Building Emergency Coordinator (BEC) Database User Manual

System Features

- Review and update BEC assignments by building or department
- View all BECs for a single building including those assigned by outside departments
- Email BECs individually or group email by assigned building or department
- Search for BECs by building, department or name

Login using your Gatorlink ID and password: https://bec.facilities.ufl.edu/

My Buildings and Departments

Features:

- **0000 – BUILDING NAME** = Listing of BECs and their contact information for selected building
- **SHOW ALL BLDGS** = Listing of all assigned buildings
- **Facilities Needing BECs** = Assigned buildings currently without appointed BECS (storage or otherwise unoccupied space may not need a BEC)
- **00000000 – DEPARTMENT NAME** = Listing of BECs and their contact information for selected department
- **SHOW ALL DEPTS** = Listing of all assigned departments
- **Unknown BECs** = Appointed BECs with inactive or invalid UFID numbers
Features:

- **Damage Assessment System** = Link to input and review damage information following major incident such as a hurricane

- **Submit PPD Work Order** = Link to Request for Service form from Physical Plant Division's Work Management Center

- **UF STARS Website** = Link to UF Space Tracking & Reporting System

- **Campus Map** = Link to interactive map of UF campus

- **View Master List** =Sortable list of all UF BEC’s

- **BEC Search** = Search for BECs by building, department or name including partial entries (Examples: Lab, Cancer, 1910, EHS, Dean, Center, Pam, Pamela, Smith, K)
Department Contacts

From a selected building:

Features:
- Click BEC name to send an email
- Click icon (to the right) to edit BEC
- ADD ADDITIONAL CONTACT = Add Primary/Alternate BEC to building already assigned a BEC
- VERIFY CONTACTS = Identifies ROLE and NAME of all contacts on current page as correct and updates VERIFIED date
- EMAIL ALL CONTACTS = open email to all BECs listed on current page
- WRONG BLDG LISTED = Opens an email to Facilities Planning & Construction for you to identify building space that is incorrectly assigned to your area
From a selected department:

Features:

- Click BEC name to send an email
- Click icon (to the right) to edit BEC
- ADD ADDITIONAL CONTACT = Add Primary/Alternate BEC to building already assigned a BEC
- VERIFY CONTACTS = Identifies ROLE and NAME of all contacts on current page as correct and updates VERIFIED date
- EMAIL ALL CONTACTS = open an email to all BECs listed on the current page
- WRONG BLDG LISTED = Opens an email to Facilities Planning & Construction for you to identify building space that is incorrectly assigned to your area
Editing BEC Contacts

Note – there are three ways to update BEC assignments: from a selected BEC entry, adding a new BEC or from the Facilities Needing BECs screen.

From a selected BEC entry:

1. Select a BEC from building or department listing

![Change Building Emergency Coordinator Screen]

2. Enter UFID of replacement BEC, if applicable
3. Select or deselect checkbox for individual buildings or choose Select All or Clear All as applicable
4. Choose
   - SAVE CHANGES to complete the edit
   - DELETE CONTACT to remove contact from selected buildings
   - CANCEL to return without edit

Adding a New BEC Contact
1. Click **ADD ADDITIONAL CONTACT** from building or department screen

2. Enter **UFID** of BEC
3. Select BEC role (Primary/Alternate)
4. Check building(s) as applicable
5. Choose
   - **SAVE** to complete the add
   - **CANCEL** to return without adding BEC

**From Facilities Needing BECs screen:**

1. Select **Facilities Needing BECs** from Main Menu
2. Click icon (to the right) to **Add a BEC**

![Image of the ADD CONTACT interface](image)

3. Enter **UFID** of BEC
4. Select BEC role (**Primary/Alternate**)
5. Check building/s as applicable
6. Choose
   - **SAVE** to complete the add
   - **CANCEL** to return without adding BEC
BEC Search

Note – searches can be conducted by building, department or BEC name

Select **BEC Search** from the Tools section and enter search parameters

- **Bldg** – Building number or name, including partial entries (Examples: 1376, Lab, Cancer)

- **Dept** – Department number or name, including partial entries (Examples: 1910, BA, CNS, Dean, Center)

- **Name** – BEC name, including partial entries (Examples: Pam, Pamela, Smith, Smith,K)
Legend

Add BEC = Add Primary/Alternate BEC to building

ADD ADDITIONAL CONTACT = Add Primary/Alternate BEC to building already assigned a BEC

BEC Search = Search for BECs by building, department, or name including partial entries (including partials Examples: Lab, Cancer, 1910, EHS, Dean, Center, Pam, Pamela, Smith, K)

Campus Map = Link to interactive map of UF campus

CANCEL = Return to previous screen without saving addition or edits

COLOR CODE: ■ = Alternate BEC, □ = Missing BEC and ■ ■ = Primary BEC

Damage Assessment System = https://emergency.ufl.edu/programs/damage-assessment-program/

DELETE CONTACT = Removes contact from selected building(s)

00000000 – DEPARTMENT NAME = Listing of BECs and their contact information for selected department

Edit BEC = Edit BEC already assigned to building

EMAIL ALL CONTACTS = Opens email to ALL CONTACTS on current page

Facilities Needing BECs = Assigned buildings currently without appointed BECs (storage or otherwise unoccupied space may not need a BEC)

Replace BEC = Replace Primary/Alternate BEC already assigned to building

SAVE = Saves addition(s) made to current screen

SAVE CHANGES = Saves edit(s) made to current screen

SHOW ALL DEPTS = Listing of all assigned departments

Submit PPD Work Order = Link to Request for Service form from Physical Plant Division’s Work Management Center

UF STARS Website = Link to UF Space Tracking & Reporting System

Unknown BECs = Appointed BECs with inactive or invalid UFID numbers

VERIFY CONTACTS = Identifies ROLE and NAME of all contacts on current page as correct and updates VERIFIED date

View Master List = Sortable list of all UF BECs

WRONG BLDG LISTED = Opens an email to Facilities Planning & Construction for you to identify building space that is incorrectly assigned to your area
For additional assistance please contact the Department of Emergency Management at 392-1591