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 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.

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
  • Storm Alert/Emergency Preparedness webpage: prepare.miami.edu
  • UM Emergency Management social media accounts: facebook.com/UMiamiENN and twitter.com/UMiamiENN
  • UM Emergency Information Hotline: 800-227-0354
• Additional information about clinical and research operations at the Miller School campus and satellite facilities will be posted to med.miami.edu.

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 via radio and/or television.
• Do not return to campus until the “all clear” is sent via the ENN unless your designated role and pre-storm directions from your supervisor require you to return sooner.

IMPORTANT PHONE NUMBERS

Life-threatening emergency
911

UM Emergency Information Hotline
800-227-0354

Coral Gables campus: UM Police
305-284-6666

UHealth/Miller School campus: Public Safety
305-243-6000

Rosenstiel School campus: Campus Safety
305-710-7991

UM Switchboard
305-284-2211

American Red Cross
305-644-1200

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

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