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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 provide assistance with developing or revising a Building Annex plan. Contact Emergency Management at 540-231-4873 or email at oem@vt.edu for further assistance.
Accessing the Virginia Tech Emergency Management Planning Portal

1. Login to the portal using the following URL:
   
   https://university.bams.vt.edu/sites/emergency/

   You will need to login with your CAS credentials and then follow the two-factor authentication process to access the portal. It may be a good idea to bookmark the URL as well. The link can also be found on the VTEM website (http://emergency.vt.edu/).

   Once in the portal, the home page provides brief updates to the planning portal and will highlight upcoming deadlines and trainings. Please note the left-hand navigation bar has several links to other pages within the portal.

   ![Left-Hand Navigation Bar]

Accessing the EAP Page

2. From the home page, you can navigate to the EAP page by clicking on “EAP” located on the left-hand navigation bar to access the building annex plans.

   ![EAP Page]

   ![EAP Tech Support - VTEM use only]
Once on the EAP page, you will see your Building Annex Plan(s) listed in the Building Annex Library.

![EAP Page within Planning Portal](image)

**Note:** If there is no EAP Base Plan listed, you may not be the department representative responsible for that because it is separate from your Building Emergency Coordinator responsibilities.

View the Building Annex Plan

3. To view your Building Annex Plan, click on your building name to open up the document.

![Select the Building Annex Name to VIEW ONLY.](image)
4. By clicking on the building name, the Building Annex Plan will open in the Microsoft Word Online view. (Please note, the word online view of the building Annex Plan is not intended to edit the document).

![Microsoft Word Online View](image)

**Building Annex – Public Safety Building**

Building Address: 300 Storretti Dr.
Region: Blacksburg

**BUILDING EMERGENCY COORDINATOR & ALTERNATE (BEC / ABEC)**

The Building Emergency Coordinator (BEC) program was established to coordinate the emergency preparedness and planning efforts among each of the campus buildings. The BEC serves as an extension of the Virginia Tech Emergency Management in the preparedness, response, and recovery phases of an emergency and serves as a central point of contact, to which information can be exchanged, within and external to the building. The BEC not only adds value to the building community, by serving in this position, but also to the overall university.

Typically a campus building is occupied by multiple departments, making building-wide communications difficult during normal operations, let alone during an emergency. Thus the Building Emergency Coordinator (BEC) program also serves to assist first responders and Virginia Tech Emergency Management by developing a common, building-wide, plan of action for emergencies that threaten life safety.

An additional role of the BEC is to serve as a single point of contact within each building and allowing emergency planners to better disseminate pertinent emergency preparedness information and plans throughout campus buildings. In addition, emergency responders are provided with a single, knowledgeable point of contact, within each building that can assist in contacting appropriate departmental personnel and officials in case of an emergency.

<table>
<thead>
<tr>
<th>Building Emergency Coordinator (BEC)</th>
<th>Office Address</th>
<th>Suite 123, Office of Emergency Management</th>
<th>Phone 1</th>
<th>Office 0123456789</th>
<th>Phone 2</th>
<th>Office 0123456789</th>
</tr>
</thead>
<tbody>
<tr>
<td>alternate Building Emergency Coordinator (ABEC)</td>
<td>Email Address</td>
<td><a href="mailto:info@vt.edu">info@vt.edu</a></td>
<td>Name</td>
<td>Field Address</td>
<td>Phone</td>
<td>Alternate Building Emergency Coordinator (ABEC)</td>
</tr>
</tbody>
</table>

Revising the Building Annex Plan

5. Click on the edit icon next to the building name.

![Edit the Form](image)

This will open your Building Annex Plan in a form, where you can now edit specific information for the building you represent.
6. To edit each section, click on the tabs in the form.
   a. Personnel, Emergency Assets, Shelter In Place, Unique Hazards, Evacuation Info, and Optional Info
Shelter-In-Place Gathering Points

Shelter-in-place events are usually 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 your building in the box below.

Shelter In Place locations are determined by individual departments.

Unique Building Hazards

Unique building hazards are those hazards that may adversely impact building occupants in an emergency, and can reasonably be mitigated through awareness. Identifying unique hazards is also a process to recognize locations that may require special consideration or precaution during an emergency.

The table below should be used to list the location and brief description of hazards, with appropriate information for a responsible party.

Does this building have any unique building hazards? 

Yes [ ] You have chosen to identify any Unique Building Hazards for your building.

No [x] You have chosen not to identify any Unique Building Hazards for your building.

Evacuation Info

There are Floor Wardens in this building

Assembly Area Image

Secondary Assembly Area Image (Optional)

Evacuation Route(s)

Building Alarms

Select the proper alarm system for your building from the drop down menu.

No fire alarm system
The Optional Info tab allows BECs to add any additional information that is required of the building for emergency planning. This is an OPTIONAL field and does not have to be completed.

b. Many sections now have a repeating field option. To add more fields for data input, click on the “Add new row” link. You are able to add as many fields as needed to input the data. The tables in the final plan will reflect how many data sets have been inputted.

c. To delete any fields that are no longer needed, click on the “X” next to that field to remove it from the form.
Saving Your Building Annex Plan

7. Click on the Save button to finalize any changes made to your plan. Those changes will not take effect until you have clicked on Save.

8. Once you have hit the save button, you will be directed back to the EAP Page of the portal to create your updated Building Annex plan.

Creating Your Updated Building Annex Plan

9. From the EAP page, click on the CREATE PDF link.

10. This will direct you to a document generator workflow. Click the start button to get the most up-to-date version of your document.

11. Once the last modified time has updated, click on your building name to view your finalized plan.
Printing/Downloading Your Building Annex Plan

12. From the EAP page, click on your building name to open the plan in Word Online.
13. Once opened, click on the PRINT icon at the top left corner.

Once you have clicked on the PRINT icon for the Building Annex, the portal will prompt you to “Open a printable PDF of your document.”

14. Click on “Open a printable PDF of your document.” This will open your computers print options where you can either print the document or save the document as a PDF by changing the printer to Adobe PDF or Save as PDF.