WEATHERING THE STORM

A Condensed Guide to HURRICANE PREPAREDNESS on the University of Miami Coral Gables Campus

Are You Ready?
Do you know what steps to take if a hurricane threatens? Outlined below is an action plan for employees on the Coral Gables campus. Each department should also have its own individual plan. Employees at all three campuses should check with their supervisors before leaving work.

Before a Hurricane
BE PREPARED Department plans should include an emergency checklist and key emergency telephone numbers. Any employee who will be relocating should provide a contact phone number. Each department should also have adequate hurricane supplies, including batteries, plastic sheeting, masking tape, and other materials for protecting your equipment.

Hurricane Threat
TAKE HEED Upon notification of a hurricane warning, all University employees should:
• Update your phone contact list.
• Backup all computer data to one or more sources.
• Clear desktops and cover books, papers, and equipment with plastic sheeting and masking tape.
• Move desks, File cabinets, and other furniture away from windows.
• Disconnect all electrical equipment, including computers, lights, window air conditioners, hot plates, microwaves, refrigerators, and lamps.
• Remove all personal belongings.

LISTEN TO THE RADIO/CHECK THE WEB SITE
Official announcements regarding a hurricane or an emergency will be issued by the Office of University Relations over the University of Miami radio station WVUM-FM 90.5, as well as public stations WINZ-AM 940 and WZTA-FM 94.9. In addition, all official announcements will be posted on the University’s Web site. Visit UM’s home page for links to Hurricane or emergency information – WWW.MIAMI.EDU

Important Phone Numbers
Your Supervisor ______________________________

UM Rumor Control Hotlines
Coral Gables Campus 305-284-5151
Medical Campus 305-243-6079
Rosenstiel Campus 305-361-4888
Outside of Area 800-227-0354
UM Switchboard 305-284-2211
American Red Cross 305-326-8888

Miami-Dade County’s Office of Emergency Management 305-598-7550
Life Threatening Emergencies -911