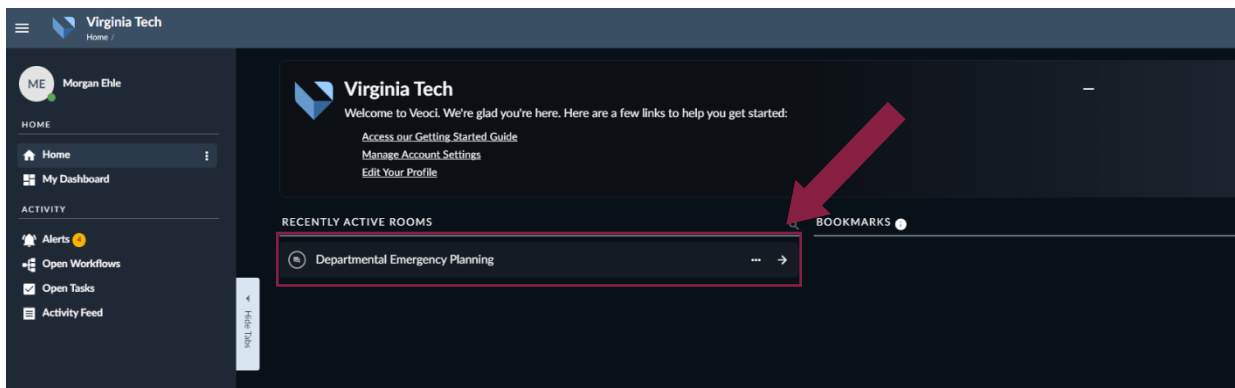
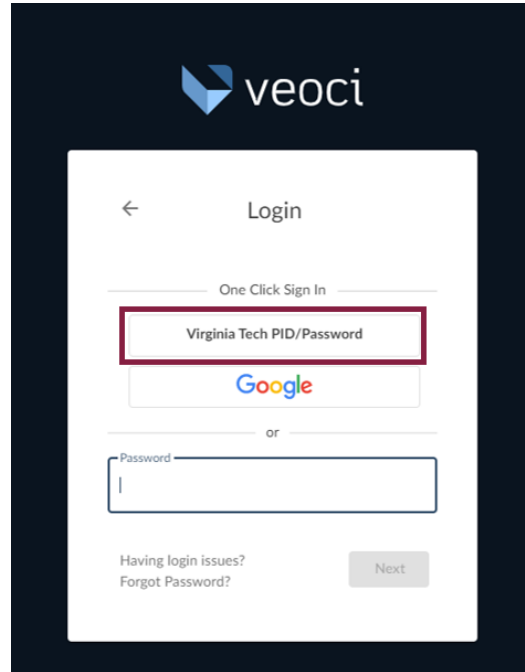
## ACCESSING THE EMERGENCY PLANNING PORTAL

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

To access the planning portal using your Virginia Tech PID and password, click on the Virginia Tech PID/Password button and enter your PID/Password.

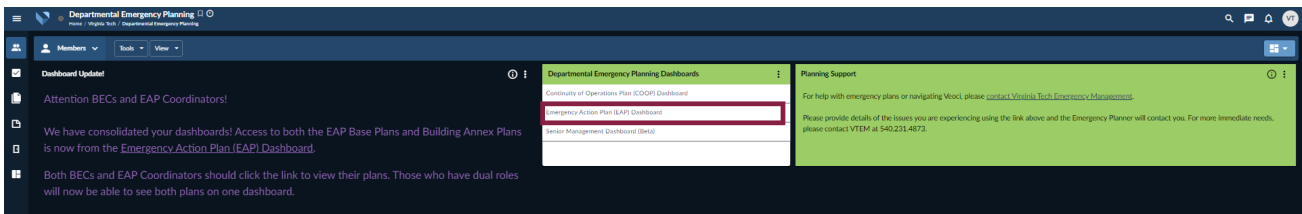
## ACCESSING THE BEC DASHBOARD

Once in the portal, there will be a list of active rooms associated with the individuals account. There will likely only be one titled, “Departmental Emergency Planning,” but there may be others listed if an individual is involved in other Emergency Management functions (e.g. game day operations). Click anywhere on the title or arrow to enter the room.

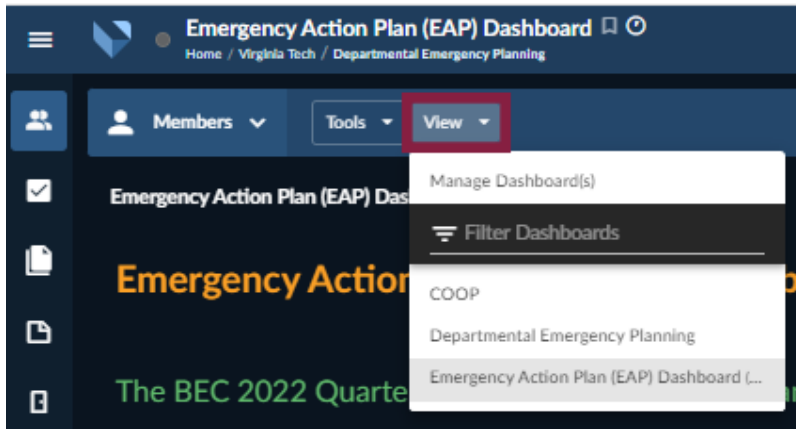
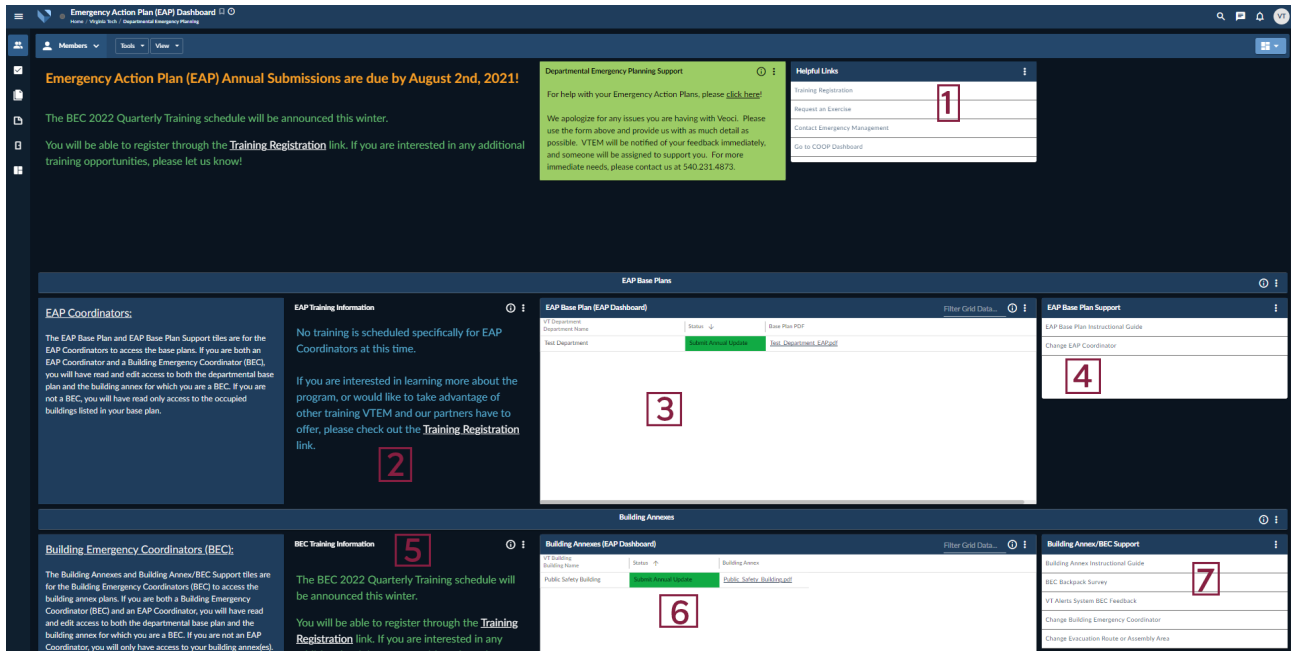


Clicking to enter the room will take the user to the Emergency Planning Dashboard, which includes links to access either the Continuity of Operations Plan (COOP) or Emergency Action Plan (EAP) dashboard, depending on the user’s roles. *Users that hold multiple roles will have access to more than one dashboard.*

Click the Emergency Action Plan (EAP) Dashboard link to access the planning space for base plans and building annexes.



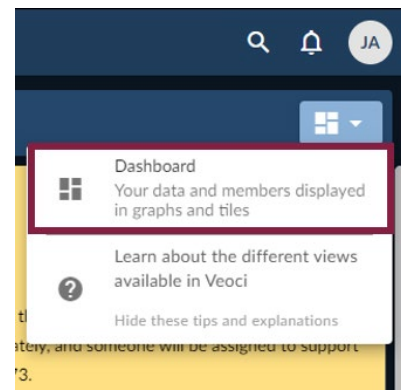
After clicking the link, the EAP Dashboard should be visible with several tiles for managing both the EAP Base Plan and Building Annexes. General resources and those specific to Building Emergency Coordinators include the tiles for planning support, Helpful Links (1), BEC training (5), Building Annexes (6) and Building Annex/BEC Support (7). *Note: The remaining tiles (labeled 2 – 4) relate to the base plan and are accessible by EAP Coordinators.*



If a BEC holds another departmental emergency planning role, such as COOP Coordinator, they will have access to more than one dashboard. To switch between dashboards, click the View option and select another dashboard.

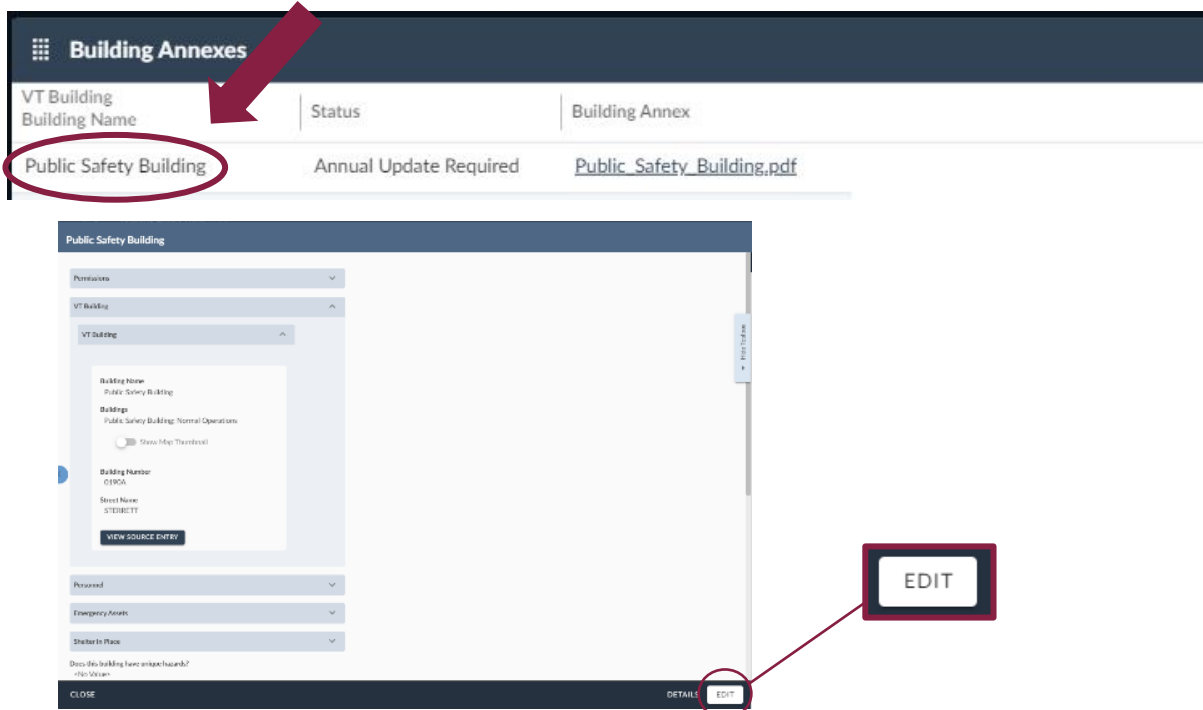
**For any questions or issues, please contact Emergency Management via the Help/Support link on the Dashboard.**

If lost in the system, look for the light blue icon in the top right corner of the screen. Click for a drop-down menu and select Dashboard.



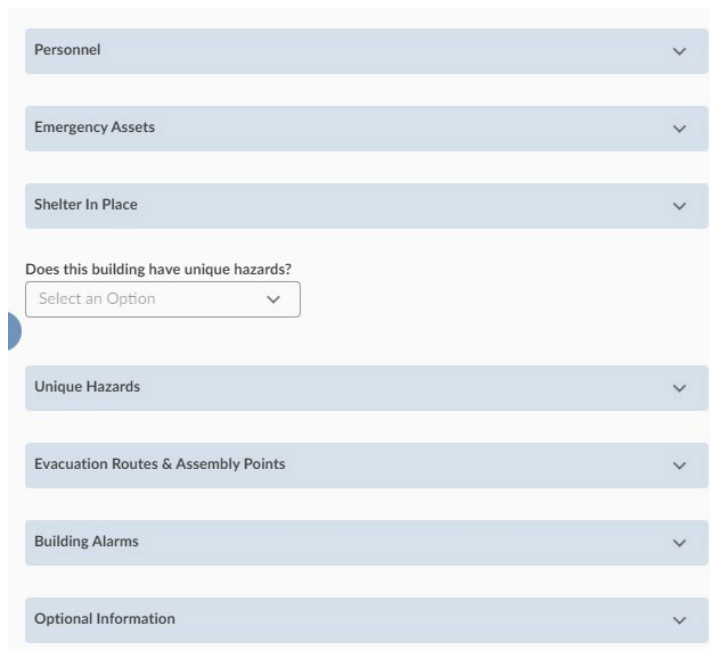
## REVISING BUILDING ANNEX PLAN

To edit the Building Annex, click anywhere on the row to open the template. Then, click the edit button.



**NOTE: If the building listed is incorrect, or a building is missing, please contact VTEM through the support link on your Dashboard.**

Click the headers of each of the following sections to expand and enter data: Personnel, Emergency Assets, Shelter in Place, Unique Hazards (if applicable), Evacuation Routes & Assembly Areas, Building Alarms (and Floor Wardens, if applicable), and Optional Information.



**Personnel:**

First, enter the BEC and ABEC information. The BEC filling out the plan should be able to click the “ME” button to populate the field with their name. Typing in the field will also bring up the correct name to choose for BEC.

The Emergency Preparedness Committee (EPC) is composed of one representative from every department that occupies the building. All members and information should be entered in this section, which has a repeating field option. To add more fields for data input, click on the “Add More” button (1). There is not a limit to the number of additional rows; the tables in the final plan will reflect how many data sets have been entered. To delete any fields that are no longer needed, click on the “-” next to that field to remove it from the form (2).

The screenshot shows a form titled "Personnel" with several sections: "Building Emergency Coordinator" (with a "Me" button highlighted in a red box), "Office Address", "Phone Number 1", "Phone Number 2", "Alternate Building Emergency Coordinator", "ABEC Office Address", "ABEC Phone Number 1", "ABEC Phone Number 2", and "ABEC Email". Each section has a text input field.

The screenshot shows a table titled "Emergency Preparedness Committee" with columns for "Department", "Name", "Phone Number", and "Email". Each column has an "Enter Text..." input field. A red box labeled "2" points to a minus sign icon on the left side of the table. A red box labeled "1" points to a "+ ADD MORE" button below the table.



**Emergency Assets:**

The following sections are where the emergency assets such as high availability (non-VoIP) telephones (1), First Aid Kits (2), and AEDs (3) can be entered. These sections also have a repeating field option to add information as needed.

The image shows three stacked form sections for entering emergency assets. Each section has a title bar with an expand/collapse arrow and a minus sign icon. The first section, 'First Aid Kits', has two input fields: 'Floor' and 'Room/Location'. The second section, 'High Availability Phones', has three input fields: 'Floor', 'Room/Location', and 'Phone Number'. The third section, 'Automated External Defibrillators (AED)', has three input fields: 'Location(s) of AEDs', 'Floor', and 'Room/Location'. Each section includes a '+ Add More' button at the bottom, which is highlighted with a red box in the original image.

**Shelter in Place:**

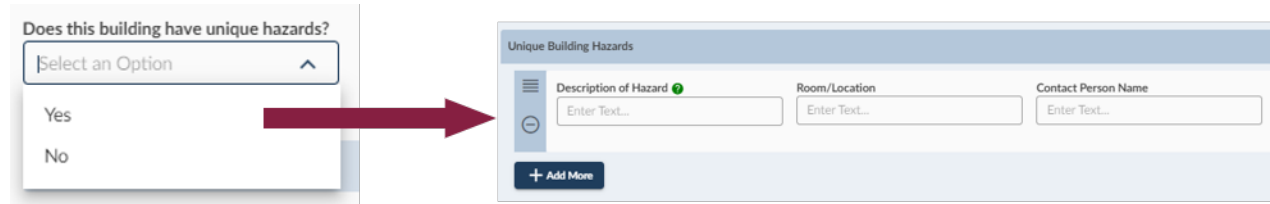
Shelter-in-place events are typically weather-related emergencies. When it is necessary to shelter-in-place, you will be safest by moving inside to a building space that protects you from the danger. Describe the shelter-in-place gathering points for the building annex in the text box.

The image shows a text box with the title 'Shelter-In-Place Gathering Points' and the placeholder text 'Enter Text...'. The text box is rectangular with rounded corners and a light blue background.

**Unique Building Hazards:**

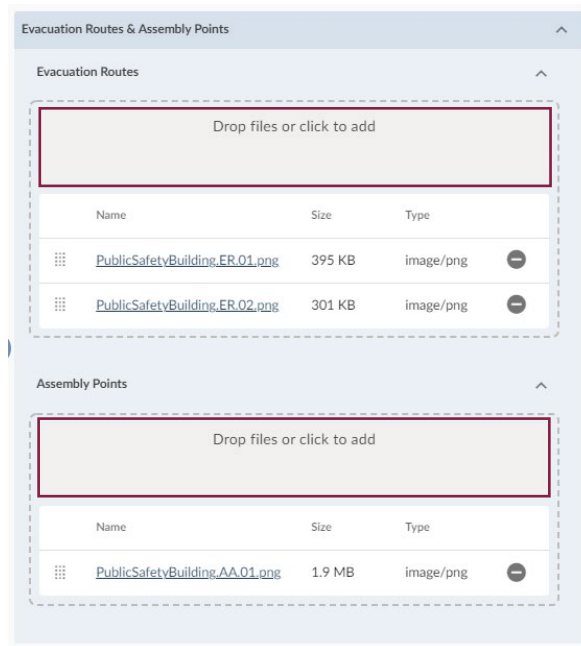
Unique building hazards are hazards that may adversely impact building occupants in an emergency, and can reasonably be mitigated through awareness (e.g., large amounts of chemical storage).

If your building has unique building hazards, select “Yes”. A form section with repeating fields will appear and allow for multiple entries to capture the unique hazards in the building.

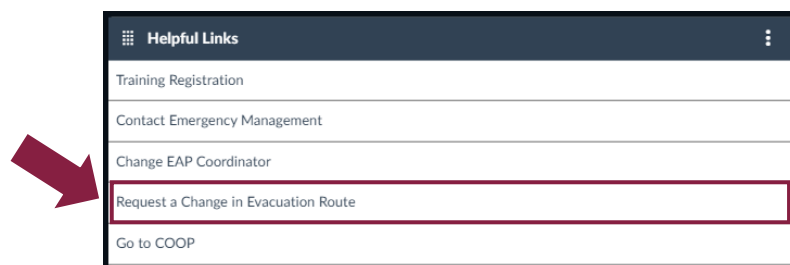


**Evacuation Info:**

Evacuation Route(s) and Assembly Points – In this section are the evacuation route maps and assembly area images. To view the evacuation routes and assembly areas associated with the building annex click on the link (e.g., buildingname.ER.01).

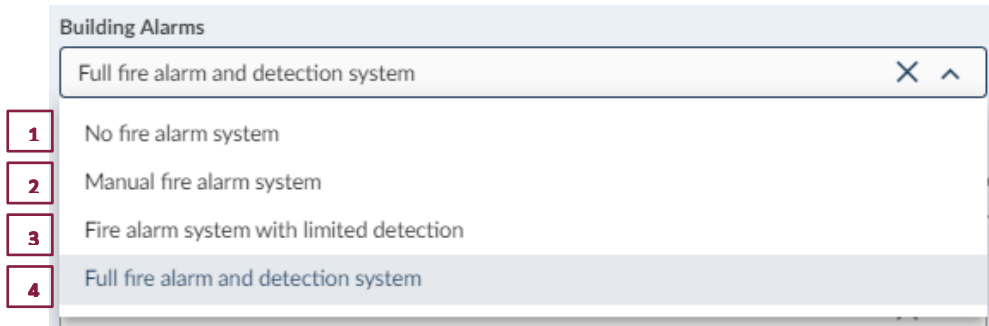


To request a change to either evacuation routes or assembly points, contact VTEM using the “Contact Emergency Management” link on the dashboard.



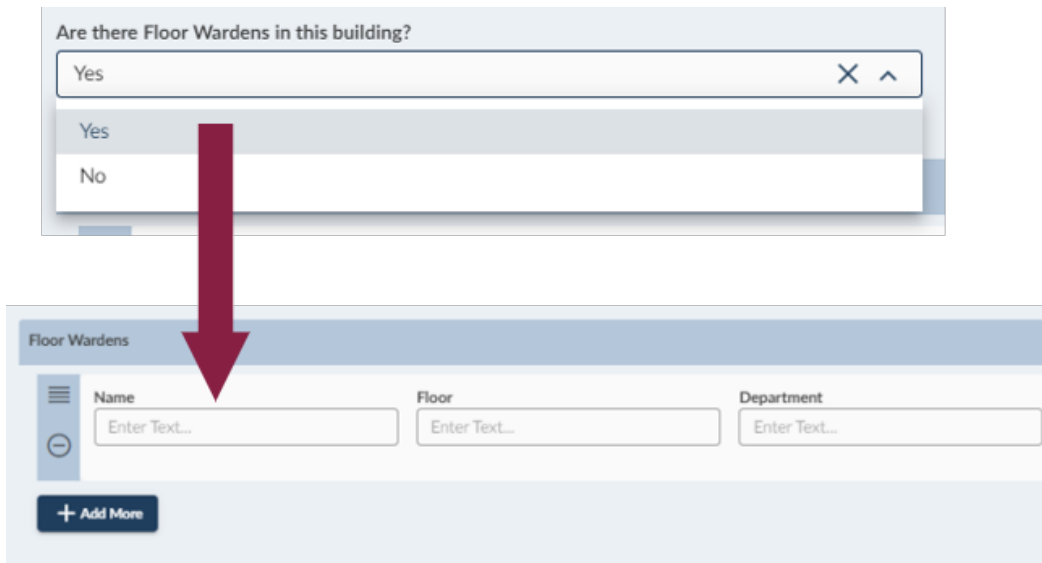
**Building Alarms:**

Indicate whether the building has fire detection system (e.g., smoke detectors, heat detectors or water flow devices) that will trigger both visual and audible alarms (e.g., strobe and horn) throughout the facility when activated. If there are manual pull stations located at exits, these can also be used to initiate a building alarm. (All buildings on campus with a fire alarm system will have manual pull stations. Leased properties, however, may not have these devices.



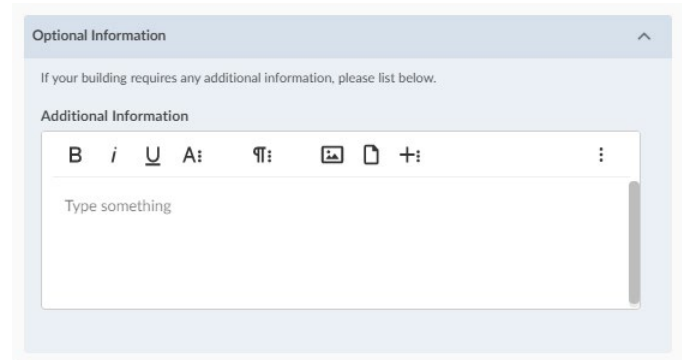
**Floor Wardens:**

If your building has floor wardens, select "Yes" and update contact information.



**Optional Information:**

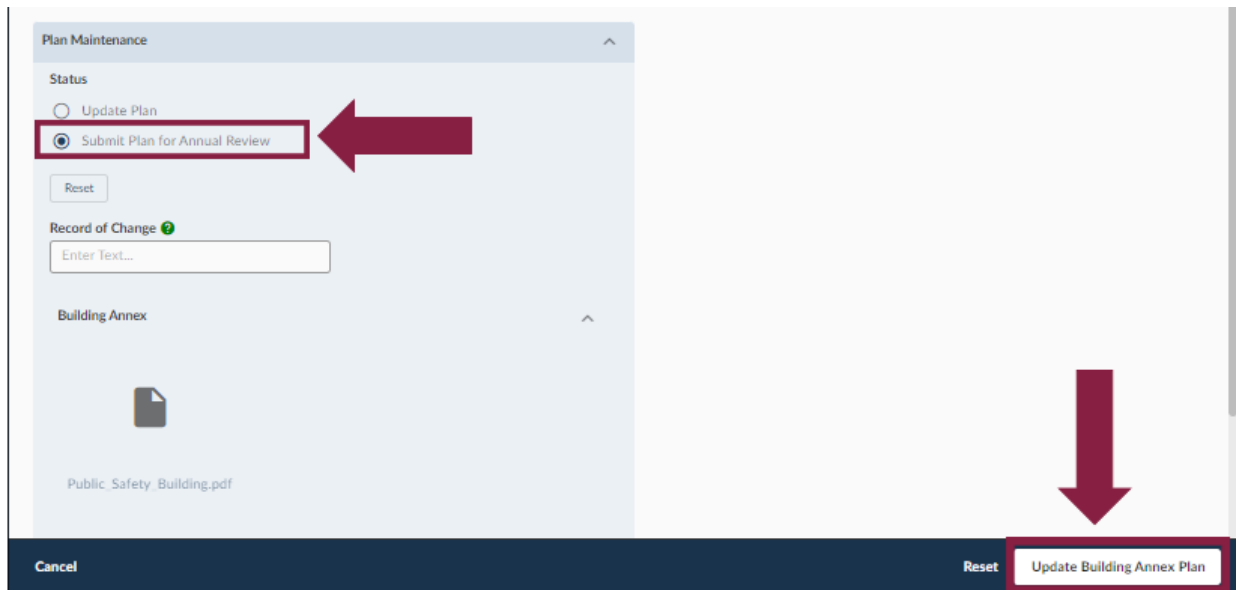
This optional text box is provided for any additional information that is required of the building for emergency planning. This is an OPTIONAL field and does not have to be completed.



**SAVING THE EAP BUILDING ANNEX PLAN**

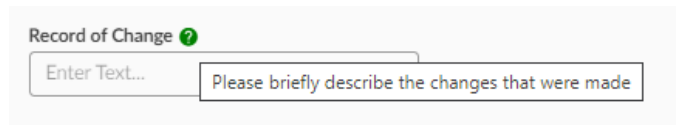
The default plan status is “Update Plan.” To make any mid-year plan revisions, keep this as the status and click on the *Update Building Annex Plan* button in the bottom right hand corner to save any changes made to the base plan.

During the annual submission timeframe, select “Submit Plan for Annual Review” then click the *Update Building Annex Plan* button to save and submit the plan.



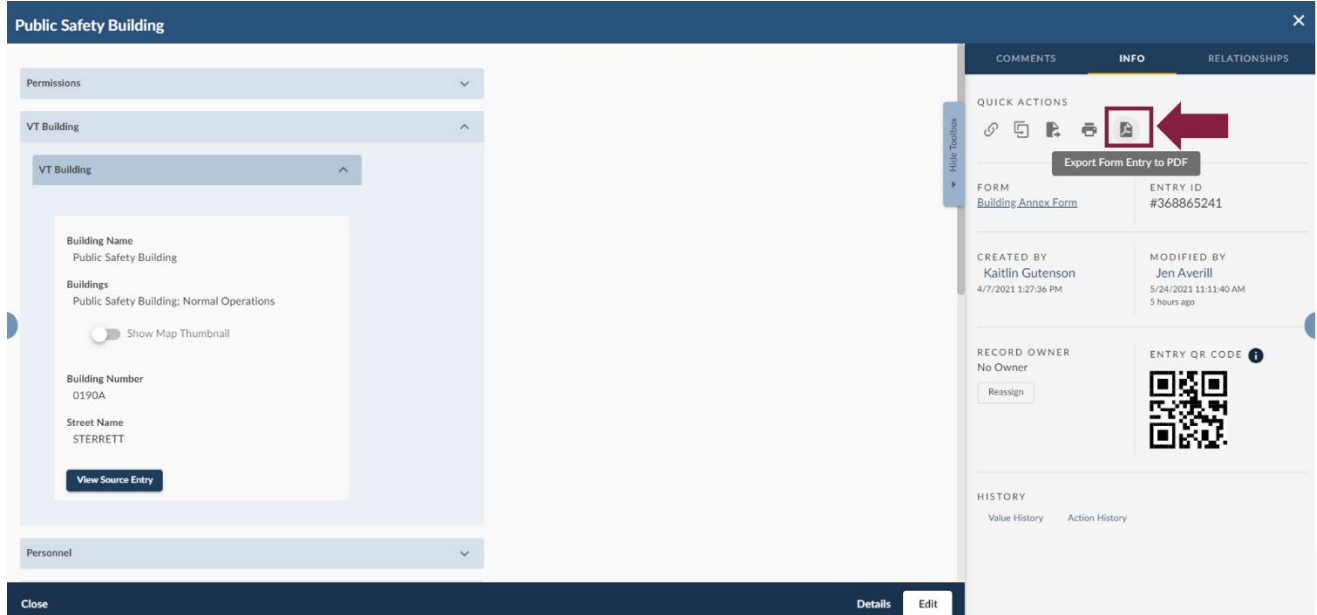
***Always remember to click Update to save prior to closing the template or else any changes to the plan will not take effect.***

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



## DOWNLOADING & PRINTING THE EAP BUILDING ANNEX PLAN

Click on the building annex plan from the dashboard to view the template. Once opened to view, click on the PDF icon on the right side of the screen.



After clicking on the PDF icon to export the form entry, a printable PDF document of the Building Annex Plan will be downloaded where the user can either print the document or save the document to the computer.

For any questions about the plan or the Emergency Planning Portal, please contact Virginia Tech Emergency Management using the link on the EAP Dashboard, by calling 540-231-4873 or by email ([oem@vt.edu](mailto:oem@vt.edu)).