

# Weathering the Storm '11



## 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 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** 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 should have adequate hurricane supplies for protecting your equipment. Employees also should review the Information Technology Department's Hurricane Season Computer Hardware and Data Protection guidelines at [www.miami.edu/prepare](http://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](http://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](http://www.med.miami.edu). The University's Storm Alert/Emergency Preparedness Web page at [www.miami.edu/prepare](http://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" 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. Please take the time now to confirm or update your contact information (phone and e-mail) on [www.miami.edu/myUM](http://www.miami.edu/myUM). On the myUM home page, click on "Personal, Address and Emergency/Evacuation Information" in the "Personal & Biographical Info" section in the right-hand column. On this page you will find a link to forms where you can provide contact information for someone who will know how to reach you in the event of an emergency that requires you to leave your residence. On the same form, list an address and phone number where you can, most likely, be reached if you were not able to live in your home. If you do not have information for either of those, click the boxes to indicate you don't have a contact or don't know where you'll be.

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 University is not an emergency shelter. For shelter information, call the American Red

## Important Phone Numbers

### 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

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](http://recover.miami.edu). This is the online site where you should "check in" following a hurricane to let us know you're OK and where you are residing. Supervisors will be responsible for reporting on the safety of each staff member. 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.

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