

# Building Emergency Coordinator (BEC) Administrative System User Guide



**BUILDING EMERGENCY  
COORDINATORS**

**EMERGENCY MANAGEMENT  
UNIVERSITY OF FLORIDA**

Version Date: 01/18/2022

This guide is intended to assist with the Building Emergency Coordinator (BEC) Administrative System. Common tasks are outlined, including how to appoint, verify or remove a BEC for your department. Use the list of topics below to navigate through the document.

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  - [Home \(BEC View\)](#)
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## **BEC Program Overview**

The BEC program maintains pre-identified points of contact to provide pertinent building or departmental information to public safety officials during emergencies and relay safety and security information within their areas of responsibility. The program is managed by the UF Department of Emergency Management (UFDEM).

Building space assignments are based upon allocations submitted by your department during the annual UF space inventory process. Departments are requested to appoint and maintain a primary and alternate BEC for each building in which space is assigned. Departments also designate a BEC System Admin(s), who is responsible for updating these BEC assignments within the BEC Administrative System.

Additional details regarding the BEC program are available at <https://emergency.ufl.edu/programs-planning/building-emergency-coordinators/>.

If you have any questions regarding the program or need help with navigating the system, please contact us:

UF Department of Emergency Management  
[emergencymanagement@ufl.edu](mailto:emergencymanagement@ufl.edu)  
352-273-2100  
[emergency.ufl.edu](https://emergency.ufl.edu)



## **First Steps When Appointed as a BEC**

If you have recently been appointed as a BEC by your department, thank you in advance for your service and welcome to the BEC program. Below are the next steps to begin your role as a BEC:

1. Confirm access to the BEC Administrative System with your GatorLink credentials at <https://bec.facilities.ufl.edu/>.
2. Complete the online *Introduction to BEC Training* course in MyTraining to gain a basic understanding of the functions and responsibilities of the new role.  
[https://mytraining-ufshands.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS\\_ActDetails.aspx%3FActivityId%3D55434%26UserMode%3D0](https://mytraining-ufshands.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D55434%26UserMode%3D0)  
(Additional online courses are linked at <https://emergency.ufl.edu/programs-planning/training/>).
3. If you were not provided an orange BEC vest by a predecessor, please request one from the UFDEM at [emergencymanagement@ufl.edu](mailto:emergencymanagement@ufl.edu).
4. Read emails sent via the BEC listserv, including the monthly newsletter. Your UF email will be automatically added to the distribution. If you do not receive a monthly email, please contact UFDEM.
5. Participate in training offered by UFDEM throughout the year. These offerings will be advertised on the listserv.
6. More details regarding the BEC program, including an FAQ, are available at <https://emergency.ufl.edu/programs-planning/building-emergency-coordinators/>.

## Home (BEC Admin View)

On the "Home" page, BEC Admins can view:

- list of the BECs currently assigned to their department;
- buildings assignments for BECs;
- other BEC Admins for each building;
- BECs current verification status, with date of last verification.

Common tasks:

- [Appointing a New BEC \(Page 12\)](#)
- [Verifying an Existing BEC \(Page 13\)](#)
- [Removing a BEC \(Page 14\)](#)

UF BEC [Home](#) [Buildings](#) [Departments](#) [Help](#)



Vincent, Francine

- AST DIR, Emergency Management
- 77010000 - EMT-EMERGENCY MGMT ADMIN
- [fvincent@ufl.edu](mailto:fvincent@ufl.edu)
- [352-294-3061](tel:352-294-3061)

### Admin's BECs

NAME	ROLE	BEC DEPT NAME	BUILDINGS	ADMINS	VERIFIED	MODIFY	REMOVE
Allen, Kenneth <span>PRIMARY</span>	PRIMARY	EMT-EMERGENCY MGMT ADMIN	0700 - Facilities Services	Baldwin, Nicole (ntbaldwin@ufl.edu) Vincent, Francine (fvincent@ufl.edu)	✗ 2021-05-18	<a href="#">Verify/Update</a>	<a href="#">Remove</a>
Baldwin, Nicole <span>PRIMARY</span>	PRIMARY	EMT-EMERGENCY MGMT ADMIN	0700 - Facilities Services	Baldwin, Nicole (ntbaldwin@ufl.edu) Vincent, Francine (fvincent@ufl.edu)	✗ 2021-05-18	<a href="#">Verify/Update</a>	<a href="#">Remove</a>

## Home (BEC View)

On the "Home" page, BECs can view:

- their profile information and current BEC assignments;
- BEC Admin(s) for their department;
- current verification status, with date of last verification.

A small, orange vest symbol will appear next to their name if the BEC has indicated they have been given a BEC vest by their predecessor or UFDEM. A new vest can be requested by contacting UFDEM at [emergencymanagement@ufl.edu](mailto:emergencymanagement@ufl.edu).

The screenshot displays the UF BEC system interface. At the top, there is a navigation bar with 'UF BEC' on the left and user information 'Nicole Baldwin' on the right. Below the navigation bar, there are menu items: Home, Buildings, Departments, and Help. The main content area is divided into two sections. On the left, there is a profile card for Kenneth Allen, including a photo and contact information. On the right, there is a 'Roles' section with a search bar and a table of roles.

**UF BEC** Home Buildings Departments Help Nicole Baldwin

**Roles**

Type to filter BECs...

NAME	ROLE	BEC DEPT NAME	BUILDINGS	ADMINS	VERIFIED
Allen, Kenneth <span>PRIMARY</span>	PRIMARY	EMT-EMERGENCY MGMT ADMIN	0700 - Facilities Services	Baldwin, Nicole (ntbaldwin@ufl.edu) Vincent, Francine (fvincent@ufl.edu)	✗ 2021-05-18

**ALLEN, KENNETH**

- DIR, Emergency Management
- 77010000 - EMT-EMERGENCY MGMT ADMIN
- [kfallen@ufl.edu](mailto:kfallen@ufl.edu)
- [352-273-2100](tel:352-273-2100)

Columns Filters



## Buildings

The "Buildings" page lists every building to which BECs have been assigned. To view more information about a specific building and associated BECs, click on the building name.

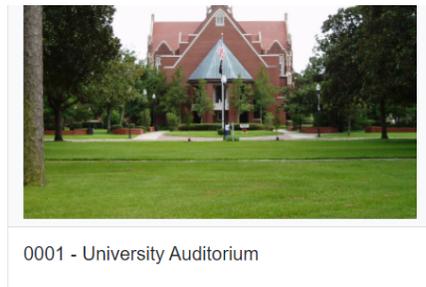
Building space assignments are based upon allocations submitted by your department during the annual UF space inventory process and building details are pulled from the UF STARS system. To report an issue with building information, submit a help ticket to UF Business Affairs Technical Services (BATS) at <https://helpdesk.businessaffairs.ufl.edu:8443/servicedesk/customer/portal/6/user/login?destination=portal%2F6%2Fcreate%2F65>.

SITE NAME	BLDG	BLDG NAME	ADDRESS	BUDGET	GSF	BEC COUNT	BECS	EMAIL
MAIN CAMPUS	0001	University Auditorium	333 NEWELL DR	E&G	54311	4	Bandel, William Degen, Jason Koropecykj Cox, Matthew Rudolph, Sheridan	E-Mail BECs
MAIN CAMPUS	0002	Grinter Hall	1523 UNION RD	E&G	56432	11	Bandel, William Caicedo, Jessica Fields, Margaret Hodges, Kymberly Jones, Karen Lambright, Ashlie Leedy, Todd Long, Dorothy Rudolph, Sheridan Urena Valerio, Lenny Whelan, Michael	E-Mail BECs



From the details page for a selected building, two tabs are available.

- The "BECs" tab details all assigned BECs to the building.
- The "Departments" tab lists all assigned departments within the building.



Type to filter BECs...				
NAME	ROLE	BEC DEPT NAME	BUILDINGS	ADMINS
William PRIMARY	PRIMARY	IT-ICT INFRA/COMM TECHNOLOGY	0001 - University Auditorium	[Redacted]
Jason PRIMARY	PRIMARY	UA-UNIVERSITY AUDITORIUM	0001 - University Auditorium	[Redacted]
Matthew ALTERNATE	ALTERNATE	UA-UNIVERSITY AUDITORIUM	0001 - University Auditorium	[Redacted]
Sheridan ALTERNATE	ALTERNATE	IT-ICT INFRA/COMM TECHNOLOGY	0001 - University Auditorium	[Redacted]



Departments BECs

Group By:  None  College  Department

Type to filter Departments...					
DEPTID	NAME	BECs	BLDGs	ROOMs	ADMINS
13030000	COTA-MUSIC	4	1	5	[Redacted]
13520000	UA-UNIVERSITY AUDITORIUM	2	1	29	[Redacted]
14306000	IT-CNS CNS TELECOMMUNICATIONS	6	1	1	[Redacted]
63400200	FS-BLDGSRVC OPERATIONS-EG	1	1	67	[Redacted]



## Departments

The "Departments" page details all departments in the BEC Administrative System with assigned BECs. Columns contain:

- Dept ID;
- department Name;
- number of assigned BECs;
- number of buildings;
- number of rooms;
- BEC Admins.

By default, departments are ordered by Dept ID and can be sorted by any column.

Many departments also have sub-Dept IDs listed. As a best practice and for ease of updating, departments are encouraged to appoint all BECs under one main Dept ID.

The screenshot shows the UF BEC web interface. The top navigation bar is orange with the UF BEC logo and links for Home, Buildings, Departments, and Help. The user's name, Nicole Baldwin, is displayed in the top right. The main content area is titled "Departments" and features a search bar and a "Group By" dropdown menu set to "Department". Below the search bar is a table with the following columns: DEPTID, NAME, BECs, BLDGs, ROOMs, and ADMINS. The table contains six rows of department data.

DEPTID	NAME	BECs	BLDGs	ROOMs	ADMINS
01010000	PR-PRESIDENT'S OFFICE	2	5	137	Boone, Beth (bboone@ufl.edu) Flage, Colleen (colleen.flage@ufl.edu)
01020000	PR-OFFICE OF INTERNAL AUDIT	1	1	11	Cannella, Joe (jciii@ufl.edu)
01030000	PR-CHIEF DIVERSITY OFFICE	1	1	3	Dermott, Brigit (bdermott@ufl.edu)
02000000	OFFICE OF PROVOST	1	1	1	Holt, Rebecca (bholt@ufl.edu)
02010000	PV-VICE PRESIDENT'S OFFICE	3	2	34	Holt, Rebecca (bholt@ufl.edu)
02010100	PV-ADMINISTRATION	3	3	6	Holt, Rebecca (bholt@ufl.edu)



## Help

The Help page contains numerous resources for BECs and BEC Admins, including important contact information and external links.

If you experience any technical issues with the BEC Administrative System, use the "Create a BATS Ticket" button inside the box in the upper left section in order to submit a help desk ticket.

Additional assistance is available by contacting UFDEM at [emergencymanagement@ufl.edu](mailto:emergencymanagement@ufl.edu) or 352-273-2100.

Welcome to the new Building Emergency Coordinator System!  
If you have any questions about how to use this system you may contact UF Emergency Management at [\(352\) 273-2100](tel:352-273-2100)

For any technical questions or issues please [Create a BATS Ticket](#)

### Phone Numbers

UF EMERGENCY MANAGEMENT	(352) 273-2100
UF EH&S	(352) 392-1591
UF POLICE DEPARTMENT	(352) 392-1111

### Resources

- User Guide COMING SOON
- [UF Alert Website](#)
- [UF Emergency Management Website](#)
- [UF Police Department Website](#)
- [Environmental Health & Safety](#)
- [PPD Work Management System](#)
- [Space Tracking & Reporting System](#)

### Department Hierarchy at UF

Departments at UF are organized based on a tree-like structure and security in this system follows this same hierarchy. The order is as follows:





## **Adding or Removing a BEC Admin**

Changes to BEC Admin contacts are made by UFDEM at the request of a department. To request an update of the admin role:

- Email [emergencymanagement@ufl.edu](mailto:emergencymanagement@ufl.edu) with the name, UFID, and Dept ID of the contact.
- Please indicate if the contact will be an additional BEC Admin for the department or if the current contact should be replaced.

Note - a BEC Admin can be assigned to multiple departments and Dept IDs. A department may also appoint more than one BEC Admin to assist in maintaining BEC assignments.

## **Appointing a New BEC**

As a BEC Admin, follow these steps to appoint a new BEC for your department:

1. Log into BEC Administrative System with your GatorLink credentials at <https://bec.facilities.ufl.edu/>.
2. From the Home page, click on the white plus sign in the upper right corner of the dark blue header.
3. Inside the new box, begin entering the UFID or last name of the new BEC into the “Building Emergency Coordinator” field. Allow the field to auto-populate and select the correct person in order to add properly. (If entering a name rather than UFID, most names are displayed as “LastName,FirstName” with no space after the comma, but some are formatted with a space after the common “FirstName, LastName.”)
4. Indicate whether the new BEC will be a Primary or an Alternate.
5. Begin entering your department name or Dept ID into the "Department" field. Allow the field to auto-populate and select the correct department. (Note - Best practice is to appoint BECs under a single Dept ID rather than multiple sub-IDs.)
6. Select the assigned buildings for the new BEC.
7. Once finished, click the "Save & Verify" button to complete the process. The new BEC should now appear within your list of BECs.

Note - BECs can be assigned to multiple departmental spaces, especially within the same building. For example, a single primary and alternate BEC can be appointed for all departmental allocated space within a building to reduce the overall number of BECs needed for your area.

## Verifying an Existing BEC

Annually, BEC Admins are requested by UFDEM to verify or update all primary and alternate BEC appointments for your departmental assigned space.

As a BEC Admin, follow these steps to verify an existing BEC assignment:

1. Log into BEC Administrative System with your GatorLink credentials at <https://bec.facilities.ufl.edu/>.
2. Verify current BEC appointments for your department are still valid and update as necessary.
  - If a BEC's appointment is still valid, click the "Verify/Update" button next to their name.
  - If a BEC's appointment is no longer valid, remove their assignment by following the directions on the next page for Removing a BEC.
3. Notify any new BECs appointed by your department of their assignment. Once confirmed in the BEC Administrative System, new BECs will additionally receive an automated, welcome email from UFDEM with program details.

Note - BECs can be assigned to multiple departmental spaces, especially within the same building. For example, a single primary and alternate BEC can be appointed for all departmental allocated space within a building to reduce the overall number of BECs needed for your area.

## Removing a BEC

As a BEC Admin, follow these steps to remove an existing BEC assignment:

1. Log into BEC Administrative System with your GatorLink credentials at <https://bec.facilities.ufl.edu/>.
2. From the list of BECs for your department, click the "Remove" button next to the BEC assignment that you need to remove.
3. A window will open asking if you are sure you want to remove the BEC. Click "Yes" to complete the process.

The screenshot displays the UF BEC Administrative System interface. At the top, there is a navigation bar with 'UF BEC' on the left and 'Home', 'Buildings', 'Departments', and 'Help' in the center. On the right, the user 'Nicole Baldwin' is logged in. A central modal dialog box asks 'Are you sure?' with 'Yes' and 'No' buttons. Below the dialog, a table titled 'Admin's BECs' is visible. The table has columns for ROLE, BEC DEPT NAME, BUILDINGS, ADMINS, VERIFIED, MODIFY, and REMOVE. Two rows are shown, both with 'PRIMARY' roles and 'EMT-EMERGENCY MGMT ADMIN' departments. The 'ADMINS' column lists 'Baldwin, Nicole (ntbaldwin@ufl.edu)' and 'Vincent, Francine (fvincent@ufl.edu)'. The 'VERIFIED' column shows '2021-05-18'. The 'MODIFY' column has a 'Verify/Update' button, and the 'REMOVE' column has a 'Remove' button. On the left side of the interface, there is a profile card for 'Vincent, Francine' with her photo and contact information: AST DIR, Emergency Management; 77010000 - EMT-EMERGENCY MGMT ADMIN; fvincent@ufl.edu; 352-294-3061; 850-896-5513.

ROLE	BEC DEPT NAME	BUILDINGS	ADMINS	VERIFIED	MODIFY	REMOVE
PRIMARY	EMT-EMERGENCY MGMT ADMIN	0700 - Facilities Services	Baldwin, Nicole (ntbaldwin@ufl.edu) Vincent, Francine (fvincent@ufl.edu)	2021-05-18	Verify/Update	Remove
PRIMARY	EMT-EMERGENCY MGMT ADMIN	0700 - Facilities Services	Baldwin, Nicole (ntbaldwin@ufl.edu) Vincent, Francine (fvincent@ufl.edu)	2021-05-18	Verify/Update	Remove