

# Emergency Guide



MIAMI

EMERGENCY  
MANAGEMENT

[www.miami.edu/prepare](http://www.miami.edu/prepare)

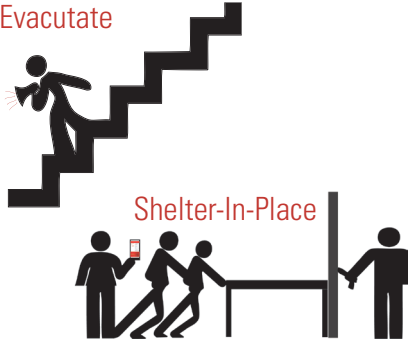
Need  
Help



Display in Window

## Action Guidelines for all Emergencies

Evacuate



Find a Safe Location

Call for Help



Report the Emergency



[www.miami.edu/prepare](http://www.miami.edu/prepare)  
1.800.227.0354  
@UmiamiENN

Be Informed and Take Action

## Critical Information

1. Reporting an Emergency
2. Important Phone Numbers
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6. Individuals with Disabilities

## Specific Action Guidelines

1. Active Shooter/ Armed Intruder
2. Bomb Threat
3. Concerning Behavior
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1. Crime Prevention
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# Critical Information

**Emergency:** Any threat to life and/or property that requires immediate response from police, fire or medical services.

**Examples:**

- Serious injury or illness
- Crime in progress
- Fire or explosion

If you are unsure if an incident is an emergency, call 911.

**Action Guidelines**

**To report an emergency on campus:**

- Make sure you are in a safe location, otherwise find one
- Do not attempt to interfere with the situation, except for self-protection
- Observe the activity from a safe distance
- Call 911
- Tell the dispatcher:
  - Your location
  - Phone number from which you are calling
  - Nature of the emergency
- Do not hang up unless your safety is threatened or you are told to do so
- Watch for arrival of emergency personnel and direct them
- After emergency personnel arrive, stay out of the way but do not leave

**Clery Act Crimes:** Murder and Non-Negligent Manslaughter, Negligent Manslaughter, Sex Offenses (Forcible and Non-forcible), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson and Hate Crimes as defined by the Federal Bureau of Investigation's Uniform Crime Reporting Handbook.

**To report a Clery Act crime:**

Any Clery Act crime committed on or near University of Miami campuses should be reported to the following:

- **Coral Gables Campus:** University of Miami Police Department.
- **Medical Campus** (Miller School of Medicine & UHealth): Medical Security Department
- **Marine Campus** (Rosenstiel School of Marine and Atmospheric Science): Emergency Preparedness and Campus Safety Manager and local police
- For all other UM locations: University of Miami Police Department and local police

Please refer to the University's Timely Warning Policy for more information about this reporting requirement

## Important Phone Numbers

### **LIFE-THREATENING EMERGENCY ON ANY CAMPUS - DIAL 911 UM EMERGENCY INFORMATION HOTLINE - DIAL 800-227-0354**

#### **CORAL GABLES CAMPUS**

Campus Emergency – UM Police Department.....	305.284.6666
Facilities Customer Service .....	305.284.8282
Human Resources .....	305.284.3798
Counseling Center .....	305.284.5511
Student Health Center.....	305.284.9100
Dean of Students Office .....	305.284.5353
Information Technology.....	305.284.6565

#### **MEDICAL CAMPUS (Miller School of Medicine & UHealth)**

Campus Emergency – Security Department.....	305.243.6000
Non-Emergency - Security Department.....	305.243.7233
Facilities Customer Service .....	305.243.6375
Human Resources .....	305.243.6482
Information Technology.....	305.243.5999

#### **MARINE CAMPUS (Rosenstiel School of Marine & Atmospheric Science)**

Campus Emergency .....	911
Campus Safety – Primary .....	305.710.7991
Campus Safety – Alternate .....	305.421.4766
Facilities Customer Service .....	305.421.4815
Human Resources .....	305.421.4325

#### **ADDITIONAL RESOURCES**

Environmental Health & Safety .....	305.243.3400
Material Safety Data Sheet (MSDS) Hotline.....	888.362.7416
Faculty & Staff Assistance Program (FSAP).....	305.284.6604
Sexual Assault Response Team (SART) .....	305.798.6666
Cane Watch.....	877.415.4357
Poison Information Center.....	800.222.1222
University Switchboard.....	305.284.2211
Florida Suspicious Activity Hotline.....	855.352.7233

The University of Miami Emergency Notification Network (ENN) is the comprehensive communications solution that allows the University to quickly disseminate an urgent message through multiple communication mediums. If there is a condition which significantly threatens the health and safety of persons on campus, university officials will warn the campus community through a variety of methods:

**Emergency Notification Examples:**

- Text
- Voice
- Email
- University Website: [www.miami.edu](http://www.miami.edu)
- Facebook: [www.facebook.com/UMiamiENN](http://www.facebook.com/UMiamiENN)
- Twitter: @UMiamiENN
- UMiami Mobile App: [www.miami.edu/mobile](http://www.miami.edu/mobile)

**Action Guidelines**

- Assess the facts presented in the message and determine your course of action (evacuate, shelter-in-place, or avoid the area)
- Get additional information by visiting [www.miami.edu](http://www.miami.edu) or call the Emergency Information Hotline 800.227.0354.



[www.miami.edu/enn](http://www.miami.edu/enn)



## Evacuation

The primary purpose for evacuating is to put distance between you and the hazard. Depending on the type of emergency, evacuation procedures may vary. Flip to the appropriate tab for specific action guidelines.

### Action Guidelines

- Leave the area immediately. Take personal items (keys, wallet, cell phone etc.) if safe to do so.
- Assist individuals with disabilities (Flip to Individuals with Disabilities tab).
- Do not use elevators.
- Go to designated evacuation assembly area, unless otherwise instructed.
- Provide relevant information (i.e. unaccounted/trapped persons) to emergency responders.
- Do not return until cleared to do so by emergency responders.

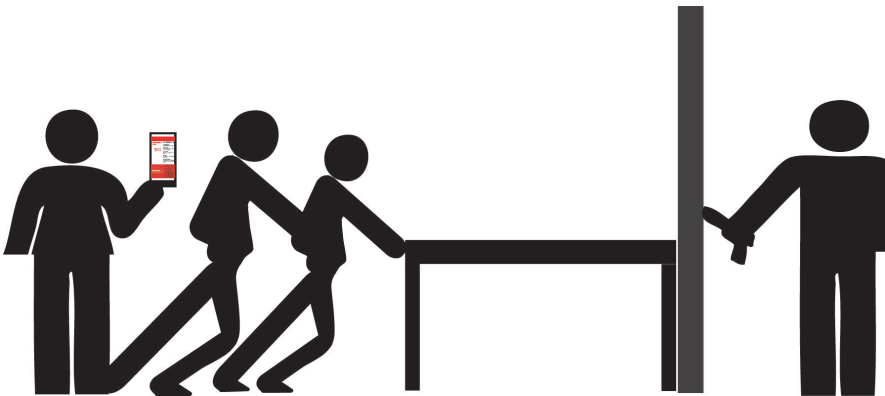


The term “Shelter-In-Place” is used to refer to situations where it is safest to remain indoors rather than face uncertainty outside. Depending on the emergency, appropriate areas to shelter may vary. When sheltering, seek safety by placing barriers between you and the danger. This could include walls, rooms without windows, locked doors, furniture, etc. Flip to the appropriate tab for specific action guidelines.

### Action Guidelines

- Find a safe location.
- Shut all doors and windows.
- Stay away from areas exposed to the threat.
- Enact barriers between you and the threat.
- Await further information from emergency responders.

### Shelter-In-Place



**Students:**

The Office of Disability Services is designated to assist all students with disabilities. For more information please contact the office at 305-284-2374 (TDD 305-284-3401) or visit their website at [www.umarc.miami.edu](http://www.umarc.miami.edu) .

**Faculty and Staff:**

The Equality Administration Office can assist faculty and staff with disabilities. In addition, University faculty, staff, and students with ADA (Americans with Disabilities Act) related questions, concerns, and grievances should contact Equality Administration. For more information, please contact the Coral Gables/Marine Campus office at 305-284-3064, the Medical Campus office at 305-243-7203, or visit their website at [www.miami.edu/ea](http://www.miami.edu/ea) .

It is imperative that individuals with physical disabilities prepare for emergencies before they happen. The Office of Disability Services is available to discuss emergency procedures with students and familiarize them with evacuation routes specific to their housing and classroom assignments.

**Action Guidelines**

For assisting individuals with disabilities:

- Check on people with disabilities during an emergency.
- Ask if someone needs help, how you can properly provide assistance, and if any items need to accompany them.
- Do not use elevators for emergency evacuation.



**For Assisting in Evacuation by Disability Type:****Mobility Impairment:**

- If a person cannot exit the building, ask if assistance is needed.
- If they elect to await evacuation assistance, escort the person to the nearest stairwell or other predetermined area of refuge.
- Some individuals with mobility impairments who are able to walk independently may be able to negotiate stairs with minor assistance.
- Do not try to carry anyone with a mobility impairment. You could do more harm to them or yourself.
- After you leave the building, immediately inform emergency responders of the location of the person awaiting evacuation.

**Blindness or Visual Impairment:**

- Give verbal instructions about the safest route or direction using directional terms and estimated distances.
- Ask if assistance is needed, if so, offer your elbow and provide guidance through the evacuation route. This may be especially helpful if there is debris or a crowd. (Never grasp the arm of the person you are assisting).
- While escorting a person out of the building, explain as you are walking where you are going and what you are doing.

**Deafness, Hearing Loss, Language Difficulty:**

- Get their attention by eye contact or touch, if necessary.
- Communicate the problem including the need to evacuate. Gesturing and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to designate the safest route or direction by pointing toward exits or evacuation maps.
- Offer to escort them from the building.

# Specific Action Guidelines

An individual actively engaged in killing or attempting to kill people in a confined and populated area.

### Action Guidelines

**Evacuate (Get Out):** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others evacuate, if possible.
- Call 911 when you are safe.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.

**Shelter-In-Place (Hide Out):** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door).
- Not trap you or restrict your options for movement.

**To prevent an active shooter from entering your hiding place:**

- Lock the door.
- Block the door with heavy furniture.

**If the active shooter is nearby:**

- Lock the door.
- Silence your cell phone and/or pager.
- Turn off any source of noise (i.e. radio, television).
- Hide behind large items (i.e. cabinets, desks).
- Remain quiet.

**Protect Yourself (Act Out):** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions.

**How to respond when law enforcement arrives:**

- Put down any items in your hands.
- Keep hands visible.
- Follow all instructions.
- Avoid making quick movements toward officers.
- Do not stop to ask officers for help or directions when evacuating. Just proceed in the direction from which officers are entering the premises.



# Homeland Security

A threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists. Typically delivered by telephone, the majority of such threats are intended to cause disruption, revenge, or play practical jokes, rather than warning of real devices.

- For assistance with action guidelines download the UM Bomb Threat Data Form at [www.miami.edu/prepare](http://www.miami.edu/prepare)
- Call your campus emergency phone number.

### **Action Guidelines**

**If you receive a bomb threat via phone ask the following questions:**

- What time/day is the bomb going to explode?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?

**Attempt to identify the characteristics of the caller:**

- Male or female
- Accent
- Sober or intoxicated
- Nervous or calm
- Other identifiable characteristics in the caller's voice
- Background noise



**Disruptive Behavior:** Communications (verbal or written) or actions which prevent or significantly impair effective workplace or classroom activities, but do not threaten personal safety.

**Harassing Behavior:** Unwanted, unwelcome, and uninvited behavior that threatens, intimidates, demeans, alarms, annoys, or puts a person in fear for their safety.

**Threatening Behavior:** An expressed or implied imminent threat to harm an individual(s) that causes a reasonable fear that personal harm is about to occur.

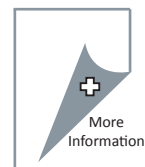
**Psychological Crisis:** An individual who is in an abnormal state of mind that may result in imminent harm to himself/herself or others, such as a state of extreme anger, panic, or depression.

**Suicide Threat:** A verbal or written statement indicating an individual's plan to harm himself/herself.

### Action Guidelines

#### In Response to Disruptive Behavior:

- Do not ignore disruptive behavior.
- Consider discussing your concerns with the individual.
- Document exactly what you are concerned with, what you witnessed or heard, read, etc.
- Keep evidence that supports your concern.
- Notify University officials
  - Students contact the Dean of Students Office/Medical Education Office.
  - Employees contact Human Resources.



**In Response to Harassing/Threatening Behavior:**

- Decide whether it is best to evacuate, shelter-in-place, or avoid area.
- Call 911 or your campus emergency number.
- If needed, signal to someone that you need help.
- Do not engage in conversation or arguments.
- Do not attempt to physically detain anyone.
- Listen/ watch attentively.
- Document or try to remember as much as possible:
  - Write physical descriptions of individuals (clothing, physique, accent, etc.) and vehicles (make, model, color, license plate, etc...).
  - Write what is happening, noting actions, locations, and items.If important property, data, or research is threatened, secure the most high-value resources as best as possible, if it is safe to do so.

**In Response to Psychological Crisis/Suicide Threat:**

- Take all threats seriously.
- Monitor the person making the threats from a safe distance.
- Do not try to approach or reason with the person making threats.
- Call 911.
- Stay in a safe area until emergency responders arrive.
- Provide information to emergency responders.

Explosions can be triggered by natural, chemical, electrical, magnetic, mechanical, or nuclear reactions. There is the potential for great personal injury, as well as the damage and destruction of property in any explosion.

### **Action Guidelines**

- Evacuate the building through the nearest exit.
- As you evacuate:
  - Assist persons with disabilities.
  - Stay away from anything that could fall on you.
  - Open doors carefully.
  - Do not use elevators.
- Do not move a victim unless there is an immediate threat to life.
- Once outside, stay at least 300 feet away from the building.
- Follow directions issued by emergency responders.

### **If you are notified that an explosion took place elsewhere on campus:**

- Assess situation and decide whether to evacuate or shelter-in-place.
- Stay away from affected area.
- Follow directions issued through the Emergency Notification Network (ENN) or by emergency responders.
- Only call 911 if you have important and relevant information.
- Get additional information by visiting [www.miami.edu](http://www.miami.edu) or calling the UM Emergency Information Hotline 800.227.0354.

Fires are one of the most serious and common hazards on university campuses. Understanding basic fire safety tips and how to respond to a fire can save lives!

### **Action Guidelines**

#### **R**escue

- Assist individuals with disabilities and others if it is safe to do so.

#### **A**lert

- Inform the people around you there is a fire.
- Activate the nearest fire alarm and call 911 from a safe location.

#### **C**onfine

- Close doors behind you to inhibit the fire from spreading.

#### **E**vacuate

- Leave the building immediately via the nearest exit when instructed.
- If smoke is present, stay low and crawl to the nearest exit.
- Do not use elevators.
- Do not re-enter the building until authorized by emergency responders.

#### **If trapped in a room:**

- Call 911.
- Place wet cloth material around or under the door to prevent smoke from entering the room.
- Close as many doors as possible between you and the fire.
- Signal to someone outside.

#### **If forced to advance through flames:**

- Hold your breath.
- Move quickly.
- Protect your head and hair.

#### **Fire Extinguisher Use:**

**P**ull safety pin from handle.

**A**im at base of fire.

**S**queeze the trigger handle.

**S**weep from side to side at base of fire.

Any item or agent (biological, chemical, physical) which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors. The quantity of hazardous materials will determine the difference between a small spill/leak and a large release. An example of a small spill/leak is a broken beaker in a lab setting. An example of a large release is a ruptured tanker truck.

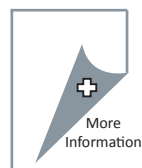
Be familiar with the materials you are working with, observe appropriate safety precautions, and consult with Environmental Health & Safety if you have any questions.

**Material Safety Data Sheet (MSDS)** information is available to all University personnel by calling 888-362-7416 or visiting [www.miami.edu/ehs](http://www.miami.edu/ehs).

### Action Guidelines

#### Small Hazardous Materials Spill/Leak

- Evacuate the area and find a safe location.
- Do not walk in or touch any of the spilled substance.
- If possible, hold your breath or cover your mouth with a cloth while quickly leaving the area. Try not to inhale gases, fumes, or smoke.
- Stay away from accident victims until the hazardous material has been identified.
- Try to stay upwind of the accident.
- Call campus emergency phone number or call Environmental Health and Safety.
- Keep others away.
- Remain in a safe location to direct emergency personnel to the affected area.
- If you think you may have been exposed to a hazardous material, inform emergency responders immediately.
- Assist with obtaining information regarding the hazardous material.



**Large Hazardous Materials Release:**

- Stay informed and follow directions from University officials and emergency responders.
- If told to evacuate, do so immediately. While evacuating, avoid inhaling the hazardous material by covering your mouth with a cloth or shirt.
- If told to shelter-in-place, do so immediately.
  - Take refuge in a small interior room with few, if any, windows or other connections to the outside environment.
  - Close windows and doors.
  - Seal gaps under doorways and around windows with wet towels, duct tape, and plastic sheeting or other impervious materials.
  - Turn off ventilation system, if possible.

**Assisting Victim Exposed to Hazardous Materials:**

- Call 911.
- Follow directions from dispatcher on how to best assist the victim. The type of hazardous material will dictate whether it is best to:
  - Evacuate the area.
  - Move victim to fresh air.
  - Take the victim to an eyewash station or safety shower.
  - Remove the victim's contaminated clothing.

**Strange Odor:**

Toxic fumes can infiltrate into or through a building from various sources. Improperly stored chemicals, faulty refrigeration, equipment malfunctions, and engines operated near outside air intakes, are some of the more common sources. If the presence of toxic fumes is suspected:

- Evacuate the area.
- Call your campus emergency phone number.

The best time to prepare for a hurricane is before one is threatening South Florida. Get ready for hurricanes by following four simple steps: Be informed, make a plan, build a kit, and get involved.

Go to [www.miami.edu/prepare](http://www.miami.edu/prepare) or flip to the Personal Preparedness tab.

### **Action Guidelines**

#### **Before**

- Make sure you read and follow all official University of Miami Storm Alerts.
- Make sure your emergency contact and storm evacuation information is up-to-date on the University website.
- Follow directions from University officials.
- Contact your family members to let them know what is happening.

#### **During**

- Remain indoors.
- Do not open exterior doors or windows.
- Refrain from using alcohol or other impairing substances.
- Follow directions from University officials.

#### **After**

- Remain inside until University officials say it's safe to leave. If you must go outside, be cautious of fallen objects, downed power lines and other hazards.
- Contact family members by any available means, and advise you are okay.
- Check in at <https://recover.miami.edu>.
- Await further instructions from University officials.
- Additional information can be obtained from the UM Emergency Information Hotline 800.227.0354.

An injury or illness that is acute and poses an immediate risk to a person's life or long-term health.

### **Action Guidelines**

#### **Asthma Attack:**

- Help the person sit in a comfortable position and take their medication.
- Call 911 if the attack becomes severe, they don't have their medication or they don't improve with medication.

#### **Bleeding:**

- Have the person apply firm steady pressure to the bleeding wound for 5–10 minutes with a clean cloth or paper towel. Assist in applying pressure if the person is unable to do so.
- If bleeding is pulsatile (spurting in time with the heart beat), very heavy, or persists despite pressure, call 911 immediately.
- Have person lie down. If the person is bleeding heavily from an arm or leg, elevate their arm or leg above heart level.
- Stay with person until help arrives.

#### **Burns - Chemical:**

- If you are SURE the chemical does not react with water, immediately flush the chemical away from skin or eyes with cool running water for 15 minutes.
- Remove any contaminated clothing or jewelry.
- Seek immediate medical attention if the chemical burns involve the eye, hand, foot, face, groin or buttocks or if there is continued burning or pain after flushing.



**Burns - Thermal:**

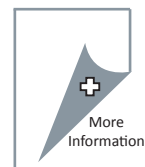
- First degree burns cause skin redness and pain. They can be treated with cool compresses or water.
- Seek immediate medical attention if the burns result in one or more of the following:
  - Cause severe pain
  - Blistering
  - Involves hands, feet, face, eyes, groin or buttocks.
  - Are larger than 2 inches
  - Appear charred, black, or dry

**Choking:**

- If person is coughing, speaking, or able to breathe, do nothing. Stay with the person, encourage them to cough, and be prepared to help if their condition worsens.
- If the person is conscious but unable to cough, speak or breathe:
  - Call 911.
  - Hit them firmly on their back between the shoulder blades 5 times to dislodge the object.
  - Give them 5 abdominal thrusts and repeat until the object has been forced out.

**Heart Attack:**

- The person may have persistent vice-like chest pain, or isolated unexplained discomfort in arms, neck, jaw, back or stomach.
- Call 911 immediately.
- Make sure they are in a position that is comfortable for them (e.g. sit them on the floor, leaning against a wall or chair) while waiting for emergency responders.
- If the person becomes unconscious, follow the guidelines for unconscious individual.



**Heat Stroke:**

- The person's skin may be hot or red, and may also be dry or moist; they may be experiencing changes in consciousness, as well as vomiting and a high body temperature.
- Call 911 immediately.
- Move the person to a cooler place. Remove or loosen tight clothing and apply cool, wet cloths or towels to the skin. Fan the person.
- If conscious, give small amounts of cool water to drink. Make sure they drink slowly.
- If needed, continue rapid cooling by applying ice or cold packs wrapped in a cloth to the wrists, ankles, groin, neck and armpits.

**Poisoning:**

- Establish what they have taken. When? And how much?
- As soon as possible, call the Poison Information Center at 800-222-1222.
- Do not make the person sick or give them anything to drink unless advised to do so by the Poison Information Center.
- Call 911 if there is change in behavior, they become unconscious or have difficulty breathing.

**Seizures (convulsions):**

- Call 911.
- Move objects away which may injure the person during the seizure.
- If possible, roll the person gently onto their side and support them.
- Do not try to restrain the person or place anything in their mouth.

**Unconscious Individual:**

- Call 911.
- If you are trained in CPR, evaluate the unresponsive person and act according to protocols.
- If an automated external defibrillator (AED) is available, follow AED instructions for further actions.

A suspicious activity is anything that an average person would consider unusual given the activity, time, place, and/or location. These types of incidents usually involve a suspicious person, vehicle, and/or object.

Examples:

- Person carrying unusual property given the time of day or location.
- Person loitering in a way that is inconsistent with the usual purpose of the area; perhaps at a bike rack, in between rows of cars, around lockers, or in a way as if to conceal himself or herself from view.
- Vehicle idling with the lights off at night in a dark area.
- An unattended bag in a high-occupancy area.

### Action Guidelines

#### If you discover a suspicious object on campus:

- Do not touch, tamper with, move, cover, insulate, or open the object.
- Keep a safe distance from the suspicious object. A distance of at least 300 feet is recommended.
- Call your campus emergency phone number.

#### If you encounter a suspicious vehicle or person on campus:

- Keep a safe distance from the vehicle or person.
- Call your campus emergency phone number.
- Be as detailed as possible when describing the suspicious person or vehicle.

#### Personal Characteristics:

- Sex/Gender
- Race/Ethnicity
- Height/Weight/Age
- Clothing Type/Color
- Hair Style/Color
- Distinguishing marks
- Location
- Direction of travel
- Method of travel

#### Vehicle Characteristics:

- Color
- Year
- Make
- Body Style/Model
- License plate number and state
- Distinctive Marks/Accessories
- Location
- Direction of travel
- Occupants (number and description)

Utility failures can be caused by a wide variety of events. If you are involved in an emergency which triggers the utility failure, flip to the tab for the emergency you are dealing with for more specific guidelines.

Only personnel specifically trained in emergency shut-off procedures should attempt to turn on or shut off local and/or main utility lines to a campus building.

### **Action Guidelines**

#### **Electrical/Light Failure:**

- Call your campus Facilities Customer Service.
- Provide assistance to others who may be unfamiliar with the space.
- Do not use candles or other type of open flame for lighting.
- Do not leave class or work unless told to do so by an authorized person.
- Proceed cautiously outdoors or to an area that has emergency lighting.
- In most cases, power will be restored shortly or you may be relocated to another area with power.

#### **Elevator Failure:**

- Activate the emergency button/telephone.
- Call your campus emergency phone number if you do not get a response from the emergency button/telephone.
- Do not attempt to evacuate the elevator or help others evacuate.
- Do not pry open elevator doors or climb through the elevator roof escape hatch.

**Gas Leak:**

- Stop whatever you are doing.
- Do not turn on lights or any electrical equipment.
- Keep a safe distance from the leak. A distance of at least 300 feet is recommended.
- Call 911.

**Water Leak/Flooding:**

- Stop whatever you are doing.
- Do not turn on lights or any electrical equipment.
- Call your campus Facilities Customer Service.
- If you can do so safely, turn the local water source off.
- If you can do so safely, cover or move objects that could be damaged by water.
- Evacuate the area.

**Water Supply Failure:**

- Call your campus Facilities Customer Service.
- Do not consume tap water until told it is safe to do so by authorized personnel.

The weather conditions in South Florida can quickly change with little or no notice. Severe thunderstorms have the potential to produce a number of hazards that can pose a threat to life and property. Be prepared for flooding, lightning, and/or tornados which may occur during any severe weather event.

### **Action Guidelines**

- Go to or stay inside a solid structure.
  - Be alert to flying or falling objects.
  - Stay away from windows, mirrors, glass, and unsecured objects.
  - Proceed to a fully enclosed central hallway of the building, or a closed room with no windows.
  - Do not use elevators.
- If requested, assist persons with disabilities to the safest area on the same floor.
- Refer to the sections below for incident specific information.

### **Flooding:**

- Protect your area with sand bags, barriers, or other absorbent materials.
- Move to a higher floor in your building or evacuate to higher ground.
- Avoid driving or walking through standing or fast-moving water.

### **Lightning:**

- If stuck outside, avoid pools or standing under tall objects, as these put you at greater risk of being affected by lightning.
- At the Coral Gables campus, a siren will sound whenever there is threat of lightning. Go to [www.miami.edu/enn](http://www.miami.edu/enn) to familiarize yourself with the sounds the siren system makes during specific emergencies.

### **Tornados:**

- Go into an interior room or hallway on the lowest floor, if possible.
- Stay away from windows, doors, and outside walls.
- A vehicle or modular building does not provide good protection. Plan to go quickly to a building with a strong foundation, if possible.
- If shelter is not available, lie flat in a ditch or other low-lying area. Do not get under an overpass or bridge. You are safer in a low, flat location.
- Stay in the shelter location until the danger has passed.

# Additional Resources

Weather

Additional  
Resources

[www.miami.edu/prepare](http://www.miami.edu/prepare)

**Personal Safety Tips:**

- Use common sense: If something doesn't look or feel right, it probably isn't.
- Always be aware of your surroundings: Continually look and listen to what's going on around you.
- Show that you're confident: Walk with a sense of purpose, keep your head up, and make eye contact.
- React to potential problems before they can develop: Don't wait for an uncertain or uncomfortable situation to go wrong; leave, call police, or take other protective actions.
- Educate yourself: Take time to review personal safety information from an accurate and trustworthy source; consider a self-defense class. Visit [www.miami.edu/selfdefense](http://www.miami.edu/selfdefense) for more information.

**Property Safety Tips:**

- Never leave property unattended: The majority of crime on campus involves the theft of unattended or unsecured property; you can't be a victim if you don't create the opportunity.
- Always lock everything: Lock your property in a secure area, lock your door, your car, your bicycle, and anything else you have with a lock on it.
- Never leave anything visible inside your vehicle: If somebody walking by your car can see property inside, they may break the lock or a window and take it.
- Record serial numbers: Keep a record of serial numbers, models, brand names, and a description of all of valuables in case they are ever lost or stolen.
- Report, report, report: Report all thefts and all suspicious activity to Police/Security/Campus Safety officials; the problem is unknown unless you report it!



**Be Informed:**

Knowing what to do before, during, and after an emergency is a critical part of being prepared. Understand some of the hazards that South Florida is vulnerable to:

- Extreme Weather
- Floods
- Hazardous Materials
- Hurricanes
- Pandemics
- Radiological Events
- Terrorism
- Utility Failures

Some of the basic protective actions are similar for multiple hazards, and now is the best time to learn more about the effects of these hazards and how you should respond.

**Make a Plan:**

Develop a family emergency plan. Use the emergency planning templates at [www.miami.edu/prepare](http://www.miami.edu/prepare) to outline how you will get to a safe place, contact one another, get back together, and what you will do in different situations.



**Build a Kit:**

Build a kit with these essential disaster items to ensure your basic needs are met during the first 48-72 hours after a disaster:

- Water – one gallon per person per day for at least three to seven days
- Non-Perishable Food – at least a three to seven day supply
- Flashlight – with extra batteries
- Emergency Radio – battery-powered or hand crank
- First Aid Kit – including medication and prescription drugs for at least 2-weeks
- Fire Extinguisher
- Whistle
- Sanitizer – moist towelette or liquid
- Multi-Tool / Tool Kit
- Tarp or plastic sheeting and duct tape
- Plastic garbage bags
- Important Documents – in a weatherproof container
- Cash
- Special items-for infants, children, elderly, persons with functional needs, and pets

**Get Involved:**

Get involved before a disaster strikes! Here are a few ways you can help make the community more resilient to disasters:

- Volunteer to support disaster efforts.
- Be a part of the whole community planning process.
- Join the Canes Emergency Response Team (CERT) or the Miami Dade Medical Reserve Corps - University of Miami Response Team (MDMRC - UMRT).
- Donate cash or goods that may help meet the need of the community in times of disaster.

Learn more about University-sponsored initiatives at [www.miami.edu/prepare](http://www.miami.edu/prepare). Being ready for a disaster starts with you. Take these basic steps, and when a disaster strikes be a survivor, not a victim.

# All Clear

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[www.miami.edu/prepare](http://www.miami.edu/prepare)

UM Emergency Information Hotline

1-800-227-0354



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