



## 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](#).

### 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 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.
- Clear desktops and move books, papers, and equipment to a safe place away from windows.
- Take pictures of all valuable equipment and general workspaces.
- Move desks, file cabinets, and other furniture away from windows. Secure all windows and close blinds.
- Disconnect all electrical equipment.
- Take all personal belongings home; they are not covered by University insurance.
- 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](#).
  - Storm Alert/Emergency Preparedness webpage: [prepare.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](#).

#### 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 via radio and/or television.
- 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

University of Miami General Information  
305-284-2211

American Red Cross  
305-644-1200

Miami-Dade County Information Center  
311 (in county)  
or 305-468-5900

Broward County Information Center  
311 (in county)  
or 954-831-4000