UEOP TEMPLATE

The University of Alabama
Academic and
Administrative Support

Unit Emergency
Operations Plan

(UEOP)
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The University of Alabama
Academic and Administrative Support
Unit Emergency Operations Plan Template
(UESP)

1. Introduction

An academic unit is defined as a college or school at the University of Alabama. An administrative support unit is defined as an area of responsibility directly reporting to a senior-level vice president or other direct report to the president.

A. Purpose

The University of Alabama has an All-Hazard Emergency Operations Plan (EOP) for the campus. Academic or administrative support units, when appropriate, are also expected to develop internal plans. The purpose of this template is to aid academic and administrative support units in developing emergency plans and protocols specific to their unit. While the University will manage emergencies, units are expected to have an internal plan that will address common hazards (weather, fire, medical, etc.), protocols to assist emergency responders as needed, and plans to resume operations. The intent of the Unit Emergency Operations Plan is to assist in the mitigation of, response to, and recovery from an emergency.

B. Emergency Preparedness and Response Policy Group (EPRPG)

The Emergency Preparedness and Response Policy Group (as defined by the University’s Emergency Operations Plan) is tasked with managing the impact of a University crisis or emergency and making recommendations to the president. The EPRPG appoints an incident commander to manage the emergency.

The University’s incident commander will direct the emergency response and report to the EPRPG leader. The EPRPG will support the incident commander through policy decisions. Academic and administrative support units will assist the incident commander/responders as needed.
C. **Emergency Preparedness Planning**

For planning purposes, the University has several sites that provide emergency information. Please review these sites periodically for new information, modifications, or updates. They can be found at the following web addresses:

- Emergency Preparedness: [www.beready.ua.edu](http://www.beready.ua.edu)
- EHS: [http://bama.ua.edu/~ehs/](http://bama.ua.edu/~ehs/)
- UAPD Safer Living Guide: [www.police.ua.edu/slg.html](http://www.police.ua.edu/slg.html)

The UEOP will follow the contents of the generic template; however, it may be modified and supplemented as needed to address specific unit requirements and/or hazards.

D. **Recommendation**

It is recommended that unit plans include an attachment addressing a continuity of operations plan (how to continue operations).

E. **Who should have a Unit Emergency Operations Plan?**

Each dean or support unit senior administrator will determine which departments within her/his area of responsibility will have a building emergency operations plan (BEOP). The administrator of each unit is responsible for maintaining the plan. Each academic/support unit should have a current UEOP (with BEOPs attached) on file. Senior-level administrators who report to the president are responsible for maintaining the plan and forwarding an electronic copy to the Office of Emergency Preparedness.

*Academic units* that share building space with other colleges/schools should prepare a BEOP for each building they occupy.
F. Plan Information

Building
Sections 2B, 2C, 2D, 2E, and 2F on pages 10-11 should be replicated for each building.

Dissemination
The UEOP information will be available to employees of the unit at the beginning of each academic year.

File
A copy of the UEOP should be forwarded to the provost or applicable vice president; additionally, an electronic copy should be sent to the Office of Emergency Preparedness.

Plan Contents
The UEOP will contain at a minimum sections on:
1. Position Information
2. Building Information
3. Communication Protocol
4. Hazard Protocols

Updates
The goal of each academic/support unit is to have the UEOP reviewed annually by August 16th and updated as needed.
G. Definitions

Academic Unit--A college or school at The University of Alabama.

Area of Refuge/Rescue Assistance--An area, which has direct access to an exit, where people who are unable to use stairs may remain temporarily in safety to await further instructions or assistance during emergency evacuation. These areas are marked with signage.

Administrative Support Unit--Non-academic unit supporting the University’s mission. A support unit falls under a senior-level administrator who reports to the president or senior vice president.

Best Available Refuge Area--Term used to identify areas within buildings to likely offer the greatest safety for building occupants during a tornado. This term should not be confused with tornado safe room that is specifically built to FEMA 361 standards.

Building Emergency Coordinator (BEC)--The BEC serves as a point of contact with the building occupants, UEC, and/or emergency responders; reviews, develops, and informs building occupants of specific emergency protocols; and communicates internally with building occupants.

Building EOP (BEOP)--A building specific emergency operations plan that identifies unique building hazards and response protocols. It is a tertiary level plan that permits building specific preparation and response protocols. Units with personnel at multiple sites should appoint a BEC for each site.

EHS—UA Office of Environmental Health and Safety

Emergency Preparedness Response Policy Group (EPRPG)—Senior University administers tasked with making policy decisions regarding campus emergencies.

EOP—Emergency Operations Plan

TFRS—Tuscaloosa Fire and Rescue Service

UAPD—University of Alabama Police Department

Unit Emergency Coordinator (UEC)--The UEC is responsible for the plan and will be the point of contact for the academic or administrative support unit if there is an emergency. The UEC is the person unit members should communicate with if there is an emergency within the unit after first responders have been notified.

Unit Emergency Coordinator Alternate (UECA)--The UECA acts for the UEC in his/her absence.
Unit Emergency Operations Plan (UEOP)--An internal emergency plan used by an academic or administrative support unit outlining how a unit prepares and responds to a campus emergency. This plan supports the EOP by providing unit specific protocols.

University of Alabama Emergency Operations Plan (EOP)--The University of Alabama Emergency Operations Plan describes how the University will address a crisis and/or emergency that impacts University operations. The purpose of the plan is to establish policy, procedures, guidelines, organizational structure, and responsibilities for response during major emergencies on or affecting campus.
ACADEMIC AND ADMINISTRATIVE SUPPORT UNIT
EMERGENCY OPERATIONS
PLAN FOR

(Insert Unit Name)

*Plan Date*

*Name of Approving Authority*
(Dean/Senior Administrative Official)
2. **Unit Emergency Operations Plan (UEOP)**

A. **Plan Emergency Coordinators**

<table>
<thead>
<tr>
<th>Unit Emergency Coordinator (UEC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Name</td>
</tr>
<tr>
<td>Coordinator Name</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Office Address (Building/Room)</td>
</tr>
<tr>
<td>E-mail</td>
</tr>
<tr>
<td>Office Phone</td>
</tr>
<tr>
<td>Cell Phone</td>
</tr>
<tr>
<td>Home Phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit Emergency Coordinator Alternate (UECA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Name</td>
</tr>
<tr>
<td>Coordinator Name</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Office Address (Building/Room)</td>
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<tr>
<td>E-mail</td>
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<tr>
<td>Office Phone</td>
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<tr>
<td>Cell Phone</td>
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<tr>
<td>Home Phone</td>
</tr>
</tbody>
</table>
Sections B, C, D, E, and F below should be replicated for each building.

B.  **Building Information**

   Building Emergency Coordinator (BEC)

   Building Name  
   Street Address  
   Coordinator Name  
   Title  
   Office Address (Building/Room)  
   E-mail  
   Office Phone  
   Cell Phone  
   Home Phone

C.  **Designated Assembly Location(s)**

   In the event of a building evacuation, the below location(s) will be used as an assembly point in order to begin accounting for the building occupants.

   Primary  
   Backup
D. **Best Available Refuge Area(s)**

This term is used to identify areas within existing buildings that are likely to provide the best option for safety during a tornado. The best available refuge area should not be confused with a tornado safe room, which is specifically built to FEMA 361 standards. Each building has a posted campus evacuation map with the best available refuge area located on it. (The older maps display the term tornado shelter area.)

Please list below the safest location to assemble during a tornado warning as denoted on the building evacuation map.

E. **Building Specific Hazards or Areas of Concern**

Identify any unique building hazards or areas of concern. Describe how this would be addressed in an emergency. (Attach the plan if space is limited.)

F. **Persons with Special Needs**

Individuals with special needs may need assistance evacuating a building during an emergency. Areas of Refuge/Rescue Assistance are locations within some buildings that individuals with special needs may utilize for assistance. UEC/UECA/BEC or building occupants should quickly provide emergency responders with information concerning these individuals (location, mobility issues, number, etc.). See definition on page 6.

Remember that elevators should not be used in certain emergencies. **If your building has an Area(s) of Refuge/Rescue Assistance, identify the location within the building plan.** (Code requirements establish the criteria for the designation. Buildings containing an Area(s) of Refuge/Rescue Assistance have signage marking the locations.)
G. Example Unit Internal Communications Plan in an Emergency

This chart represents the internal flow of communications between the building occupants and the dean for emergency plans, protocols, and situations. UAPD responders should be notified first for all campus emergencies.
H. **Hazard, Threat, or Incident Specific Protocols**

**Fire**

**Warning:**
Fire alarms will sound in the building and will continue to sound until the Tuscaloosa Fire and Rescue Service (TFRS), Office of Environmental Health and Safety (EHS), or the University Police Department (UAPD) turn the alarm(s) off. Even though the alarms are turned off, it is not safe to re-enter the building until TFRS personnel give the “all clear.” Once the “all clear” is given, a representative from EHS, UAPD, or TFRS will notify the occupants that they may reenter the building.

**Actions:** When the alarm sounds:
- Evacuate the building immediately through the closest point of exit.
- In the event of a fire, if the fire alarm is not sounding, go to the nearest exit and activate the pull station—then follow fire evacuation procedures.
- Call UAPD at 205-348-5454 or 911 if there is a fire and the alarm is not sounding or you are unable to activate a pull station.
- Once outside the building, the UEC/UECA/BEC or other building occupants should relay pertinent information to TFRS, EHS, or UAPD personnel when they arrive.
- Everyone should stay out of the building at a safe distance away from entrances until notified that it is safe to return.

**Special Needs:** If an occupant is unable to evacuate or needs assistance reaching the lower level of the building, he/she should contact UAPD at 205-348-5454 or 911 and provide his/her location within the building. If the UEC/UECA/BEC is aware of an occupant with special needs or someone needing help evacuating the building, he/she should provide this information to TFRS, EHS, or UAPD immediately upon their arrival or by telephone.

**Remember:**
- You are responsible for your safety. Do not attempt to salvage university or personal property. Unless the fire is very small, do not attempt to extinguish it.
- Walk; don’t run to the nearest exit. Do not use the elevators. Check the doorknob before opening a door to determine whether or not it is hot.
- **IF IT IS HOT, DO NOT OPEN THE DOOR.** To escape, take another safe route if available.
- Do not turn off lights. Close the door as you exit, but leave it unlocked. Close stairwell doors as you exit.
- If you are aware of someone who was not able to evacuate the building, report this to the emergency responders.

**Resuming Activities:** People may re-enter the building and resume activities only after the TFRS, EHS, or UAPD personnel give the “all clear.”
**Tornado Warning**

**Warning:** Tornado warnings are sounded by the Tuscaloosa County Emergency Management Agency (TCEMA) through tornado sirens on and near campus, alerts on local TV and radio stations, and UA notification systems.

**Notifications:** The Office of University Relations will notify students, faculty, and staff by some or all of the methods listed below during normal business hours. Appropriate selected notifications will be used after hours.
- Phone
- E-mail
- Text messages
- Websites
- Broadcast media
- P/A system
- Digital Signage

**Actions:** When the sirens sound:
- Classes, activities, and normal business operations will be suspended from the time the warning is issued until the warning is cleared.
- All building occupants should move to the best available refuge areas, which are usually the lowest-level interior rooms located away from windows and building exterior doors.
- Occupants should not leave the building.

**Monitoring Weather:** Weather advisories can be monitored by:
- Connecting to the web at The University of Alabama homepage.
- Broadcast media
- NOAA weather radios

**Resuming Activities:** Activities will not resume until the National Weather Service cancels or expires the warning. Typically UA Alerts will convey this information.
UA Severe Weather Guidelines (http://uanews.ua.edu/weather/)

The guiding principle at The University of Alabama is to promote the personal safety of our students, faculty, and staff during severe weather events. These guidelines are intended to provide additional assistance for responding to severe weather on campus.

UA is a residential campus with many students living on or near the property. In general, classes will remain in session until the National Weather Service issues safety warnings for the campus. Clearly, some students and faculty commute from adjacent counties. These counties may experience weather related problems not encountered in Tuscaloosa. Individuals should follow the advice of the National Weather Service for that area taking the necessary precautions to ensure their personal safety. Whenever the National Weather Service issues a warning, people in the path of the storm (tornado or severe thunderstorm) should take immediate life-saving actions.

When West Alabama is under a severe weather advisory, conditions can change rapidly. It is imperative to make sure you can receive weather related information and follow the instructions provided. Personal safety should dictate the actions that faculty, staff, and students take.

The Office of University Relations will disseminate the latest information regarding conditions on campus in the following ways:

- Weather advisory posted on the UA homepage
- Weather advisory sent out through UA Alerts to faculty, staff, and students
- Weather advisory broadcast over WVUA at 90.7 FM
- Weather advisory broadcast over Alabama Public Radio (WUAL) at 91.5 FM
- Weather advisory broadcast over WVUA-TV/WUOA-TV, and on the website at http://wvuatv.com/content/weather. WVUA-TV Home Team Weather provides a free service you can subscribe to which allows you to receive weather warnings for Tuscaloosa via e-mail or cell phone. Check http://wvuatv.com/content/free-email-weather-alerts for more details and to register for weather alerts. Barron also provides free weather alerts for Alabama residents through SAF-T-Net. See http://alabamasafnet.com/ for more information.

In the case of a tornado warning (tornado has been sighted or detected by radar; sirens activated), all university activities are automatically suspended, including all classes and laboratories. If you are in a building, please move immediately to the best available refuge area as depicted on the building evacuation map. If not known, then move to the lowest level and toward the center of the building away from windows (interior classrooms, offices, or corridors) and remain there until the tornado warning has expired/cancelled. Classes in session when the tornado warning is issued can resume immediately after the warning has expired/cancelled at the discretion of the instructor. Classes that have not yet
begun will resume 30 minutes after the tornado warning has expired/cancelled, if at least half of the class period remains.

**Active Shooter**

Any violent act is tense, uncertain, and rapidly evolving. Preparedness and response for unpredictable incidents may vary with each situation. Individuals must evaluate the specific situation and make the best decision(s) regarding their own safety.

**Notification:** From a safe location, immediately notify UAPD at 205-348-5454 or 911. When you call UAPD, remain calm and provide your present building location and specific room number, if applicable. Provide a complete description of the suspect(s) including any observed weapons and suspect’s last known location. Provide the location of any injured victims. Stay on the phone with the UAPD communications operator until the operator advises that you are no longer needed.

**Actions:** The U.S. Department of Homeland Security provides the following suggestions on how to respond to an active shooter situation.

**Evacuate**--If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call UAPD 205-348-5454 or 911 when you are safe

**Hide out**--If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:
- Be out of the active shooter’s view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:
- Lock the door
- Blockade the door with heavy furniture
If the active shooter is nearby:
- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:
- Remain calm
- Call 205-348-5454, to alert UAPD to the active shooter’s location
- If you cannot speak, leave the line open and allow the dispatcher to listen

**Take action against the active shooter**—As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
- Acting aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Once law enforcement officers are on the scene, they will move through the area/building. Follow all directions from law enforcement officers immediately. The **primary focus** of UAPD will be to locate and confront the threat. Once the threat has been contained, other resources will assist you.

Additional information regarding U.S. Department of Homeland Security recommendations regarding an active shooter can be found through a link on the Office of Emergency Preparedness website at [www.beready.ua.edu](http://www.beready.ua.edu).
**Winter Storm**

**Notification:** UEC/UECA/BEC should receive information from the Office of University Relations regarding cancelling classes and the suspension of normal business operations by the University.

**Actions:** The UEC/UECA/BEC should ensure that the personnel in his/her unit/building have received the information.

**Transportation Accident**

**Actions:**
- Anyone who becomes aware of a transportation accident should immediately contact UAPD at 205-348-5454 or 911. If there are injuries in the accident, provide the following:
  - Location of the injured person (street address)
  - Type of injury or problem
  - The individual’s current condition
  - The phone number where you are
  - Stay on the phone with the dispatcher until no longer needed

**General Accident**

**Actions:**
- Employees who become aware of an accident should immediately contact UAPD at 205-348-5454 or 911. If there are injuries in the accident, provide the following:
  - Location of the injured person (building, room number, etc.)
  - Type of injury or problem
  - The sequence of events leading to the emergency (if known)
  - Medical history of the victim (if known)
  - The phone number where you are
  - Stay on the phone with the dispatcher
- After that call has been made, the employee may inform the UEC/UECA/BEC.
**Emergency Illness**

**Actions:**
- Employees who become aware of a person who appears to be suffering from an emergency illness (stroke, fainting, heart attack, seizure, etc.) should immediately contact UAPD 205-348-5454 or 911.
  - Location of the injured person (building, room number, etc.)
  - Type of injury or problem
  - The individual’s current condition
  - The sequence of events leading to the emergency (if known)
  - Medical history of the victim (if known)
  - The phone number where you are
  - Stay on the phone with the dispatcher
- After that call has been made, the employee may notify the UEC/UECA/BEC.

**Significant Hazardous Materials Release**

Lab personnel are trained to handle small releases of solids, liquids, or gases in their areas. UA Chemical Hygiene and Laboratory Chemical Hygiene Plans dictate safety procedures required for a lab area during a release or an evacuation.

**Significant Release**

The term significant release depends on the materials being used, as the threshold response levels vary by material. Lab personnel are familiar threshold limits and can best determine when emergency assistance is required. EHS and/or UAPD can assist if there is a question or uncertainty.

Contact EHS and/or UAPD for any non-lab chemical release. After the initial notification, consider internal notification protocols.

**Actions:**
- When there is a significant release, contact EHS at 205-348-5905 to report the release.
- After normal business hours, contact UAPD at 205-348-5454 or 911.
- Evacuate the area and restrict access until EHS or UAPD arrive.
- Contact the lab supervisor/PI, the department chair, and/or the UEC/UECA/BEC.
- Meet EHS or UAPD personnel at the release location or at the nearest outside entrance.
- **If a release is potentially toxic or harmful and an area or building must be evacuated, activate the fire alarm system.**
• Once safely outside, contact UAPD at 205-348-5454 or 911 and provide additional information for emergency responders.
• If fire alarm is activated, UAPD/TFRS/EHS will coordinate the cleaning and restoration of the area.
• Follow departmental and/or college plans.

Resume all activities upon notification from EHS that area is restored. EHS will relay information to UEC/UECA/BEC, Dept. Chair, etc., as needed.

**Power Outage**

**Actions:**
• Notify the Customer Service Center at 205-348-6001 if there is a power outage.
• Contact UAPD for after-hours notification.
• The UEC/UECA/BEC may contact the Customer Service Center at 205-348-6001 to determine, if possible, the anticipated duration of the power outage.
• This information should be communicated to all personnel including faculty teaching classes.
• Occupants will be unable to use the elevators and must use the stairwells to evacuate the building.
• Each area should consider having a flashlight with extra batteries available.
• The UEC/UECA/BEC should check the elevators. If someone is trapped in an elevator, contact UAPD at 205-348-5454 or 911.

**Civil Disturbance or Criminal Behavior**

**Actions:**
• Employees who become aware of a civil disturbance or criminal behavior should immediately contact UAPD at 205-348-5454 or 911.
• The UEC/UECA/BEC should contact UAPD at 205-348-5454 if others have not done so.
• The UEC/UECA/BEC may relay information when requested by UAPD.
Earthquake

Actions:
- All personnel should watch for falling objects, stay away from glass, and get under furniture (in a corner away from windows or in a strong doorway).
- If personnel leave the building, they should avoid tall objects that could fall; if possible, move to an open area away from hazards.
- If wiring is damaged, the UEC/UECA/BEC should call the Customer Service Center at 205-348-6001.
- If there is apparent structural damage, the UEC/UECA/BEC should contact UAPD at 205-348-5454 or 911.

Bomb Threats

Actions:
- Anyone who becomes aware of a bomb threat should immediately contact UAPD at 205-348-5454 or 911.
- After UAPD has been notified, the reporting party may also notify the UEC/UECA/BEC.
- The UEC/UECA/BEC may relay information when requested by UAPD.

Note—If a building evacuation is ordered (for any reason), an assembly point (primary and backup) should be pre-identified to account for students, faculty, and staff. Logistically classes, offices, or departments may want to assemble by groups. Keep in mind that the primary assembly point may be blocked by the hazard.
I. Position Checklists

Unit Positions and Responsibilities

The following checklist should be considered as the minimum responsibilities for the position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. The list may be modified if needed.

Dean or Administrative Official (Reports to the President or Senior Vice President)

☐ Ensure emergency plans for each academic or administrative support unit.

☐ Communicate with the unit emergency coordinator (or alternate) regarding the incident’s impact on the unit.

☐ Communicate with the provost or appropriate senior-level vice president regarding the emergency.

☐ Serve as the point of contact between the provost or appropriate senior-level vice president and respective units.

☐ Serve as a resource for the Emergency Preparedness and Response Policy Group regarding unique information about buildings and programs.

Unit Emergency Coordinator/Alternate

☐ Ensure dissemination of Unit Emergency Operations Plan.

☐ Serve as the point of contact for respective unit during an emergency.

☐ Communicate with the dean regarding the emergency.

☐ Serve as the point of contact between the dean and the building emergency coordinator.

☐ Serve as a resource for incident command regarding unique information about buildings and programs.
Building Emergency Coordinator

☐ Ensure building occupants are familiar with Unit Emergency Operations Plan.

☐ Serve as the point of contact for respective building during an emergency.

☐ Ensure persons of special needs are provided assistance in an emergency.

☐ Communicate with the unit emergency coordinator regarding the emergency.

☐ Serve as the point of contact between the building occupants and the unit emergency coordinator.

☐ Serve as a resource for incident command regarding unique information about buildings, programs, and occupants.