

A Condensed Guide to Hurricane Preparedness at the University of Miami WEATHERING THE STORM '25



ARE YOU READY?

This is a summary action plan for University of Miami faculty, staff, and students. 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 [University Declared Emergency, Employee Responsibilities, and Compensation Policy](#) 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 and Canelink

- Update your evacuation information in [Workday](#) [faculty/staff] and [Canelink](#) [students].
- Use the [Change Contact Information](#) and [Change Emergency Contacts](#) 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 desks 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.

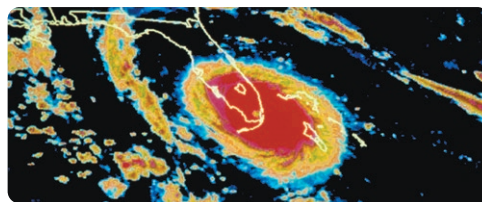
PREPARING FOR IMPACT

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 a storm. Up-to-date emergency information will be available on the:
 - University homepage: [miami.edu](#).
 - University of Miami Emergency Management social media accounts: [facebook.com/UMiamiENN](#) and [x.com/UMiamiENN](#)
- Additional information about clinical and research operations at the medical campus and satellite facilities will be posted to [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.

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

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