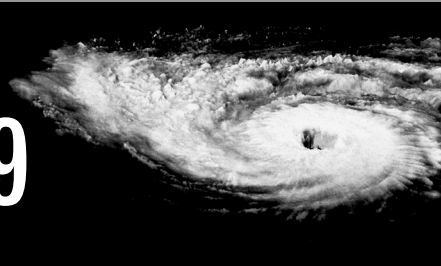


Weathering the Storm '09



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 department also should have its own individual plan. Employees at all campuses should check with their supervisors before leaving work.

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

Please remember—UM Police are available for any emergencies 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 305-421-4766 (office) or 305-710-7991 (cell). More than 100 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 Department plans should include an emergency checklist and key emergency telephone numbers. All employees who will be evacuating their homes should provide their supervisors with a contact phone number. Each department also should have adequate hurricane supplies for protecting your equipment. Grainger, our materials management partner, has a facility located in the Facilities Administration warehouse at 1535 Levante Avenue on the Coral Gables campus. This facility stocks everything you need to prepare for an upcoming hurricane. Contact 305-284-4337 or via the Web at www.grainger.com/um. Employees also should review the Information Technology Department's Hurricane Season Computer Hardware and Data Protection guidelines at www.miami.edu/prepare.

HURRICANE THREAT

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

- Update your phone contact list.
- Back up all computer data.
- Clear desktops, and cover books, papers, and equipment with plastic sheeting and masking tape.
- Make a list, with serial numbers if possible, 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.

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 Web site, look for "Storm Alert" e-mails that are sent out at scheduled intervals with key information.

Update Your Contact Information on MyUM 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. If you have not provided your information, please take the time now to update your contact information (phone and e-mail) on www.miami.edu/myUM. Click on the "Update Personal & Address Information" link on the page for permanent information; or "Update Storm Contact Information" to provide data on an alternative address and phone number.

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 Hurricane Hotline will be activated with a recorded message that is updated regularly throughout the event. The hotline phone numbers are listed on this flyer. Depending on storm conditions, the University's Emergency 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

IMPORTANT PHONE NUMBERS

Your Supervisor _____

UM Hurricane Hotlines

Coral Gables Campus	305-284-5151
Miller School and South Campus	305-243-6079
Rosenstiel Campus	305-421-4888
Outside of Area	800-227-0354
UM Switchboard	305-284-2211
American Red Cross	305-644-1200
Miami-Dade County's Office of Emergency Management	..	305-468-5400
Life-Threatening Emergencies		911

University is not an emergency shelter. For shelter information, call the American Red Cross or Miami-Dade County's Office of Emergency Management Hurricane Hotline.

AFTER THE STORM

Call In All employees should contact their supervisors as soon as possible after a hurricane to inform them of the status of their family and homes. Students, faculty, or staff who are forced to evacuate or temporarily relocate to another area can notify the University of their new location and contact information by going to recover.miami.edu. This is the online site where you should "check in" following a hurricane to let us know you're OK. Supervisors will be responsible for reporting on the safety of each staff member. This process will be used to identify employees who need emergency assistance. For essential University information, call the Hurricane Hotline at 305-284-5151 (local) or 800-227-0354.

Listen to Media Reports 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 given by local authorities. This does not apply to essential departments that have designated employees to be available prior to, during, and following a hurricane.

