

## ARE YOU READY?

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

### BEFORE A HURRICANE

#### Designate emergency roles








- Managers must make appropriate emergency role designations in Workday for all direct reports and should discuss specific expectations and responsibilities with employees. The updated [University Declared Emergency, Employee Responsibilities, and Compensation Policy](#) on Workday provides additional details, and Human Resources partners can also offer guidance.

#### Confirm or update your personal and emergency contact information in Workday

- Update your evacuation information in Workday.
- Use the [Change Contact Information](#) and [Change Emergency Contacts](#) tip sheets in Workday so you can be contacted before and after an emergency. Designate cell numbers as "mobile" in the device field.
- Each unit's Human Resources partner should download and print the emergency contacts report in Workday for all staff in their area.

### HURRICANE THREAT

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

-  Ensure all data is on a cloud or network storage solution. Print all critical documents, plans, and lists.
-  Clear desktops and move books, papers, and equipment to a safe place away from windows.
-  Take pictures of all valuable equipment and general workspaces.
-  Secure all windows and close blinds.
-  Disconnect and elevate electrical equipment.
-  Take valuable personal belongings home.
-  Obtain post-storm instructions from your supervisor.

### PREPARING FOR IMPACT

#### Stay informed, get the facts

- Official emergency announcements are issued via the Emergency Notification Network (ENN) and by University Communications prior to, during, and after an event. Up-to-date emergency information will be available on the:
  - University homepage: [miami.edu](http://miami.edu).
  - University of Miami Emergency Management social media accounts: [facebook.com/UMiamiENN](https://www.facebook.com/UMiamiENN) and [twitter.com/UMiamiENN](https://twitter.com/UMiamiENN)
  - University of Miami Emergency Information Hotline: 800-227-0354
- Additional information about clinical and research operations at the medical campus and satellite facilities will be posted to [med.miami.edu](http://med.miami.edu).
- Prior to impact, supervisors should provide employees with specific instructions on post-storm expectations in case communication is unavailable.

#### Shelter from the storm

- The University is not an emergency shelter. For shelter information, visit the Miami-Dade County, Broward County, or American Red Cross websites, or call 311.



### AFTER THE STORM

#### Check in

- All employees should contact their supervisors as soon as possible after the storm. Follow instructions from local authorities.
- An ENN announcement will be sent when it is safe to return to campus. Do not return prior to receiving the announcement unless your designated role and pre-storm directions from your supervisor require you to do so.

## IMPORTANT PHONE NUMBERS

**Life-Threatening Emergency**  
911

**University of Miami**  
**Emergency Information Hotline**  
800-227-0354

**Coral Gables Campus:**  
**University of Miami Police**  
305-284-6666

**Medical Campus: Public Safety**  
305-243-6000

**Marine Campus: Campus Safety**  
305-710-7991

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

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

### ADDITIONAL INFORMATION

Visit [prepare.miami.edu](http://prepare.miami.edu) for additional information and resources related to hurricane preparedness.