Are you Ready?
Do you know what steps to take if a hurricane threatens? Outlined below is an action plan for faculty and staff at the University of Miami. Each department also should have its own individual plan. Employees at all campuses should check with their supervisors before leaving work.

Although we are preparing for this year’s hurricane season, the University Disaster Plan provides guidelines for handling any type of emergency that may arise—and much of the information in this flyer (particularly regarding police and communications) is applicable for those situations.

Please remember—UM Police are available for any emergencies around the clock by calling 305-284-6666 on the Coral Gables campus. On the Miller School campus, call Security at 305-243-6000, and on the Rosenstiel campus, call 305-421-4766 (office) or 305-710-7991 (cell). More than 150 emergency blue-light phones, which connect directly to police and security, are strategically located throughout the Coral Gables and Miller School campuses.

Before a Hurricane
Be Prepared Department plans should include an emergency checklist and key emergency telephone numbers. All employees who will be evacuating their homes should provide their supervisors with a contact phone number. Each department should have adequate hurricane supplies for protecting your equipment. Employees also should review the Information Technology Department’s Hurricane Season Computer Hardware and Data Protection guidelines at www.miami.edu/prepare.

Hurricane Threat
Take Heed Upon notification of a hurricane warning, all University employees should:
- Update your phone contact list.
- Back up all computer data.
- Clear desktops, and cover books, papers, and equipment with plastic sheeting and masking tape.
- Make a list, with serial numbers if possible, of all valuable equipment in the office.
- Move desks, file cabinets, and other furniture away from windows. Make sure all windows are closed and latched.
- Disconnect all electrical equipment.
- Remove all personal belongings. Personal belongings are not covered by UM insurance. Please take them home.

Stay Informed, Get the Facts Official announcements regarding hurricanes and other emergencies are issued by University Communications prior, during, and after an event. Messages in a time of crisis are immediately posted on the University’s home page, www.miami.edu. Additional information about clinical and research operations on the Miller School campus can be found on the Miller School of Medicine’s home page, www.med.miami.edu. The University’s Storm Alert/Emergency Preparedness Web page at www.miami.edu/prepare will serve as the complete source for all official information and is updated regularly. In addition to the website, look for “Storm Alert” e-mails that are sent out at scheduled intervals with key information.

Update Your Contact Information on MyUM This information is used to disseminate voice and text messages in the event of an emergency. This will be one of the first methods to notify you of an emergency and what action to take. This is also where to provide information about where you would be staying if you need to evacuate your residence in the event of a hurricane. Please take the time now to confirm or update your contact information (phone and e-mail) on www.miami.edu/myUM. On the myUM home page, click on “Personal, Address and Emergency/ Evacuation Information” in the “Personal & Biographical Info” section in the right-hand column. On this page you will find a link to forms where you can provide contact information for someone who will know how to reach you in the event of an emergency that requires you to leave your residence. On the same form, list an address and phone number where you can, most likely, be reached if you were not able to live in your home. If you do not have information for either of those, click the boxes to indicate you don’t have a contact or don’t know where you’ll be.

In the event of a power outage, please monitor local radio and television broadcasts for University-issued information concerning full or partial campus closures, cancellations, and other news. In addition, when a storm approaches, the University’s Hurricane Hotline will be activated with a recorded message that is updated regularly throughout the event. The hotline phone numbers are listed on this flyer. Depending on storm conditions, the University’s Emergency Operations Center (EOC) will be staffed with operators to assist callers. The hotline’s recording will indicate the next scheduled information update and the operational hours of the EOC. Remember, the University is not an emergency shelter. For shelter information, call the American Red

UM Hurricane Hotlines
Coral Gables Campus .............305-284-5151
Miller School and
South Campus ......................305-243-6079
Rosenstiel Campus ............305-421-4888
Outside of Area ....................800-227-0354
UM Switchboard .................305-284-2211
American Red Cross ...........305-644-1200
Miami-Dade County’s Office
of Emergency Management ....305-468-5400
Life-Threatening Emergencies ...911

Cross or Miami-Dade County’s Office of Emergency Management Hurricane Hotline.

After the Storm
Call In All employees should contact their supervisors as soon as possible after a hurricane to inform them of the status of their family and homes. Students, faculty, or staff who are forced to evacuate or temporarily relocate to another area can notify the University of their new location and contact information by going to recover.miami.edu. This is the online site where you should “check in” following a hurricane to let us know you’re OK and where you are residing. Supervisors will be responsible for reporting on the safety of each staff member. For essential University information, call the Hurricane Hotline at 305-284-5151 (local) or 800-227-0354.

Listen to Media Reports Follow all instructions given by the local authorities via radio and/or television. Do not attempt to return to the campus until the “all clear” is given by local authorities. This does not apply to essential departments that have designated employees to be available prior to, during, and following a hurricane.

University of Miami
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What to do - NOW - before Storm season begins:

What should a Department/Program do now?

1. make sure that the department phone-tree list is updated include all faculty, staff, graduate students and other personnel
2. review your departmental emergency preparedness and notification plan
3. update your departmental list of valuable equipment (with serial numbers)
4. check your supplies: plastic sheeting, masking tape, batteries, etc...
5. back up computer data (to one or more sources)
6. have personnel who will be away for the summer prepare their offices:
   a. clear desktops, cover books, papers, small equipment with plastic sheeting
   b. consider moving furniture, computers, etc.. away from windows
   c. remind personnel to remove personal belongings not covered by UM insurance
   d. disconnect all appropriate electrical equipment: radios, lamps, etc...

   make sure all doors and windows are closed and locked.

What to do When a Storm Threatens:

Tropical Weather Definitions:
- tropical depression (numbers) – thunder storms and wind less than 38 mph
- tropical storm (named) – organized storm with circulating winds 39-73mph
- hurricane (named) – intense storm with cyclonic winds greater than 74 mph
- watch – means a tropical storm/hurricane may area in the area within 48 hours
- warning – means a tropical storm/hurricane could arrive in the area within 36 hours

The University of Miami activates its Disaster-Business Continuity Plan when a storm is
within 1,000 miles or 72 hours of South Florida. What the University Does:
1. update the Hotline/ Web Site [http://www.miami.edu/prepare/] saying monitor the storm
2. notifies the Crisis Decision Team and Emergency Advisory Committee
3. recommends beginning hurricane preparations

What should a Department/Program do?
1. make sure that the department phone-tree list is updated (emergency notification plan)
2. back up computer data (to one or more sources)
3. update your departmental list of valuable equipment (with serial numbers)
4. notify all departmental personnel about the presence of a storm
5. check your supplies: plastic sheeting, masking tape, batteries, etc...

The University next responds when a storm is
within 500 miles or in response to NHC Advisories.

What the University does:
1. post up-to-date information at web site [http://www.miami.edu/prepare/] and hotline (284-5151)
   All official announcements will be on the web site or the hot line.

What should a Department/Program Do?
When an official “Tropical Storm/Hurricane Watch” (within 48 hr) is issued by the NHC for South Florida
1. instruct department personnel in how to clear desktops, cover books, papers, small equipment with plastic sheeting
2. instruct/coordinate personnel about moving furniture, computers, etc.. away from windows
3. remind personnel to remove personal belongings not covered by UM insurance

When an NHC “Tropical Storm/Hurricane Warning” is issued (could arrive within 36 hours)
1. clear desktops, and cover books, papers, equipment with plastic sheeting
2. move furniture (as necessary) away from windows
3. move computers (computer labs) away from windows or to a secure area
4. disconnect all electrical equipment including departmental hot plates, microwaves, refrigerators, radios, lamps, etc...
5. make sure all doors and windows are latched
6. check the University Hotline (284-5151) and Web page for official announcements about closure.
What to do AFTER a Storm

All employees should contact their supervisor (department chairperson) as soon as possible after a hurricane to inform them of the status of their family & homes.

Supervisors are RESPONSIBLE for reporting on the safety of each staff person

Chairs (or designee) should report status of their personnel according to the following list:

<table>
<thead>
<tr>
<th>院系</th>
<th>电话（工作）</th>
<th>电话（家庭）</th>
<th>电话（备用）</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIL, CHM, CSC, ESP, MSC, MTH, &amp; PHY</td>
<td>Angel KAIFER</td>
<td>305-284-4021</td>
<td>305-444-0334</td>
</tr>
<tr>
<td>ART, APY, LOWE, RING, THA, &amp; WGS</td>
<td>Traci ARDREN</td>
<td>305-284-4036</td>
<td>305-888-1297</td>
</tr>
<tr>
<td>AMS, DEV, IDS, LAS, MLS, SAS, &amp; report to......</td>
<td>Rita DEUTSCH</td>
<td>305-284-4333</td>
<td>305-271-4946</td>
</tr>
<tr>
<td>ENG, GEG, HIS, INS, JUS, PHI, &amp; REL report to......</td>
<td>Dan Pals</td>
<td>305-284-4036</td>
<td>305-233-8440</td>
</tr>
<tr>
<td>AIS, CAS, MLL, PSY, SOC, &amp; WRC report to......</td>
<td>Charles Mallery</td>
<td>305-284-3188</td>
<td>305-232-6954</td>
</tr>
</tbody>
</table>

If a chair or designee CAN NOT reach one of the above Deans please report directly to either:

Dean Bachas at 305-284-4021 (o) - 305-666-8341 (h) - 305-812-5158 (c) - 001-480-458-6625 (sat)
Dean MALLERY at 305-284-3188 (o) - 305-232-6954 (h) - 305-794-0662 (c) - 001-480-458-6619 (sat)

The University has created a web site for CHECK-IN & RECOVERY for after a storm if you have had to relocate or if you need emergency assistance.

http://recovery/miami.edu

The web site can be used to identify employees who need emergency assistance and can be used to track faculty, staff, and students who have relocated. The purpose of the web site is to provide a place for the students, faculty and staff of the University of Miami to check-in with the University after a storm or other disaster event. You or someone on your behalf can supply information such as your contact information at your current location, status, and needs.

What to do at HOME after a storm

- Listen to announcements in local media (radio, TV, or newspaper) to find out if it's safe to use tap water. Follow the instructions given for using water.
  - If you do not know whether the water is safe to use, boil water before you use it for anything (brushing teeth, cooking, drinking or bathing).
- Use battery-powered lanterns and flashlights instead of candles.
- Some small engines, stoves, generators, lanterns, gas ranges put off carbon monoxide gas and should only be used in well-ventilated areas. Burning charcoal and wood may also emit dangerous fumes.
- Protect yourself from mosquitoes: wear long-sleeved and long-legged clothing, and use insect repellents that contain DEET.
- Throw away any food that may have been touched by flood water or may be unsafe to eat because of power loss.
- Use canned baby formulas that are ready-to-use (you don't have to add anything to them). Do not prepare infant formulas with water that has been treated with chemicals.
- Do not drive through flooded roads. Cars can be swept away or break down.
- Be aware of possible structural, electrical, or gas-leak hazards, as you return to and begin cleaning homes or other buildings.
- To prevent growth of some bacteria, viruses, mold, and mildew that can cause illness, disinfect and dry out buildings and the items in them.