Building Emergency Coordinator
System User Guide
# Table of Contents

Table of Contents ........................................................................................................... 2  
I. Purpose ............................................................................................................................. 3  
II. System Roles .................................................................................................................. 3  
   A. Administrator ............................................................................................................. 3  
      1. Department ID Space Unit Hierarchy ..................................................................... 3  
   B. Primary / Alternate Building Emergency Coordinator (BEC) ..................................... 3  
   C. Non-BEC Contacts .................................................................................................. 3  
III. Legend ............................................................................................................................. 4  
IV. System Features ........................................................................................................... 4  
   A. Dashboard Layout ..................................................................................................... 4  
   B. Find a BEC (Quick Search) ..................................................................................... 5  
   C. System Tab Functions ............................................................................................. 5  
      1. Home .................................................................................................................. 5  
      2. Buildings ............................................................................................................ 6  
      3. Depts .................................................................................................................. 6  
      4. Map .................................................................................................................... 7  
      5. Damage .............................................................................................................. 9  
      6. Resources ......................................................................................................... 9  
      7. Help ................................................................................................................... 9  
V. Editing and Verification ............................................................................................... 9  
   A. Editing Vest Information and BEC Type .................................................................... 9  
   B. Editing DEPT ID and Assigned Space ...................................................................... 10  
   C. Verifying BECs ..................................................................................................... 10  
   D. Annual Verification ............................................................................................... 10
I. Purpose
This document serves as a quick reference guide for the Building Emergency Coordinator (BEC) system at https://bec.facilities.ufl.edu.

II. System Roles

A. Administrator
Administrators assigned to spaces as assigned in the UF Space Tracking & Reporting System using UF Department hierarchy area department IDs (DEPTID). BEC Administrators are responsible for adding, removing and editing all BEC primary and alternate assignments assigned to their respective spaces.

Note: Any space changes need to be coordinated through the normal space management process coordinated by UF Planning Design & Construction.

1. Department ID Space Unit Hierarchy
UF Departments are organized on a tree-like structure and security model. The BEC system follows this same hierarchy.

The order is as follows:

B. Primary / Alternate Building Emergency Coordinator (BEC)
BECs have access to review space assignments, access system features and identify contact information of administrators for assignment edits or removal from the system.

C. Non-BEC Contacts
Anyone with GatorLink credentials may log into the BEC system. Users will be able to access:
- Dept
- Map (no view building page)
- Resources
- Help
III. Legend

<table>
<thead>
<tr>
<th>Image</th>
<th>Name</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>💌</td>
<td>Email</td>
<td>Select icon to email the corresponding contact.</td>
</tr>
<tr>
<td>⚠️</td>
<td>Un-Verified</td>
<td>Displays the verification need by department administrator.</td>
</tr>
<tr>
<td>✔️</td>
<td>Verified</td>
<td>Displays that a contact is verified.</td>
</tr>
<tr>
<td>🏡</td>
<td>Home</td>
<td>Designates the BEC contact is physically assigned to the space.</td>
</tr>
</tbody>
</table>

Shaded contact information | Designates the contact is listed as “not active” in the UF Directory.

IV. System Features

A. Dashboard Layout

![Dashboard Layout Diagram]

- Quick Search
- Tab View
- System Tabs
- User Profile Settings
- Designated Role References
- UF Public Safety Twitter Feed
- UF Yammer BEC Group Feed
B. Find a BEC (Quick Search)

Users can quickly search for a person, building or department by using the Find a BEC feature at the top left corner of the system screen.

C. System Tab Functions

1. Home

Allows users to view their assigned role and space assigned. The Home tab also features a list of the Department admins that are responsible for departmental assignments and adding or removing BECs.
2. Buildings
Find any UF building within Alachua County by typing the name or number in the Filter field.

*Toggle Floor Plan*

The system also allows users to view BECs assigned to specific space in a building using the *Toggle Floor Plan* feature.

Find the [Toggle Floor Plan] above the listed BEC contact table.

3. Depts
After selecting *Depts* on the left hand navigation, users can find a department’s buildings and BEC contact list by typing into the *Filter* field. The list will instantly filter based on the text entered.
Once the department is located, use the mouse to select the name and left click to view the applicable information.

4. Map
The Map allows users to locate BEC contacts without having to know a specific building name or department. Users simply navigate to a building and select it.
When selected a new information box will appear with the buildings associated BEC departmental contacts.

View Building Page
Many buildings house numerous departments in them. This creates a long list of BEC contacts. To identify BEC contacts associated to a specific space within a building, select the View Building Page link shown below a selected building’s picture. This will take you to the Buildings information where you can utilize the Toggle Floor Plan feature described previously.
5. **Damage**
Provided access to the UF Damage Assessment system. BECs should only use the *Damage* tab when requested to do so by UF public safety officials. This system does not replace daily work management usage. Damage assessment training provided separately.

6. **Resources**
To locate a list of pertinent UF public safety websites select *Resources*. Resources include the UF department hierarchy framework, emergency management website other BEC system resources.

7. **Help**
System or program specific questions can be answered by the contact information locate in this section.

V. **Editing and Verification**

A. **Editing Vest Information and BEC Type:**
1. Utilizing the Find a BEC or the *Home* tab, locate the name of the BEC you wish to edit and select the icon to open the edit window.
   
   Note: Only Department administrators can edit BEC assigned to their DEPT ID spaces.

2. Confirm if the BEC has a vest and best approximate date when issued utilizing the *Has Vest?* checkbox and *Vest Date* features.
   
   Note: The Department of Emergency Management will complete the Vest Date field upon sending a vest to a BEC that has sent a *Request Vest* notification.

3. Select the appropriate radial button change a contact’s Primary or Alternate role.
B. Editing DEPT ID and Assigned Space

By default, a building emergency coordinator will be assigned to ALL buildings that the department has space in. If a BEC administered wishes to OVERRIDE this, and specify specific buildings that the emergency coordinator is responsible for, simply type the specified building into the BLDG field and select Add Building.

To remove a building select the icon.

C. Verifying BECs

To verify a contact (annually or at any time):

1. On the Home tab, navigate to your BECs.

2. Click on the icon to verify and the system will verify the BEC and display the icon.

D. Annual Verification

At the start of each New Year, administrators need to verify / re-verify all assigned BECs. Below are the annual verification notification timings; sent to BEC system administrators:

1. January 3 - all BEC contact verification will be reset to unverified
2. First weekday of February - verification reminder to any admin with non-verified BECs
3. First weekday of March - verification reminders sent every 2 weeks until verification complete on all assignments