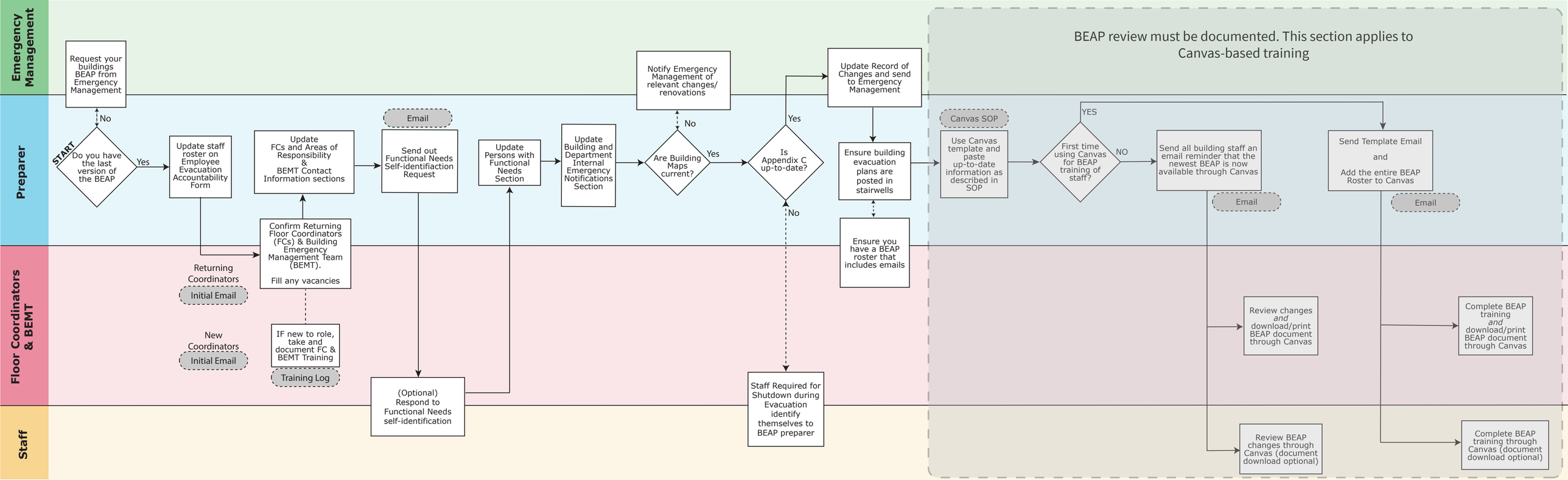
Emergency Management
Preparer
Floor Coordinators & BEMT
Staff
BEAP review must be documented. This section applies to Canvas-based training
Request your buildings BEAP from Emergency Management
No
START
Do you have the last version of the BEAP
Yes
Update staff roster on Employee Evacuation Accountability Form
Update FCs and Areas of Responsibility & BEMT Contact Information sections
Email
Send out Functional Needs Self-identifiaction Request
Update Persons with Functional Needs Section
Update Building and Department Internal Emergency Notifications Section
Notify Emergency Management of relevant changes/ renovations
No
Are Building Maps current?
Yes
Yes
Is Appendix C up-to-date?
No
Update Record of Changes and send to Emergency Management
Ensure building evacuation plans are posted in stairwells
Ensure you have a BEAP roster that includes emails
Canvas SOP
Use Canvas template and paste up-to-date information as described in SOP
YES
First time using Canvas for BEAP training of staff?
NO
Send all building staff an email reminder that the newest BEAP is now available through Canvas
Email
Send Template Email
and
Add the entire BEAP Roster to Canvas
Email
Confirm Returning Floor Coordinators (FCs) & Building Emergency Management Team (BEMT).
Fill any vacancies
Returning Coordinators
Initial Email
New Coordinators
Initial Email
IF new to role, take and document FC & BEMT Training
Training Log
(Optional) Respond to Functional Needs self-identification
Staff Required for Shutdown during Evacuation identify themselves to BEAP preparer
Review changes and download/print BEAP document through Canvas
Complete BEAP training and download/print BEAP document through Canvas
Review BEAP changes through Canvas (document download optional)
Complete BEAP training through Canvas (document download optional)