Using the BEP Template

Updated 2014-06-23

The Building Emergency Plan (BEP) template (filename: <bep_template.docx>) is intended to assist building administrators and building emergency teams in developing their building emergency plans. It does this in three ways: (1) by providing a prescribed structure and basic content for all BEP documents; (2) by automating the population of the {Building Name} field throughout the document, and (3) by providing highlighted, replaceable placeholders for certain information that must be added to the template.

The template is available for download from the Building Emergency Plan channel in myUCA (on the My Work tab, right-hand side, a few channels down). It may be linked on other university web pages as well – e.g., on the UCAPD web site and the Safety Committee web site (see uca.edu/mysafety/bep/).

When you save your BEP document, use this naming convention: <bep-buildingname-YYYYYYYY> (YYYYYYYY = academic year); so, for example, the Wingo BEP for AY 2014-15 will be <bep-wingohall-20142015.docx>.

Updating {Building Name} Fields

To use this feature of the template, replace {Building Name} on the cover page with the name of your building. Then take these steps:

1. **Save** the document.

2. Update fields in the document: click CTRL + A (Mac users: Command + A); right-click the selected document and choose **Update field**. **Save** your document.

3. Update the Table of Contents: Click inside the Table of Contents to select it; right-click the selected table and choose **Update field**. When the update dialogue appears, choose **Update entire table** and click OK. The {Building Name} fields in the Table of Contents are now updated to match the updated name in the body of the document. And … **Save**.

Highlighted Placeholders

In the template, highlighted placeholders (e.g., {type here}) simply indicate where to place certain information. Select the placeholder and type to remove the placeholder and its highlighting from that part of the document.

Finishing Up

Remove unused rows in tables (except the Record of Changes table) and delete highlighted placeholders – including the "blue text" instructions throughout the document – that remain after you have added everything needed. The BEP document managers will insert floor plans/evacuation maps before publishing your BEP.