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.
  • University of Miami Emergency Management social media accounts: facebook.com/UMiamiENN and 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.
  • 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 for additional information and resources related to hurricane preparedness.