





Building Emergency Coordinator (BEC) Updates

To update and verify your college/departmental BEC's:

1. Login using your Gatorlink ID and password – <http://bec.facilities.ufl.edu>
2. From **MY BUILDINGS AND DEPARTMENTS** section choose to review and update BEC's either by building (🏠) or department (👤). Each building should be assigned a Primary and Alternate BEC.
3. To change a BEC for a selected building:
 - a. Click on edit BEC icon (🔧) for appropriate building.
 - b. Enter UFID of replacement BEC.
 - c. Select or deselect checkbox for individual building assignments or chose **Select All** or **Clear All** as applicable.
 - d. Click  **SAVE CHANGES** to complete the edit.
4. To add a new or additional BEC for a selected building:
 - a. Click  **ADD ADDITIONAL CONTACT** for appropriate building.
 - b. Enter UFID of BEC.
 - c. Select BEC Role – Primary or Alternate.
 - d. Select or checkbox for individual building assignments or chose **Select All** as applicable.
 - e. Click  **SAVE** to complete the edit.
5. When update is complete for each building or department, click  **VERIFY CONTACTS** to complete process.
6. Please ensure BEC contacts have been verified for all of your assigned buildings.
7. Logout of BEC Administration system

Note – Additional instructions on the BEC Administration system are available at <http://www.ehs.ufl.edu/disasterplan/BEC-Admin.pdf>

For additional assistance please contact Environmental Health and Safety at 392-1591