

# Emergency Response Program

## Online Portal: *ePlan Advantage* & Mobile App: *Building eVac*

Our Emergency Response Program was developed and is maintained by WPS Disaster Management Solutions. The **online portal: *ePlan Advantage*** allows us to oversee the Emergency Response Program for the building; its companion, **mobile app: *Building eVac***, is also available for Tenant Administrators & Tenant Floor Wardens. Each tenant in the building is required to participate in our Emergency Response Program.

**Step 1:** Appoint a Tenant Administrator for your office, this person will be responsible for maintaining the **online portal: *ePlan Advantage*** for your office, which means making sure you have trained Tenant Floor Wardens and to keep your online profile up to date.

**Step 2:** Request to set up a Tenant Administrator from the Property Manager, Mike Rushford via email **[mrushford@westpenderproperty.com](mailto:mrushford@westpenderproperty.com)** by providing the following details of the appointed Tenant Administrator:

Full Name:

Tenant Name:

Suite Number:

Building Address:

Email Address:

Phone Number:

**Step 3:** Once the login credentials are received via email, the Tenant Administrator can sign into the **online portal: *ePlan Advantage*** & start assigning Tenant Floor Wardens to access the **online portal: *ePlan Advantage***. Login credentials for the Tenant Administrator & Tenant Floor Wardens will also provide access to the **mobile app: *Building eVac*** once downloaded:

App Store: <https://itunes.apple.com/ca/app/building-evac-app/id595062407>

Google Play: <https://play.google.com/store/apps/details?id=com.mark.buildingevac&hl=en>

**Step 4:** Review the provided instructions on pages 2 & 3 to navigate through **online portal: *ePlan Advantage* & mobile app: *Building eVac*** for your Emergency Response Program.

# Navigating through your Emergency Response Program

## Online Portal: *ePlan Advantage*

After logging into your new [online portal: ePlan Advantage](#) account, follow these steps to download your manual:

- 1) Click on the “Download Documents” link in the navigation on the left-hand side.
- 2) Click on the “Tenant Floor Warden Procedures Booklet” in the “Tenant Documents” section.

The booklet contains not only the procedure set for your role as extracted from the Emergency Response Program, but also important information about the building.

Your procedure set from the Emergency Response Program is also available in the form of on-demand eTraining for Tenant Floor Wardens. To access this online training, follow these steps:

- 1) Scroll to the “eTraining Classes” section on the home page.
- 2) Select the appropriate “Fire Safety Training” module for your role by clicking the “View Class” link on the right-hand side.

Or, if you have navigated away from the home page:

- 1) Click on the “eTraining” link in the navigation on the upper left-hand side.
- 2) Select the appropriate “Fire Safety Training” module for your role by clicking the “View Class” link on the right-hand side.

A Certificate of Completion will be available upon successfully completing the program.

# Navigating through your Emergency Response Program

## Mobile App: *Building eVac*

After logging into your [mobile app: \*Building eVac\*](#) account on your smartphone or tablet, follow these steps to download your procedure set:

- 1) Press the “Emergency Procedures” button on the home page.

Or, if you have navigated away from the home page:

- 1) Press the “Menu” button in the upper left-hand corner.
- 2) Select the “Emergency Procedures” option at the top of the list.

The app is designed to allow for quick and easy access to not only your procedures, but also to a Report-In function which allows you to conveniently report your status (“Alert” or “All Clear”) in the case of an evacuation.

On-demand eTraining is also available within the app. To access this online training, follow these steps:

- 1) Press the “Main Menu” button on the home page, or the “Menu” button in the upper left-hand corner.
- 2) Select the “On-demand Training” option.

The eTraining will be available in your smartphone’s or tablet’s browser. To navigate back to the app, simply relaunch it by pressing the *Building eVac* icon.