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.