

## Emergency Preparedness & Planning – Online BEP-Developer edits & updates process using Cascade:

Welcome to the new Emergency Preparedness & Planning website! To access, edit/update, and submit your BEP for publishing please follow the process below:

- Click on Building Emergency Plans



Find Info For: Apply News President Shop Visit Give Emergency

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Severe Weather Severe Weather Guidance

Be Prepared for Winter Weather  
Review the Adverse Winter Weather Procedures

Integrated Emergency Management Plan (IEMP)

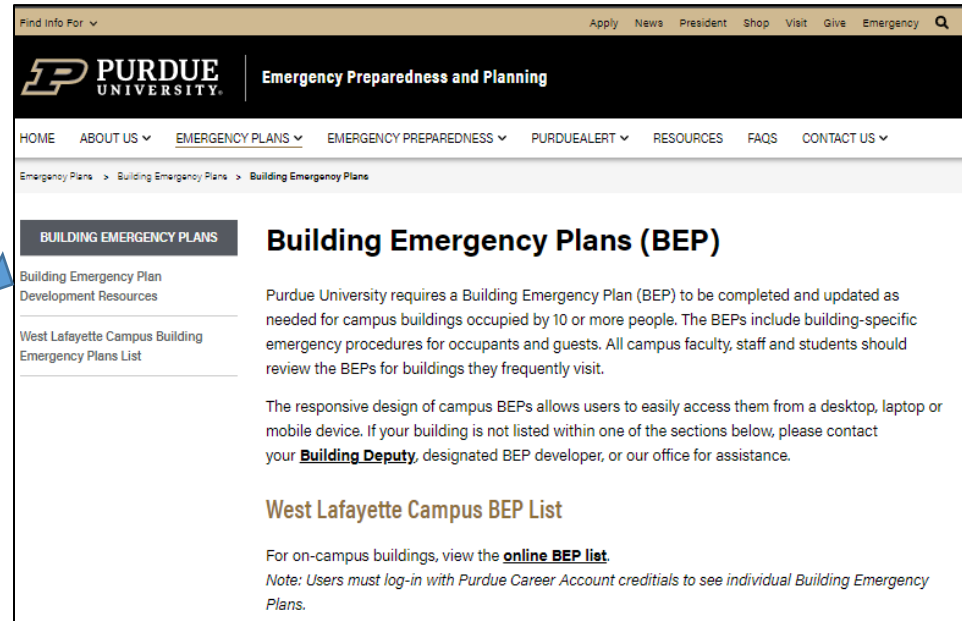
### Welcome to Emergency Preparedness and Planning

The Emergency Preparedness and Planning department regularly coordinates with local, state and federal agencies to lead emergency preparedness efforts for the University. The department provides several emergency preparedness resources for the campus community, including an Integrated Emergency Management Plan and Building Emergency Plans.

Campus Safety Status  
Purdue Alert Sign-Up

Building Emergency Plans page:

- Once here, click the “Building Emergency Plan Development Resources” tile



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Emergency Plans > Building Emergency Plans > Building Emergency Plans

### BUILDING EMERGENCY PLANS

## Building Emergency Plans (BEP)

Building Emergency Plan Development Resources

West Lafayette Campus Building Emergency Plans List

Purdue University requires a Building Emergency Plan (BEP) to be completed and updated as needed for campus buildings occupied by 10 or more people. The BEPs include building-specific emergency procedures for occupants and guests. All campus faculty, staff and students should review the BEPs for buildings they frequently visit.

The responsive design of campus BEPs allows users to easily access them from a desktop, laptop or mobile device. If your building is not listed within one of the sections below, please contact your **Building Deputy**, designated BEP developer, or our office for assistance.

### West Lafayette Campus BEP List

For on-campus buildings, view the **online BEP list**.  
*Note: Users must log-in with Purdue Career Account credentials to see individual Building Emergency Plans.*

Once on the BEP resources page you will find a familiar link that takes you to the Cascade login homepage

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Emergency Plans > Building Emergency Plans > Building Emergency Plan Development Resources

### BUILDING EMERGENCY PLANS

## Building Emergency Plan Development Resources

Building Deputies and/or BEP developers will complete Building Emergency Plans in conjunction with building-specific safety committees. These plans will include basic information as specified in the BEP template, which is designed to provide building occupants with general emergency response recommendations.

### BEP Developer's Portal

The BEP Developer's Portal allows Building Deputies and/or BEP developers to access Cascade, the website tool where BEPs are maintained. Each individual Building Deputy or BEP developer is responsible for making edits and updates to their BEP. Several resources are included below.

- [BEP Developer's Portal log-in](#)
- [Cascade Basics and Video tutorials](#)
- Contact Jefferson Howells at [jfhowells@purdue.edu](mailto:jfhowells@purdue.edu) to request Cascade access.

CASCADE CMS

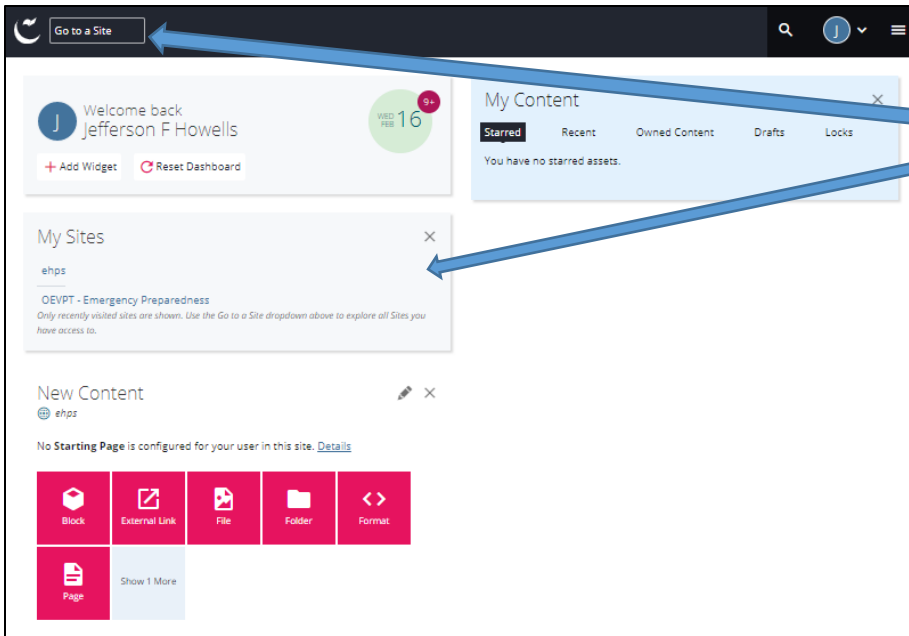
Login

Username

Password

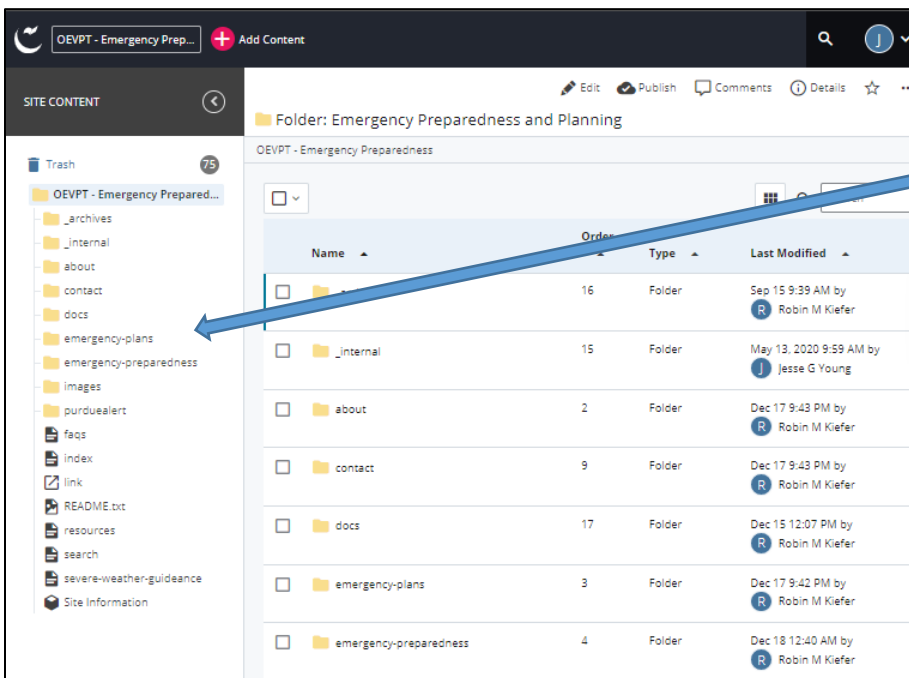
Remember me

Congratulations, you are almost there! Login using your Purdue Career account username and password only...no Boiler Key or Authenticator.

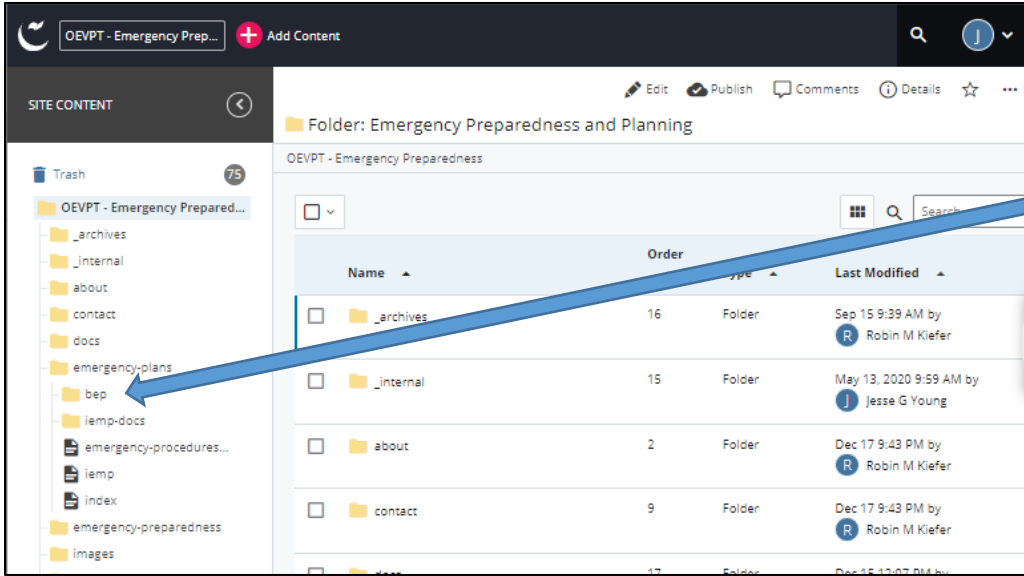


Previously you would look for the “ehps” site in your My Sites area or for first timers type in ehps in the “Go to a Site” box in the upper left corner...

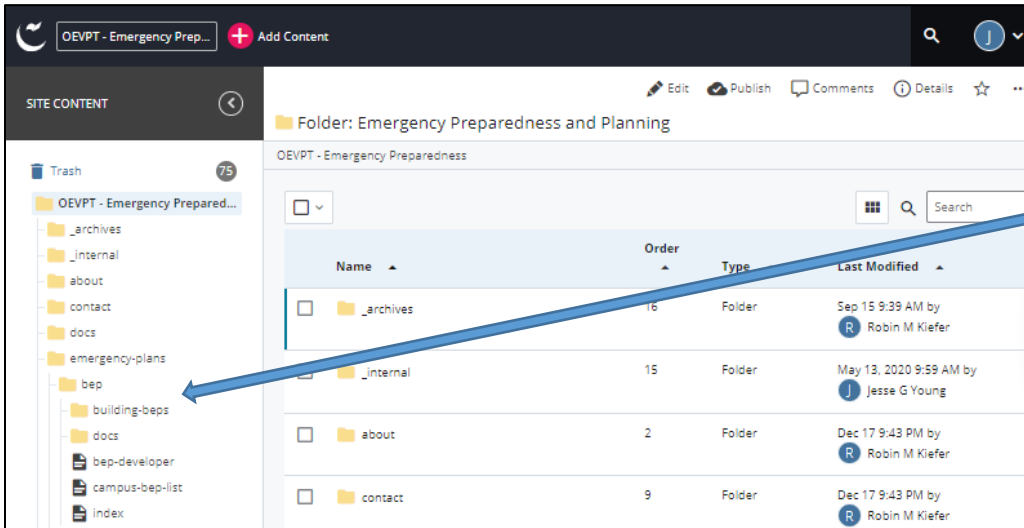
NOW, you are looking for the “OEVPPT – Emergency Preparedness” site as “ehps” site will be removed shortly. Once located, click on the link.



Now click on the “emergency-plans” folder.



Okay, you are making great progress...the "bep" folder will be your next click



Next click the "building-beps" [like the Roadrunner Cartoon noise] folder to drill down further.

Folder: Emergency Preparedness and Planning

Name	Order	Type	Modified
_archives	16		Sep 15 9:39 AM by Robin M Kiefer
_internal	15	Folder	May 13, 2020 9:59 AM by Jesse G Young
about	2	Folder	Dec 17 9:43 PM by Robin M Kiefer
contact	9	Folder	Dec 17 9:43 PM by Robin M Kiefer
docs	17	Folder	Dec 15 12:07 PM by Robin M Kiefer
emergency-plans	3	Folder	Dec 17 9:42 PM by Robin M Kiefer

Ta-da! You're there!!

Page: TERRY--TERRY HOUSE Building Emergency Plan

Output: building-pl

**PURDUE UNIVERSITY**

**TERRY--TERRY HOUSE Building Emergency Plan**

Date Adopted: 12/20/05  
 Date Revised: February 11, 2022  
 Prepared By: Jefferson Howells, Dir. EPO

Table of Contents

[QUICK REFERENCE SUMMARY](#)

[SECTION 1: User Items](#)

1. Emergency Contact Information
2. Non-emergency Contact Numbers
3. Automatic External Defibrillator (AED)
4. Response to Alarms:

Now seek out your bep for review, edits, and/or updates.

building-plan

building

TERRY--TERRY HOUSE

approved-date

12/20/05

revised-date

February 11, 2022

preparer

Jefferson Howells, Dir. EPO

deputy-name

Kara Hubner

deputy-phone

(765) 494-9927

From this point forward the process is the same. Make your content changes as before and please remember to change the “revised date” to the current date. For departments that use this date differently please disregard my comment.

OEVP - Emergency Preparedness + Add Content

SITE CONTENT

stratford-bep

swpac-bep

t-hangar-1-bep

t-hangar-2-bep

t-hangar-3-bep

t-hangar-4-bep

t-hangar-5-bep

t-hangar-6-bep

t-hangar-7-bep

tark-bep

tel-bep

term-bep

tery-bep

test-bep

tpac-bep

trec-bep

turf-bep

two30oneflats-bep

uc-bep

Page: TERRY--TERRY HOUSE Building Emergency Plan

OEVP - Emergency Preparedness / emergency-plans / bep / building-beps / tery-bep

**PURDUE UNIVERSITY.**

**TERRY--TERRY HOUSE Building Emergency Plan**

**Date Adopted: 12/20/05**

**Date Revised: February 11, 2022**

**Prepared By: Jefferson Howells, Dir. EPO**

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3. Automatic External Defibrillator (AED)

Cool, so you have made all of the content changes you need to...now “Submit” the bep.

Comment on the changes you made.

Enter comments

Submit now or perform guided content checks.

Submit Check Content & Submit

**HOUSE Building Emergency Plan**

Date Adopted: 12/20/05  
 Date Revised: February 11, 2022  
 Prepared By: Jefferson Howells, Dir. EPO

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1. Emergency Contact Information
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3. Automatic External Defibrillator (AED)

Choice time: "Submit" doesn't check any content, it makes it ready to publish. "Check Content & Submit" is the full review. This is helpful if misspellings are a problem...(I use the Check Content & Submit)

Spelling Broken Links Accessibility

Cancel ← → ✓

Show: 20

Misspelling	Actions
AED	<input checked="" type="radio"/> Ignore <input type="radio"/> Fix
Birge	<input checked="" type="radio"/> Ignore <input type="radio"/> Fix
Birge	<input checked="" type="radio"/> Ignore <input type="radio"/> Fix
Bldg	<input checked="" type="radio"/> Ignore <input type="radio"/> Fix
EPO	<input checked="" type="radio"/> Ignore <input type="radio"/> Fix
EPO	<input checked="" type="radio"/> Ignore <input type="radio"/> Fix
Howells	<input checked="" type="radio"/> Ignore <input type="radio"/> Fix
Howells	<input checked="" type="radio"/> Ignore <input type="radio"/> Fix
Howells	<input checked="" type="radio"/> Ignore <input type="radio"/> Fix

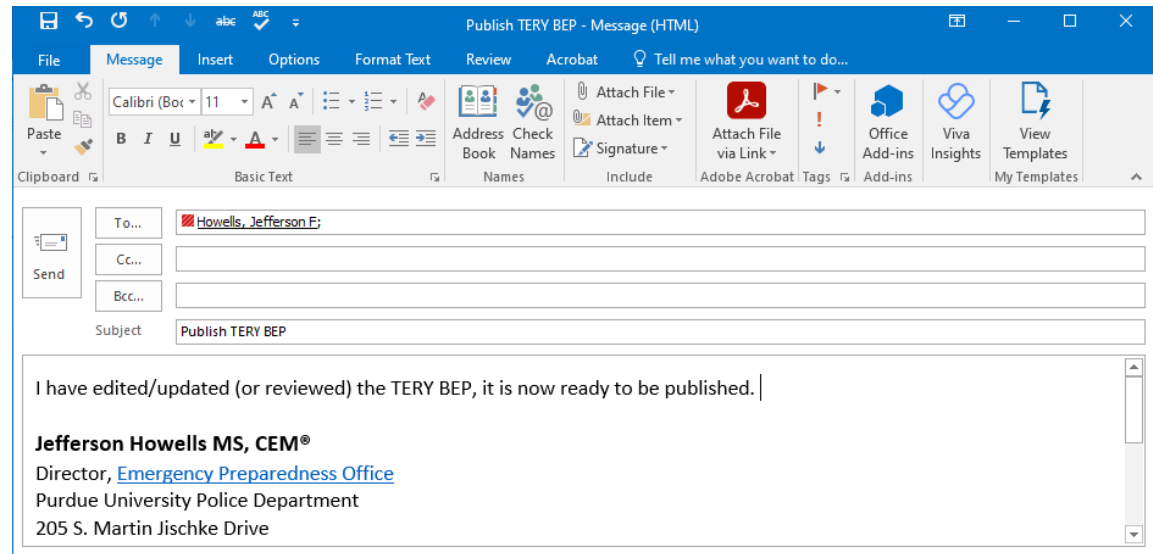
When satisfied, click the blue check box and then you're all finished! Well almost...

Your next and truly final step will be to email me and let me know that your bep is ready to publish, as I do not receive any notification that your plan is ready without this step.

Thank you for making your BEP a priority, stay safe & well!

--Jefferson

[jfhowells@purdue.edu](mailto:jfhowells@purdue.edu)



Thank You!