



ARE YOU READY?

This is a summary action plan for UM faculty and staff. Each unit also has its own continuity plan via [UReady](#).

[The University Comprehensive Emergency Management Plan](#) has guidelines for any type of crisis that may arise—and much of the information in this flyer is applicable for those situations.

BEFORE A HURRICANE

Be Prepared

- UReady continuity plans include key emergency telephone numbers. Each unit's Human Resources Partner should download and print the emergency contacts report in Workday for all staff in their area; keep copies in multiple locations.
- Managers must designate Essential Personnel—those employees who will work before, during, and/or after an emergency. Refer to the [Designating Essential Personnel](#) tip sheet in Workday.

HURRICANE THREAT

Upon notification of a potential hurricane threat, all University employees should:

- Update your evacuation information in Workday.
- Ensure all data is on a network or cloud storage solution.
- 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.
- Move desks, file cabinets, and other furniture away from windows. Close and latch all windows.
- Disconnect all electrical equipment.
- Take all personal belongings home; they are not covered by UM insurance.
- Photograph your work area with your smart phone.
- Obtain post-storm instructions from your supervisor.

Confirm or 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 before and/or after an emergency. Designate cell numbers as “mobile” in the device field.
- This information is used to disseminate voice and text messages to notify you of an emergency and what action to take. This is also where to provide information about where you will stay if you need to evacuate your residence.

PREPARING FOR IMPACT

Stay Informed, Get the Facts

- Official announcements regarding emergencies are issued via the Emergency Notification Network (ENN) and by University Communications prior, during, and after an event, and are posted on the UM home page, www.miami.edu.
- Additional information about clinical and research operations at the Miller School campus and satellite facilities is posted to the Miller School home page, www.med.miami.edu.
- The Storm Alert/Emergency Preparedness Web page at www.prepare.miami.edu is the complete source for all official information and is updated regularly. In addition to the website, “Storm Alerts” are sent out at scheduled intervals with key information.

- UM Emergency Management social media accounts (facebook.com/UMiamiENN and twitter.com/UMiamiENN) will also be updated with the latest information.
- The UM Emergency Information Hotline will have a recorded message with updates on the University's status. Depending on storm conditions, this Hotline will also be staffed with live operators to assist with answering questions.
- In the event of power outages, monitor local radio and television broadcasts for information concerning full or partial campus closures, cancellations, and other news.
- 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

- All employees should contact their supervisors as soon as possible to inform them of the status of their family and homes. Follow instructions from local authorities via radio and/or television.
- Do not return to the campus until the “all clear” is sent via the UMiami Emergency Notification Network (ENN) unless you are pre-designated as essential by your supervisor. Essential personnel should get their work schedules and locations from their supervisors.

IMPORTANT PHONE NUMBERS

Life-Threatening Emergency 911

UM Police - Coral Gables Campus
305-284-6666

Miller School Campus - Public Safety
305-243-6000

Rosenstiel Campus - Campus Safety
305-710-7991

UM Emergency Information Hotline
800-227-0354

UM Switchboard
305-284-2211

American Red Cross 305-644-1200

Miami-Dade County Information Center
305-468-5900 • (in county) 311

Broward County Information Center
954-831-4000 • (in county) 311