A Step-by-Step Guide to
Continuity Planning for Units

It is the policy of the University of Miami Office of Emergency Management (OEM) that all Units create and maintain their own Emergency Management initiatives in coordination with the University's strategy. "Unit" is a generic Emergency Management term used to describe any distinct entity within the University, including but not limited to, Divisions, Departments, Institutes, Schools, Colleges, Centers, Offices, Programs, and sub-divisions therein. To facilitate consistency among Units and assure proper completion, there is a standardized 5 step process.

Check Box Upon Step Completion

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Step 1: Review & Disseminate University-Wide Plan

All University personnel should be familiar with both the University Comprehensive Emergency Management Plan (CEMP). The leadership of each Unit is responsible for assuring that all personnel in their Unit review these plans annually.

University Comprehensive Emergency Management Plan (CEMP):
https://prepare.miami.edu/before-emergency/cemp/index.html

FOR RESEARCH UNITS: Emergency Preparedness Checklists:
https://prepare.miami.edu/_assets/pdf/hurricane-season-checklists-for-research-labs.pdf

<u>Step 2:</u> Complete/Update UReady Plan

Each Unit within the University must create their own Disaster and Emergency Continuity Plan within the UReady system, then review, update and enhance it every year.

The leader of the Unit is ultimately responsible for assuring review, update and enhancement of the plan each year, but may assign one or more delegates to facilitate the process. Use of UReady requires no specialized training or knowledge of disaster planning. The system simply asks the user(s) a series of questions, and based on the responses, automatically builds the plan.

Accessing and using UReady: www.miami.edu/uready

UReady is accessed through the internet website: www.miami.edu/uready The website has more information about the system, user help, and a link to the login screen. Any University personnel with a Cane ID and password can login; however, access to each plan is restricted to individuals authorized by each Unit. Users who have issues accessing their Unit plan should contact their Campus Emergency Manager listed at the bottom of this document.

*** Units that perform critical functions in collaboration with other Units should be familiar with their collaborator's UReady plan. It is recommended that such Units share review-only access to each other's UReady plans.*

Marking Your Review Complete:

Each Unit UReady plan must be marked "complete" once it is reviewed, updated and enhanced.

Keeping a UReady Plan Accessible:

Although the UReady system is electronically secured and backed up in multiple locations both locally and outside the geographic region, there is a potential for computers and network connections to fail during disasters. As a result it is recommended that all Units keep their plan accessible in the following ways:

- Download the UReady plan as a pdf, through the Printing Menu on the Plan Home tab, and save it to a shared network drive and on other media that can be kept in multiple secured (locked) locations on and off campus.
- Print the UReady plan, through the Printing Menu on the Plan Home tab, and keep at least three hard copies in secured (locked) locations on and off campus.

<u>Step 3:</u> Complete/Update Contact & Essential Personnel List

Each Unit within the University must direct all their personnel to update their contact information in Workday.

*** The contact information that University personnel enter into Workday is accessible through your Unit's Human Resources Partner. Each Unit's primary Human Resources Partner has access to the Workday Report named "Emergency Contacts" that can downloaded to an excel file with the contact information for all personnel in the Unit. This file can serve as the Unit's emergency phone tree to save time and effort.*

Essential Personnel List:

In addition, each Unit within the University that is authorized and required to have essential personnel remain on a campus DURING or IMMEDIATELY following a disaster impact, must designate essential personnel in Workday and print out a list to be attached to your Unit plan. The Unit essential personnel list must be uploaded into the UReady plan Key Resources – Document Summary Tab. Essential personnel lists may be in any format, so long as they identify personnel by name and C Number.

*** If you do not know if your Unit is authorized and required to have essential personnel remain on a campus DURING or IMMEDIATELY following a disaster impact, contact your Campus Emergency Manager.*

Check Box Upon Step Completion
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Step 4: Photo Documentation

Each Unit within the University must participate in the Photo Documentation process. Photo documentation simply involves taking pictures/ video of property and saving the files with proof of purchase documentation in multiple secure locations and formats. In the event property is damaged during a disaster, such as a hurricane, Photo Documentation may be the only way to assure replacement and reconditioning through the Federal Emergency Management Agency's (FEMA) reimbursement programs. All photos taken must be compiled into a single document and uploaded into the UReady plan Key Resources – Document Summary Tab.

Step 5: Emergency Supplies

Check Box Upon Step Completion
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Each Unit within the University is responsible for maintaining their own inventory of emergency supplies, adequate to protect critical equipment and inventories, and having a plan for deploying the supplies when ordered by official University announcements. Inventories must be confirmed each year, and should also be re-checked prior to June 1st when Hurricane Season begins.

The University does not endorse any particular supplier/ brand of supplies, nor have a minimum inventory list. The leadership of each Unit must procure emergency supplies based on their knowledge of what they are protecting. However, recommendations and sample inventories are available. Your Campus Emergency Manager, listed at the end of this document, can also provide guidance.

UMiami Hurricane Preparedness Resources & Video:
www.miami.edu/hurricane-prepare

Guide to Personal Preparedness and Emergency Supplies:
https://prepare.miami.edu/during-emergency/personal-preparedness/index.html

<u>FYI:</u> General Emergency Preparedness Awareness

The University has multiple preparedness programs that you may not be aware of, but could benefit from. For more information on each, visit: www.miami.edu/prepare or contact your Campus Emergency Management, listed at the end of this document.

- University Smartphone App – Emergency Section.
- Emergency Guides.
- Emergency Notification Network (ENN).
- Closed Point of Dispensing (POD).
- Miami-Dade County Office of Emergency Management (MDC-OEM)/ Emergency Operations Center (EOC) Partnership.
- Miami-Dade County Health Department Hospital Preparedness Consortium (MDCHD-HPC) Partnership.
- Critical Equipment Alarms and Monitoring.

<u>Questions:</u> Campus Emergency Management

All questions regarding Unit Disaster and Emergency Planning should be directed to:

Coral Gables / RSMAS
Email: oem@miami.edu

UHealth and Miller School of Medicine (Medical Campus)
Email: med-oem@miami.edu