

A Condensed Guide to Hurricane Preparedness at the University of Miami '15

Weathering the Storm

Are You Ready?

Do you know what steps to take if a hurricane threatens? Outlined below is an action plan for faculty and staff at the University of Miami. Each unit also should have its own continuity plan via [UReady](#). Employees at all campuses should check with their supervisors before leaving work.

Although we are preparing for this year's hurricane season, the University Emergency Plan provides guidelines for handling any type of crisis that may arise—and much of the information in this flyer (particularly regarding police and communications) is applicable for those situations.

Please remember—for life-threatening emergencies on any campus, call 911. UM Police are also available around the clock by calling 305-284-6666 on the Coral Gables campus. On the Miller School campus, call Security at 305-243-6000, and on the Rosenstiel campus, call Campus Safety at 305-710-7991. More than 150 emergency blue-light phones, which connect directly to police and security, are strategically located throughout the Coral Gables and Miller School campuses.

Before a Hurricane

Be Prepared UReady continuity unit plans should include key emergency telephone numbers. Each unit's Human Resources Partner should download the emergency contacts report in Workday for all staff members in their area, and keep printed copies in multiple locations. Employees also should review the Information Technology Department's Hurricane Season Computer Hardware and Data Protection guidelines at www.miami.edu/hurricane-prepare. Managers must also designate Essential Personnel—those employees who will work before, during, and/or after an emergency. Use the [Designating Essential Personnel](#) tip sheet in Workday for instructions.

Hurricane Threat

Take Heed Upon notification of a hurricane warning, all University employees should:

- Update your contact information in Workday.
- Back up all computer data.
- Clear desktops and store books, papers, and equipment in a safe place away from windows.
- Make a list, with serial numbers if possible, and take pictures of all valuable equipment in the office.

- Move desks, file cabinets, and other furniture away from windows. Make sure all windows are closed and latched.
- Disconnect all electrical equipment.
- Remove all personal belongings. Personal belongings are not covered by UM insurance. Please take them home.
- Take a picture of your work area with your smart phone before you leave to go home.

Stay Informed, Get the Facts Official announcements regarding hurricanes and other emergencies are issued by University Communications prior, during, and after an event. Messages in a time of crisis are immediately posted on the University's home page, www.miami.edu. Additional information about clinical and research operations on the Miller School campus can be found on the Miller School of Medicine's home page, www.med.miami.edu. The University's Storm Alert/Emergency Preparedness Web page at www.miami.edu/prepare will serve as the complete source for all official information and is updated regularly. In addition to the website, look for "Storm Alert" emails that are sent out at scheduled intervals with key information.

Confirm or Update Your Personal and Emergency Contact Information in Workday

This information is used to disseminate voice and text messages in the event of an emergency. This will be one of the first methods to notify you of an emergency and what action to take. This is also where to provide information about where you would be staying if you need to evacuate your residence in the event of a hurricane. Please take time now to confirm and update your personal and emergency contact information in Workday. Use the [Change Contact Information](#) and [Change Emergency Contacts](#) tip sheets for Workday and provide as much information as possible so that you can be contacted, if necessary, before and/or after an emergency. Make sure cell numbers are correctly designated as "mobile" in the device field.

In the event of a power outage, please monitor local radio and television broadcasts for University-issued information concerning full or partial campus closures, cancellations, and other news. In addition, when a storm approaches, the University's Emergency Information Hotline will be activated with a recorded message that is updated regularly throughout the event. The hotline phone number is 800-227-0354. Depending on storm conditions, the University's Emergency

Important Phone Numbers

Life-Threatening Emergency.....	911
UM Emergency	
Information Hotline	800-227-0354
UM Switchboard	305-284-2211
American Red Cross	305-644-1200
Miami-Dade County	
Information Call Center	305-468-5900
(in county).....	311
Broward County Information	
Call Center.....	954-831-4000
(in county).....	311

Operations Center (EOC) will be staffed with operators to assist callers. The hotline's recording will indicate the next scheduled information update and the operational hours of the EOC. Remember, the University is not an emergency shelter. For shelter information, call the UM emergency information hotline, American Red Cross, or the Miami-Dade or Broward County Information Call Centers.

After the Storm

Check In After a storm, all employees should contact their supervisors as soon as possible to inform them of the status of their family and homes. Follow all instructions given by the local authorities via radio and/or television. Do not attempt to return to the campus until the "all clear" is sent via the UMiami Emergency Notification Network (ENN) unless you have been pre-designated as essential by your supervisor. Essential personnel should get their work schedules and locations directly from their supervisors.

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