**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 [University Declared Emergency, Employee Responsibilities, and Compensation Policy](https://workday.miami.edu) on Workday provides additional details, and Human Resources partners can also offer guidance.

- Review the role and locations of remote employees and the essential functions they support.

Confirm or update your personal and emergency contact information in Workday

- Update your evacuation information in Workday.

- Use the [Change Contact Information](https://workday.miami.edu) and [Change Emergency Contacts](https://workday.miami.edu) tip sheets in Workday to ensure you can be contacted before and after an emergency. Designate cell numbers as “mobile” in the device field.

- By June 15, and again before any storm, 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](https://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).
  - Additional information about clinical and research operations at the medical campus and satellite facilities will be posted to [med.miami.edu](https://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 your county’s emergency management website, the American Red Cross website, 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.

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

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**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](https://workday.miami.edu).

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**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

**All Counties**

311

**Miami-Dade County Information Center**

305-468-5900

**Broward County Information Center**

954-831-4000

**Palm Beach County Information Center**

561-712-6400

**Collier County Information Center**

239-252-4311