Emergency Action Plan
Base Plan

December 2021

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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 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 (VTEM) can assist with developing or revising a departmental EAP. EAP Coordinators can contact VTEM by phone (540-231-4873) or email (oem@vt.edu), or using the "Contact Emergency Management" link on the EAP dashboard.
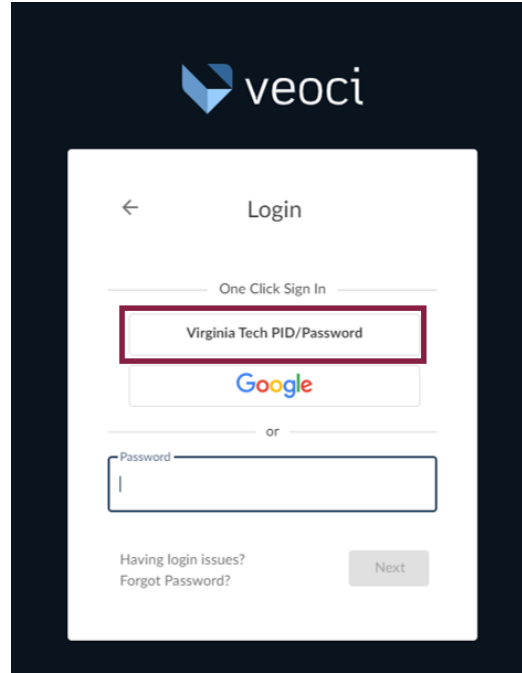
ACCESSING THE EMERGENCY PLANNING PORTAL

EAP Coordinators can access the 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.
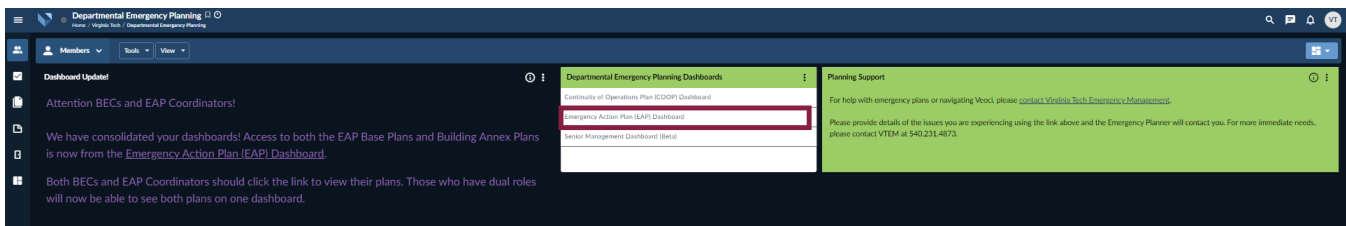
ACCESSING THE EAP DASHBOARD

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 COOP or EAP dashboard, depending on the user's roles.
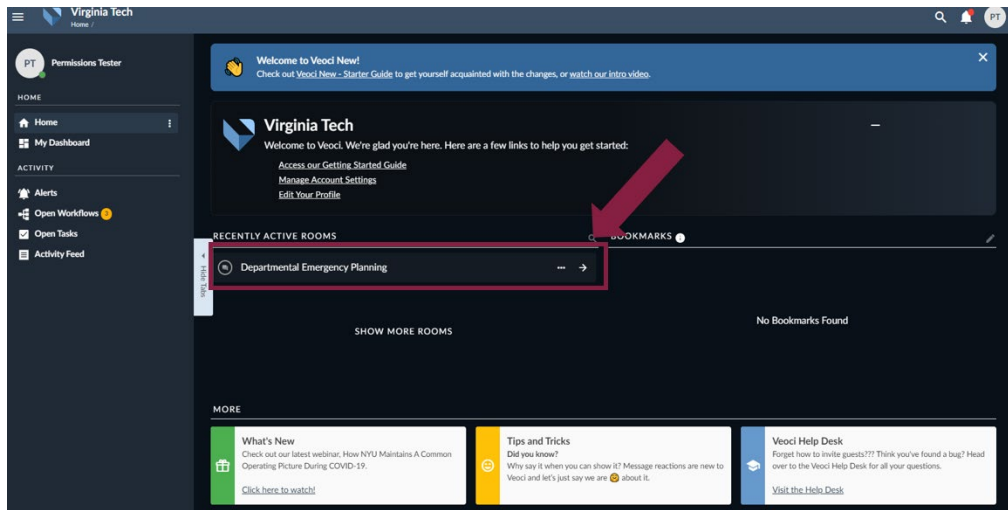
Click the link for Emergency Action Plan (EAP) Dashboard to access the EAP Base Plan and Building Annexes.

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 EAP Coordinators include the tiles for planning support, Helpful Links (1), EAP Coordinator training (2), EAP Base Plan (3) and EAP Base Plan Support (4). *Note: The remaining tiles (labeled 5 – 7) relate to the building annex plans and are accessible by Building Emergency Coordinators (BECs).*
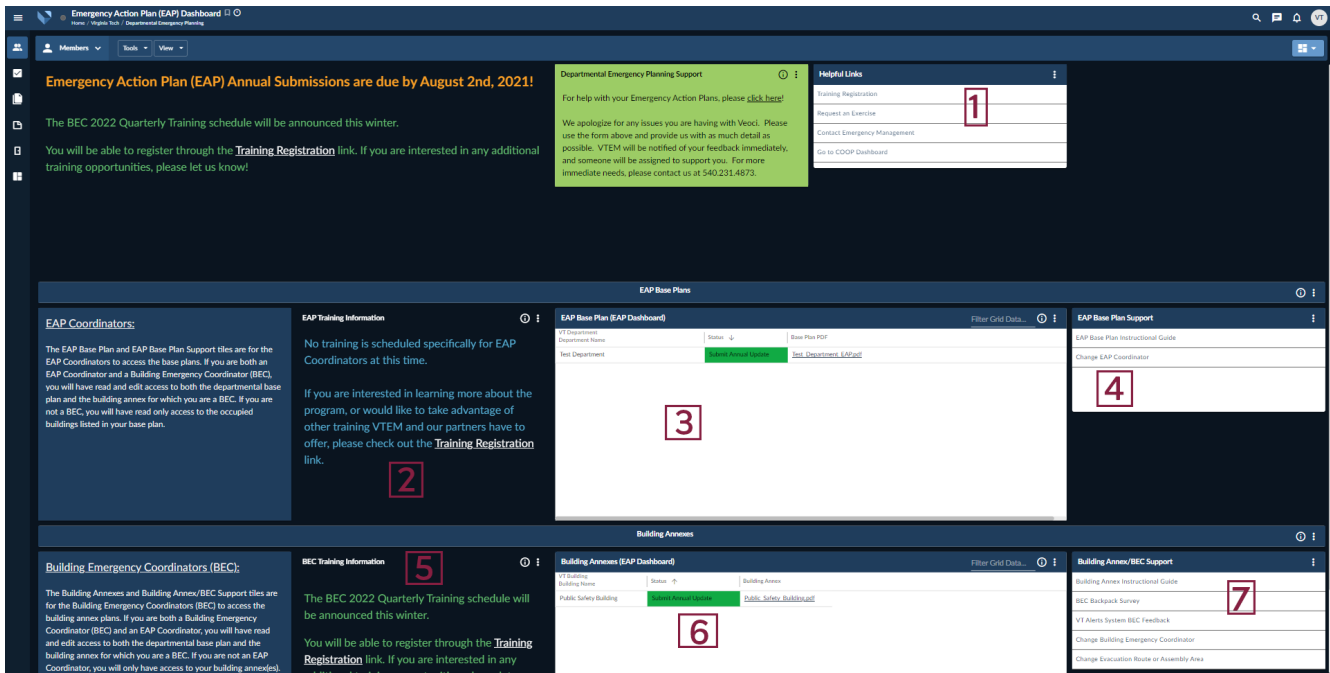
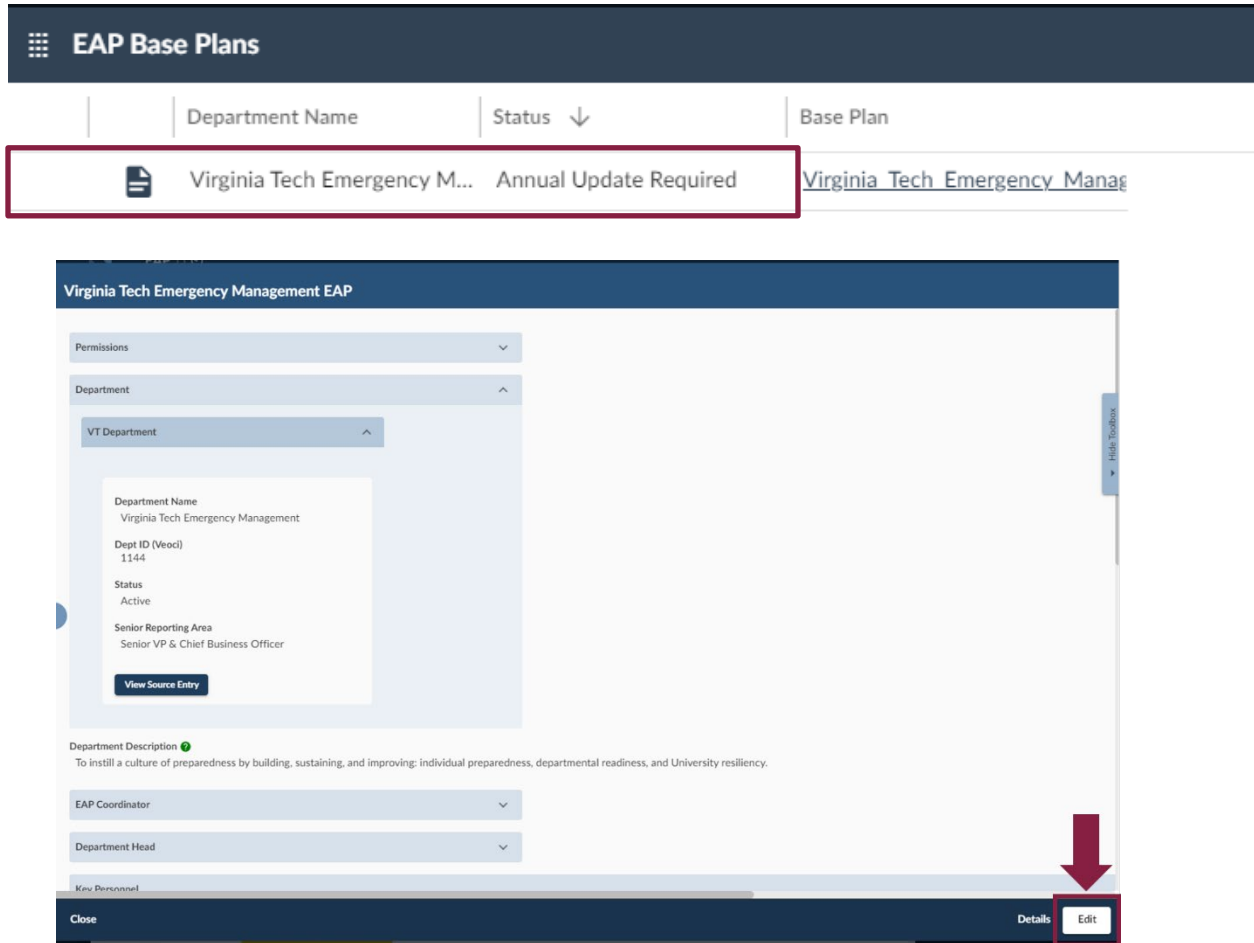*For any questions or issues, please contact Emergency Management via the Help/Support link on the Dashboard.*
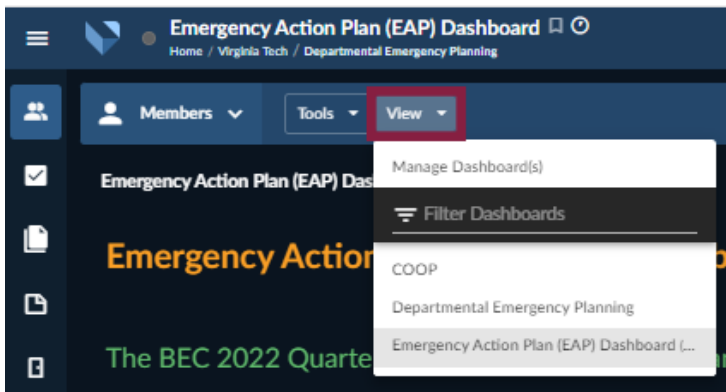
If an EAP Coordinator holds another departmental emergency planning role, such as COOP Coordinator, they will have access to more than one dashboard. To switch between dashboards, click the View option and select another dashboard.
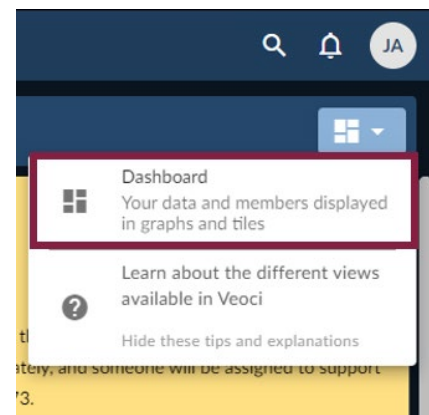
If lost in the system, look for the light blue icon in the top right corner of the screen. Click for a drop-down menu, and select Dashboard.

REVISING THE EAP BASE PLAN

To edit the EAP Base Plan, click anywhere on the row to open the entry. Then, click the edit button.
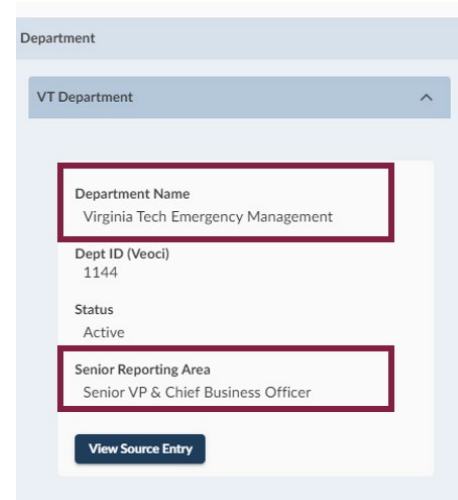

Department Name and Senior Reporting Area:

Make sure your department's name and senior reporting area have been selected and are accurate.

If the name of your department or senior reporting area has changed or is not displaying, contact VTEM through the "Contact Emergency Management" link on the dashboard, or by emailing oem@vt.edu to make changes.

The following sections to the Base Plan can be revised by the EAP Coordinator:

Department Description:

Please provide a description of the department's function within the university.

Department Key Personnel Contact Information:

*The Department Head and EAP Coordinator rows are mandatory.*

Add additional department key personnel, as determined by the department. The email field should be the full VT email address [PID@vt.edu].

The Key Personnel section 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).

Occupied Buildings:

Verify the buildings listed on your base plan are current for your department. To add a building, click the Select Building button to choose the buildings that are occupied by department members (faculty, staff, wage, interns, and graduate assistants should all be considered). More than one building can be selected from the list by clicking on the building name and then clicking the "Select Entries" button. The buildings will then be attached to your EAP Base Plan.
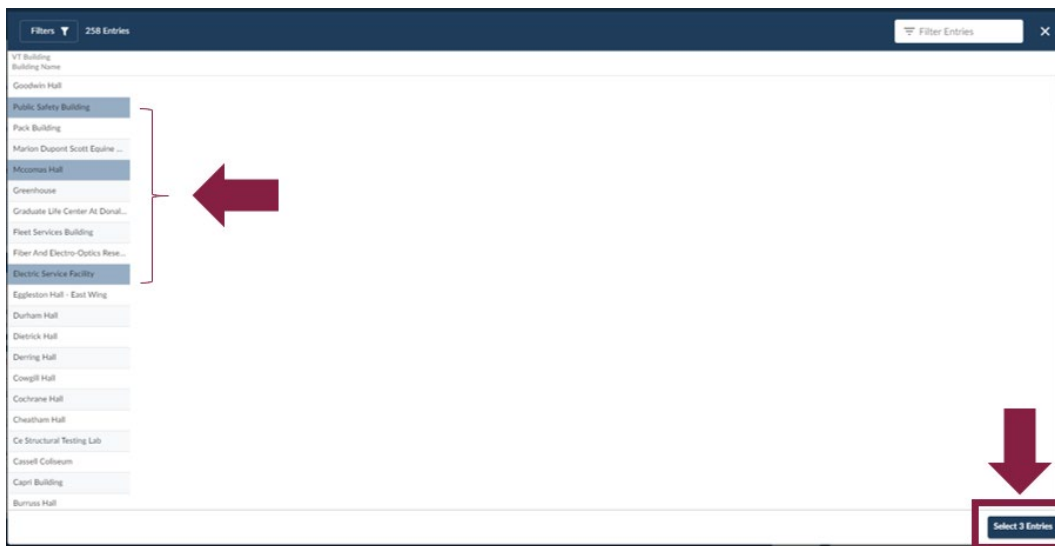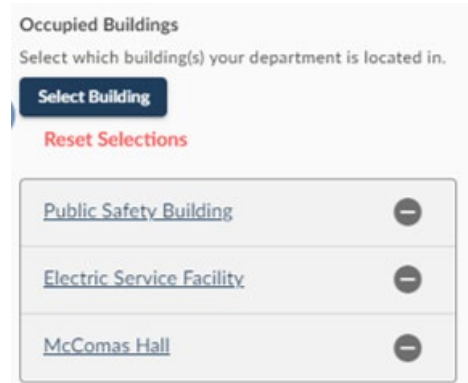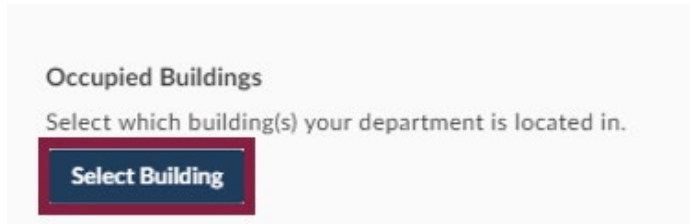
Note: Any buildings listed in the EAP Base Plan as a building occupied by the department, will be attached to the EAP Base Plan PDF.

Additional Information (Optional):

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.

Additional Information

Add any additional information here!

Emergency Response Contact Information:

The final section to the EAP Base plan includes the local emergency responder contact information. *The Emergency Contact Information section will be automatically filled in with 911/Emergency information local to the Blacksburg campus.*

If the department associated with this EAP is NOT located in Blacksburg, select "Yes" as the response to the question "Is your facility located outside of the main Virginia Tech Campus (Blacksburg)?". This will bring up additional fields where users can enter locality specific emergency contact information.

SAVING AND SUBMITTING YOUR EAP BASE 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 EAP Base 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 EAP Base Plan* button to save and submit the plan.
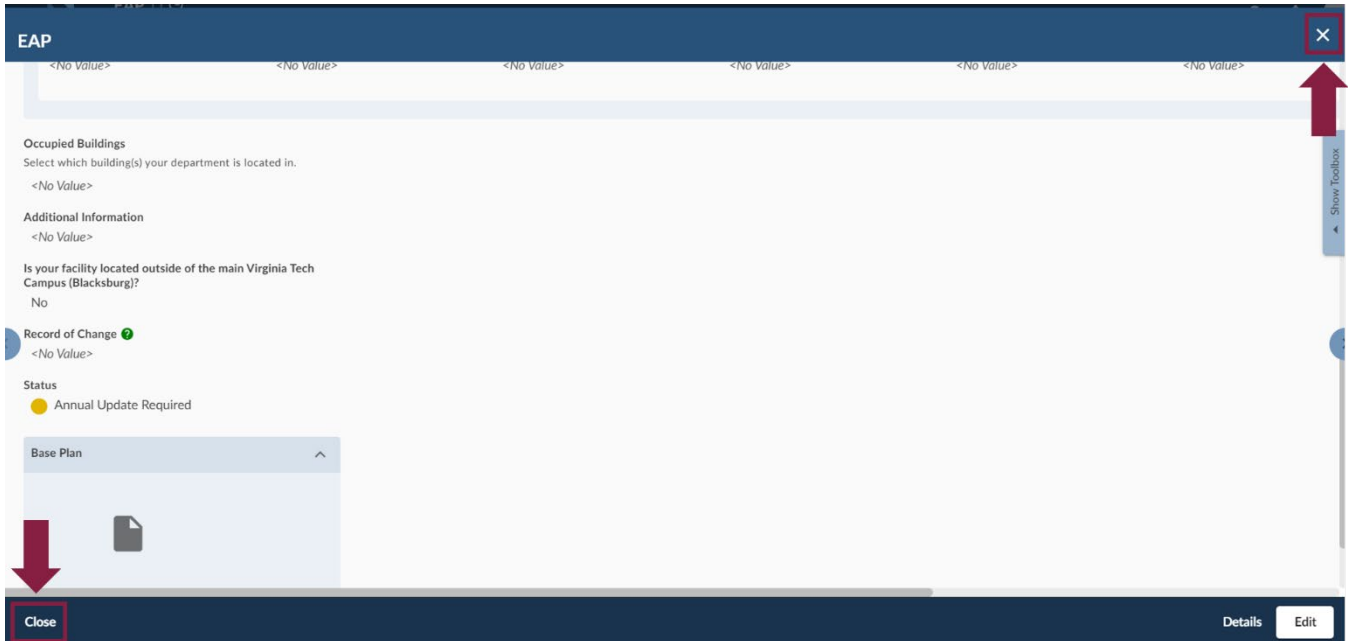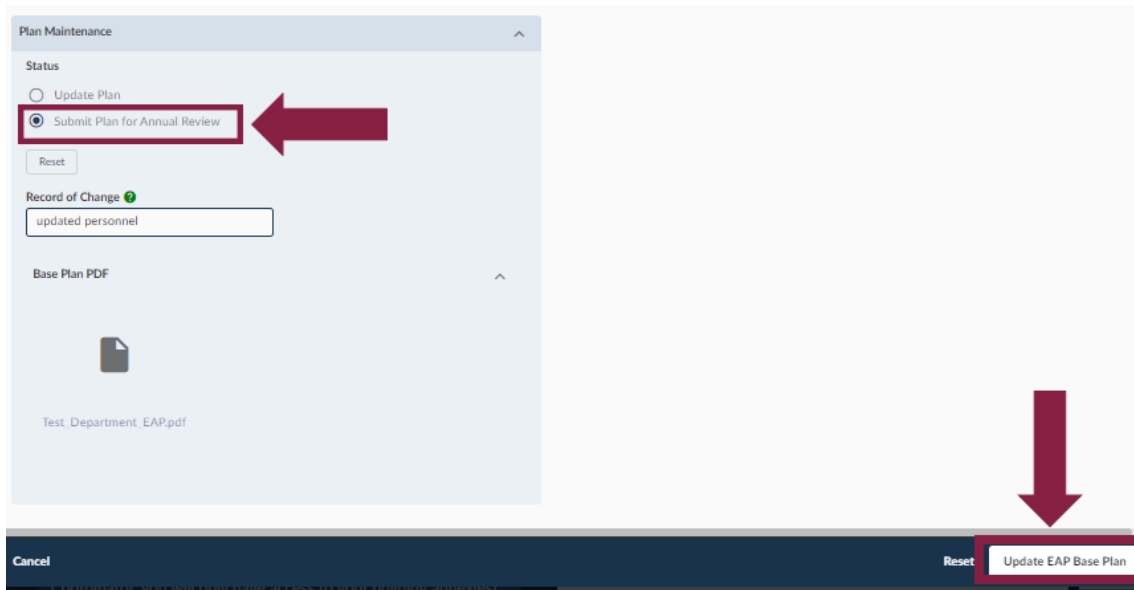

Always remember to click Update to save prior to closing the template or else any changes to the plan will not take effect.

Record of Changes:

A text box is provided for users to document any changes made to the Base Plan before submitting for review.
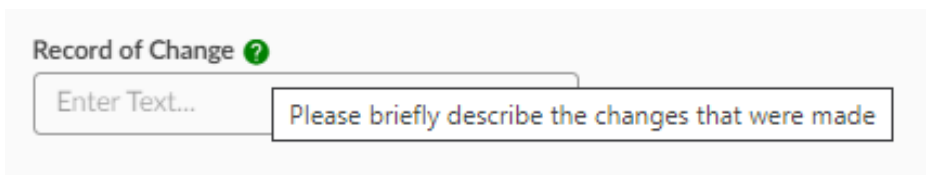
To close the template, click the "X" in the upper right corner or "Close" in the bottom left corner.
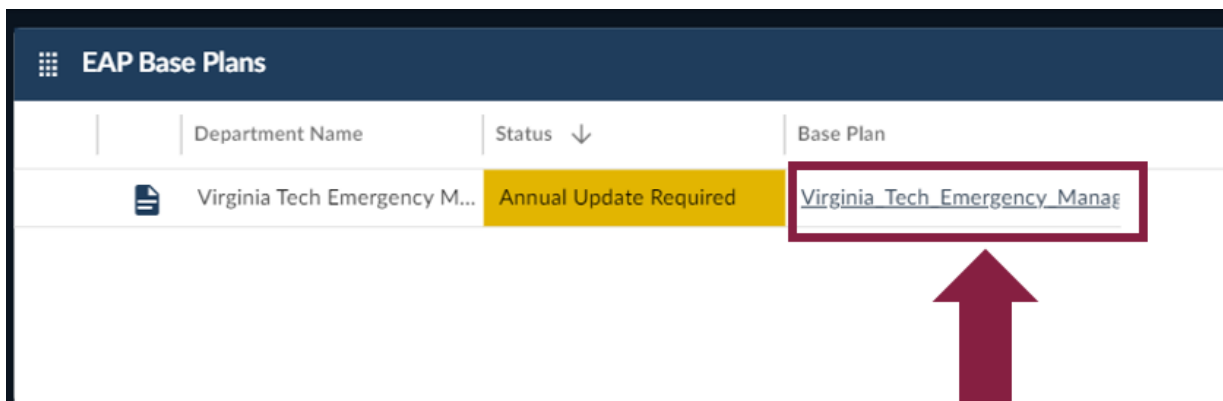

PRINTING, DOWNLOADING, OR VIEWING THE EAP BASE PLAN

From the EAP Dashboard, click on the PDF link. A PDF will open in a new tab. Print the document as any other PDF.

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).