



# Developing Your Continuity Plan

## *Things to Know*

### **Introduction**

To plan effectively, everyone needs to know what to expect from other units and from the campus in the event of a disaster. The information which follows will help you develop your unit plan in coordination with others and take advantage of various campus resources. Please send an email to [oem@miami.edu](mailto:oem@miami.edu) with any questions.

### **Enhancing Readiness**

Departments with operational responsibilities should anticipate their need for goods or services in the event of a disaster and proactively enter into contracts so that they can fix prices and set clear expectations for response in the event that they need to engage these services quickly. The expectation is that these contracts would have no charge or a nominal administrative fee unless services were required. Contact information for the vendors of these contracts should be entered into **Key Resources** section of the UReady system.

### **Emergency Contact Lists**

Each department should establish and maintain an emergency call list which will enable them to contact all members of their department. HR Partners can assist with providing managers with an Emergency Contact Information report from Workday which includes the contact information for all employees within the unit. Call lists should include mobile and home phone numbers and personal email address in addition to an individual's UM phone number and email address. Emergency call lists should be uploaded to the continuity plan under the **Key Resources – Documents** section.

### **Locating Faculty & Staff After an Emergency (PREPARE & RECOVER)**

The University of Miami strongly encourages faculty and staff to add their emergency contact and evacuation information to their Workday account. HR Partners are instructed to download and print this information for their areas prior to impacts from an advance notice incident. The Office of Emergency Management also encourages HR Partners to download and print this information on a quarterly basis in preparation of spontaneous emergency.

Immediately following a major emergency, students, faculty, and staff should visit [recover.miami.edu](http://recover.miami.edu) to provide their status. If the Internet is not available, individuals can also check-in by calling the appropriate **UMiami Emergency Information Hotline at 1-800-227-0354**. This information will assist the University with reconnecting students with their families and make important decisions regarding the resumption of normal operations.

## **Temporary/Alternate Work Locations**

In the event of a disaster, the UM Crisis Decision Team or Emergency Operations Center will attempt to assign temporary work space for staff who must work on campus. As available, these spaces will be provisioned with technology to support operations being conducted.

In the event that multiple departments have been displaced, it is unlikely that sufficient temporary space will be available for all staff. Therefore, it is important for departments to identify those staff who need to be on campus and those with the equipment and internet access which will enable them to work from home.

Information about your staff that can work from home should be entered into **Key Resources** section of the UReady system. **If you have a small unit**, it may be easy to individually list the information about personnel who can work from home. **If you have a large unit**, that would be a huge task! One solution is to indicate what percentage of the staff can work from home and/or just list your key personnel. You could also create a database file with this information and upload it into the **Key Resources – Documents** section of UReady.

## **Working from Home**

Working from home is a powerful strategy for functioning during a crisis. In practice, much remains to be done to develop this capability.

As you develop your continuity plan, think what your unit (or the campus) could do to increase the number of staff and faculty who could do at least part of their work from home. When major incidents occur that impact our facilities, we'll need to have people working from home. It is best to learn how to do that now and not during the crisis. When planning for computer replacements, departments should ensure that staff who would need to work from home are assigned laptop computers. All staff with laptops should have request access to the [Canes Virtual Private Network \(VPN\)](#) services and consider using cloud based storage which will allow them to work from home with most of the functionality they have in the office.

## **Power Generation**

Most university buildings have emergency power only to provide lighting for building evacuation and for life-safety systems such as fire alarms. Typically, this emergency power supply is of a limited duration, usually 90 minutes. A select number of university buildings have on-site emergency generators which provide emergency power for building life safety systems and fire pumps, as well as for other critical systems such as lab and animal care ventilation systems, and red power outlets for critical lab equipment such as research freezers and critical IT data systems.

## **Network & Phone Back Up Power**

Individuals should expect that they will not have campus network/internet access in the event of a campus-wide power outage. Even buildings with a dedicated generator may not have campus network/Internet access.

## **Emergency/Disaster Pay**

The University has [Emergency/Disaster Pay Policy](#) to provide supervisors with information relative to work schedule assignment and pay practices for regular full-time and part-time employees in the event of a University declared emergency and/or when President of the United States declares our location a natural disaster. This policy provides for pay continuance during a period of time (to be defined by the President or designee) when a University or federal declared emergency or natural disaster prevents employees from performing their regular duties. In the event of a “non-University” declared emergency/natural disaster and the University (or specific units within) remains open for business, employees who are unable to report to work must use accrued vacation and/or floating holiday time to remain in pay status.

Hospitals, clinics, physical plant, Rosenstiel Campus, and special service area employees are to follow the specific guidelines governing their work location. These guidelines may be obtained from the department head or administrator.

## **Payroll**

The Payroll Office is prepared to keep issuing paychecks after major emergencies impacting UM. All units should make every effort, in times of crisis, to process and report payroll data to the Payroll Office. The Payroll Office will make every effort to meet payroll deadlines but there may be delays, depending on the severity of the crisis.

## **Purchasing**

The ability to make purchases quickly and easily post-disaster is essential for every department’s recovery. Following any major disruptive event, the Purchasing Department will proactively inform the campus about the status of purchasing systems.

To the extent that systems are operating normally, the normal procurement policies, procedures, and restrictions will continue to apply. To the extent that systems are not working, the Purchasing Department will rely on expanding the use of the PCard. All departments on campus should examine PCard capacity including ensuring sufficient staff with PCards to cope when some are absent. All campus departments must be reminded that even during times of crisis; proper record-keeping for PCard purchases must be continued.

The Purchasing Department will also be prepared to manually issue purchase orders and emergency purchase order numbers.

## **Alternative Meeting Locations for Classes**

In the event that one or more classroom buildings is not accessible for an extended period of time (greater than 24 hours), alternative class meeting locations will be assigned by the Registrar's Office in consultation with the Office of the Provost. These decisions will be guided by the following principles, in the order listed:

1. Find alternative instructional spaces in the current inventory including academic department instructional spaces suitable for existing enrollments in the courses affected with minimal disruption to currently scheduled time slots.
2. In cases where suitable alternative instructional spaces are not able to be identified, designate some university-owned, non-instructional spaces that can be utilized and in which facilities/media services can be provisioned on a temporary basis to ensure that instruction can continue with minimal interruption. This may require that some spaces currently designated as event space be utilized which could in turn have an effect on previously booked events.
3. If number 1 and number 2 do not suffice to serve the needs of the affected courses, the University may need to seek out temporary rental/lease spaces, non-University owned, to account for the gap in space availability OR alter the existing scheduled time slots of affected/unaccounted courses to times in which University-owned space is available.

In all cases, particularly #3, changing class meeting locations will require constant communication to the affected academic department chairs, managers, and the faculty involved as to time frame to implement changes, ultimate location/schedule changes, and duration of the change. It is highly encouraged that Academic units identify, on their own, alternative class meeting locations/policies classroom buildings are not accessible for spontaneous emergencies (less than 24 hours).