

# A Condensed Guide to Hurricane Preparedness at the University of Miami WEATHERING THE STORM '24



## 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 [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

- Update your evacuation information in Workday.
- 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 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.

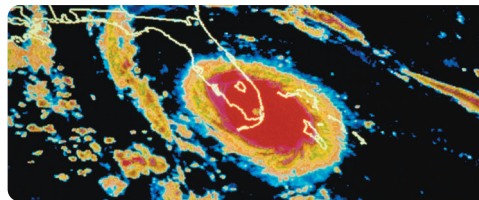
### PREPARING FOR IMPACT

#### 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](#).
  - University of Miami Emergency Management social media accounts: [facebook.com/UMiamiENN](#) and [twitter.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.