Contents
Introduction ........................................................................................................................................... 2
Accessing the Virginia Tech Emergency Management Planning Portal........................................... 3
Accessing the EAP Page.......................................................................................................................... 3
View the EAP Base Plan.......................................................................................................................... 5
Revising the EAP Base Plan ................................................................................................................... 6
Saving Your EAP Base Plan.................................................................................................................. 8
Creating Your Updated EAP Base Plan................................................................................................. 9
Printing/Downloading Your EAP Base Plan........................................................................................... 10

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 EAP Coordinators can develop, revise, and submit their department’s Emergency Action Plan (EAP). Departments are asked to maintain, per university policy 5615 and 1005, an updated and functioning 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 departmental EAP. 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 training. Please note the left-hand navigation bar has several links to other pages within the portal.

2. From the home page, you can navigate to the EAP page by clicking on “EAP” located on the left-hand navigation bar.
Once on the EAP page, you will see your departmental EAP Base Plan. Your department name should be listed under “EAP Base Plan.”

Note: Any buildings listed in the EAP Base Plan as a building occupied by the department, will generate a list of those building plans in the Building Annex Library. These Building Annex Plans should be combined with the EAP Base Plan to complete the department’s EAP.
View the EAP Base Plan

3. To view your Departmental EAP Base Plan, click on your department name to open up the document.

4. By clicking on the department name, the EAP Base Plan will open in the Microsoft Word Online view. (Please note, the Word Online view of the EAP Base Plan is not intended to edit the document).
Revising the EAP Base Plan

5. To edit your EAP Base Plan, navigate to the EAP page. Click on the “Edit” link next to your department’s name.

Once you have clicked on the “Edit” link, this will open up the form for you to begin making edits.

6. There are six sections to the Base Plan that will can be revised and submitted:
   a. Department Name and Senior Reporting Area:
      i. Make sure you department’s name and senior reporting area have been selected and are accurate.
      ii. If the name of your department or senior reporting area has changed or is not displaying, contact VTEM to have the drop-down list updated.
   b. Department Description:
      i. Please provide a description of the department’s function within the university.
   c. Department Key Personnel Contact Information:
      i. The Department Head and EAP Coordinator rows are mandatory.
      ii. Add additional department key personnel, as determined by the department. The email field should be the full VT email address [PID@vt.edu]
d. Occupied Buildings:
   i. Select the buildings from the drop-down list that are occupied by department members (faculty, staff, wage, interns, and graduate assistants should all be considered).

e. Additional Information (Optional)
   i. This optional space is to allow departments to add any additional information that is required by the department as part of the emergency planning process. This field will remain hidden in the Base Plan, unless filled in. Should you add additional information, the section will appear at the end of the Base Plan.

f. Record of Change List:
   i. Document any changes made to the Base Plan before submitting your plan.

g. Satellite Campus Emergency Contact Information
   i. This section should only be checked for departments not located in Blacksburg that wish to include local emergency contact information.

7. The Department Key Personnel and Occupied Buildings 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.

a. 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 EAP Base Plan

8. 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.

Select the Save button to finalize the EAP Base Plan Changes

9. Once you have hit the save button, you will be directed back to the EAP Page of the portal to create your updated EAP Base Plan.
Creating Your Updated EAP Base Plan

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

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

12. Once the last modified time has updated, click on your department name to view your finalized plan.
Printing/Downloading Your EAP Base Plan

13. From the EAP page, click on your department name to view the document in Word Online.
14. Once opened, click on the PRINT icon at the top left corner at the top left corner.

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

15. Click on “Open a printable PDF of your document.” This will open your computer’s 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.