To make edits to the Building Emergency Plan (BEP) please follow the step-by-step tool guide.

Edits and downloads can only be made if a “role” is designated to you for that specific building.

A03 - ARL CARPENTER SHOP (PRC 128)

Click here to edit Building Manager info

Click here if you need to add new or additional roles and/or people

If you are replacing an existing role and/or person, please click "remove" then click "add" icon
BUILDING EMERGENCY PLAN TOOL-GUIDE

University Community EID Listing

Enter name and then click "Search"

Click corresponding name and the information will auto-populate into appropriate fields.

A03 - ARL CARPENTER SHOP (PRC 128)

2914 READ GRANBERRY TRL
AUSTIN, TX 78758

View BEP

Once information has populated, click "Update Building Managers" to save changes.
### BUILDING EMERGENCY PLAN TOOL GUIDE

#### A: Select and populate all fields

#### B: Input data into selected fields

#### C: Please list Primary Business Occupants. Use "?" for additional guidance

#### D: Check all that apply to the building
### BUILDING EMERGENCY PLAN TOOL-GUIDE

#### Building Emergency Management Team List

<table>
<thead>
<tr>
<th>Role</th>
<th>EID</th>
<th>Office Phone</th>
<th>Cell Phone</th>
<th>Email</th>
<th>Assignment Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Emergency</td>
<td>urgg</td>
<td>(512) 471-3611</td>
<td>(512) 361-1616</td>
<td><a href="mailto:darry.parks@utexas.edu">darry.parks@utexas.edu</a></td>
<td>1st Floor 1</td>
</tr>
</tbody>
</table>

- **Add**
- **Remove**

#### Accountability List

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Area of Refuge</th>
<th>Type of Assistance</th>
<th>Remove</th>
</tr>
</thead>
</table>

- **Add**

#### Building Emergency Plan Information

- **Primary Building Occupants**

- **Primary Assembly Point**
- **Secondary Assembly Point**

- **Fire Alarm System**
- **Fire Sprinkler System**
- **Exit Signage**

- **Cancel**
- **Update Emergency Plan**

---

### A03 - ARL CARPENTER SHOP (PRC 128)

2914 READ GRANBERRY TRAIL AUSTIN, TX 78758

#### Building Managers

<table>
<thead>
<tr>
<th>Role</th>
<th>EID</th>
<th>Office Phone</th>
<th>Cell Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Building</td>
<td>urgg</td>
<td>(512) 471-3611</td>
<td>(512) 361-1616</td>
<td><a href="mailto:darry.parks@utexas.edu">darry.parks@utexas.edu</a></td>
</tr>
</tbody>
</table>

- **Add**
- **Remove**

- **Cancel**
- **Update Building Managers**

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Click "Update Emergency Plan" when edits are complete.

Click here to view and/or download the Building Emergency Plan (BEP).