

Mandatory Building Emergency Action Plan (BEAP) Training

First Quarter 2016 Safety Meeting

All employees of the University of Louisiana at Lafayette will be required to complete Building Emergency Action Plan (BEAP) training as the First Quarter 2016 Safety Meeting. The purpose of the BEAP is to provide building specific emergency training to building occupants for situational awareness, and to Public Safety personnel for emergency planning and response support. This includes anyone employed in the following designations: classified staff, unclassified staff, faculty, adjunct employee, fellow, graduate or teaching assistant and student worker.

BEAP training is available through Moodle.

- This training will not work with Internet Explorer. You must use Mozilla Firefox and make sure pop-ups are enabled for the training to work properly.
- Log in to ULINK using your assigned CLID and Password; then click on the Moodle icon located on the top right of your screen.
- Once logged in to Moodle the BEAP training should be assigned to you under My Courses on the left hand side of your screen.
- You must complete all three (3) sections of the course and click the employee acknowledgement box. Once completed in its entirety, each employee will automatically be given credit for taking the course.

Since this training course is being used as a safety meeting, the Office of Risk Management will require verification that ALL employees have read and understand the information presented. Therefore, safety meeting signature sheets will need to be completed to satisfy this requirement.

- Departmental Safety Coordinators who have employees with no computer access, should print out the BEAP from Moodle (PDF file) and cover this information with the affected employees.
- Departmental Safety Coordinators who email out safety meeting information and obtain read receipt documentation should send out an email with this sheet attached and request a read receipt. Verification of this should be submitted in your quarterly safety packet and sent back to the Environmental, Health and Safety Office.