



A Step-by-Step Guide to **Disaster and Emergency Planning for Units & Sub-Units**

It is the policy of the University of Miami that all Units and Sub-Units (Divisions, Departments, Centers, Institutes, Programs, Offices, etc.) create and maintain their own Emergency Management Program. To facilitate consistency among Units/ Sub-Units and assure proper completion, there is a standardized 6 step process. The Office of Emergency Management will request verification that all 6 steps have been completed by every Unit/ Sub-Unit on an **annual basis**.

Check Box
Upon Step
Completion



Step 1: Review & Disseminate University/ Campus Plans

All University personnel should be familiar with both the University Comprehensive Emergency Management Plan (CEMP) and their Campus Emergency Operation Plans (EOP). The leadership of each Unit/ Sub-Unit is responsible for assuring that all personnel in their Unit/ Sub-Unit review these plans annually.

University-Wide Disaster Preparation and Recovery Plan:

http://www.miami.edu/index.php/emergency_preparedness/disaster_preparation_and_recovery_plan/

Campus Specific Disaster Preparation and Recovery Plans:

Coral Gables: See University-Wide Plan above

Medical: http://security.med.miami.edu/documents/PLAN-Medical_Disaster_Plan-PUBLIC.pdf

Marine Campus: Request from Marine Campus Emergency Manager

*** Although the building evacuation assembly area/ rally point list is redacted in the website-version of all plans, it is critical that all Unit/ Sub-Unit personnel know where their specific building evacuation assembly area/ rally point is. Your Campus Emergency Manager, listed at the end of this document, can provide this information if unknown.*

FOR RESEARCH UNITS: Emergency Preparedness Checklists:

<http://uresearch.miami.edu/prepare>

Check Box
Upon Step
Completion



Step 2: Complete/Update UReady Plan

Each Unit/ Sub-Unit within the University must create their own Disaster and Emergency Continuity Plan within the UReady system, then review, update and enhance it every year.

The leader of the Unit/ Sub-Unit is ultimately responsible for assuring review, update and enhancement of the plan each year, but may assign one or more delegates to facilitate the process. Use of UReady requires no specialized training or knowledge of disaster planning. The system simply asks the user(s) a series of questions, and based on the responses, automatically builds the plan.

Accessing and using UReady: www.miami.edu/uready

UReady is accessed through the internet website: www.miami.edu/uready. The website has more information about the system, user help, and a link to the login screen. Any University personnel with a Cane ID and password can login; however, access to each plan is restricted to individuals authorized by each Unit/ Sub-Unit. Users who have issues accessing their Unit/ Sub-Unit plan should contact their Campus Emergency Manager listed at the bottom of this document.

*** Units/ Sub-Units that perform critical functions in collaboration with other Units/ Sub-Units should be familiar with their collaborator's UReady plan. It is recommended that such Units/ Sub-Units share review-only access to each other's UReady plans.*

Marking Your Annual Review Complete:

Each Unit/ Sub-Unit UReady plan must be marked "complete" once it is reviewed, updated and enhanced by December 1st every year. On the Plan Home tab, select the "Instructions for Annual Review Sign-Off" button and follow the prompts to mark the plan complete.

Keeping a UReady Plan Accessible:

Although the UReady system is electronically secured and backed up in multiple locations both locally and outside the geographic region, there is a potential for computers and network connections to fail during disasters. As a result it is recommended that all Units/ Sub-Units keep their plan accessible in the following ways:

- Download the UReady plan as a pdf, through the Printing Menu on the Plan Home tab, and save it to a shared network drive and on other media that can be kept in multiple secured (locked) locations on and off campus.
- Print the UReady plan, through the Printing Menu on the Plan Home tab, and keep at least three hard copies in secured (locked) locations on and off campus.

Check Box
Upon Step
Completion



Step 3: Complete/Update Contact & Essential Personnel List

Each Unit/ Sub-Unit within the University must direct all their personnel to update their contact information in myUM and also create a Unit/ Sub-Unit emergency phone tree. The Unit/ Sub-Unit phone tree must be uploaded into the UReady plan Key Resources – Document Summary Tab. Emergency phone trees may be in any format, so long as they capture all contact information for all Unit/ Sub-Unit personnel including cell phone, home phone, office phone, work email, and personal email.

myUM Guide to Updating Emergency & Contact Information:

https://www6.miami.edu/public-safety/EM/myUM_Guide-Updating_Emergency_Info_2012.pdf

General Emergency Phone Tree Template:

<https://www6.miami.edu/realestate-planning/OfficeEmergencyManagment/UReady/UserTools/EmergencyListandTreetemplate03212011.pdf>

*** The contact information that University personnel enter into myUM is accessible through the “Prepare” Data Warehouse. Each Unit’s primary Human Resources representative/ liaison has access to the “Prepare” Data Warehouse, and upon request, can download an excel file with the contact information for all personnel in the Unit/ Sub-Unit. This file can serve as the Unit/ Sub-Unit emergency phone tree to save time and effort. For information on access to the “Prepare” Data Warehouse, visit <http://www.miami.edu/datawarehouse>*

In addition, each Unit/ Sub-Unit within the University that is authorized and required to have essential personnel remain on a campus DURING a disaster impact must prepare an essential personnel list, pre-identifying essential personnel by name. The Unit/ Sub-Unit essential personnel list must be uploaded into the UReady plan Key Resources – Document Summary Tab. Essential personnel lists may be in any format, so long as they identify personnel by name.

*** If you do not know if your Unit/ Sub-Unit is authorized and required to have essential personnel remain on a campus DURING a disaster impact, contact your Campus Emergency Manager.*

Check Box
Upon Step
Completion



Step 4: Photo Documentation

Each Unit/ Sub-Unit within the University must participate in the Photo Documentation process. Photo documentation simply involves taking pictures/ video of property and saving the files with proof of purchase documentation in multiple secure locations and formats. In the event property is damaged during a disaster, such as a hurricane, Photo Documentation may be the only way to assure replacement and reconditioning through the Federal Emergency Management Agency's (FEMA) reimbursement programs. All photos taken must be compiled into a single document and uploaded into the UReady plan Key Resources – Document Summary Tab.

Guide to the Photo Documentation Process:

https://www6.miami.edu/public-safety/EM/Photo_Documentation_Guide_2012.pdf

Check Box
Upon Step
Completion



Step 5: Emergency Supplies

Each Unit/ Sub-Unit within the University is responsible for maintaining their own inventory of emergency supplies, adequate to protect critical equipment and inventories, and having a plan for deploying the supplies when ordered by official University announcements. Inventories must be confirmed each year, and should also be re-checked prior to June 1st when Hurricane Season begins.

The University does not endorse any particular supplier/ brand of supplies, nor have a minimum inventory list. The leadership of each Unit/ Sub-Unit must procure emergency supplies based on their knowledge of what they are protecting. However, recommendations and sample inventories are available. Your Campus Emergency Manager, listed at the end of this document, can also provide guidance.

Guide to Emergency Supplies and Deployment:

http://www.miami.edu/index.php/emergency_preparedness/hurricane_preparedness/for_all_employees/

Where to Purchase Supplies on Campus:

Coral Gables: Grainger – 305-284-4337

Medical: Materials Management - <http://facilities.med.miami.edu/divisions/physical-pl/materials-management>

Marine: Contact Marine Campus Emergency Manager

Check Box
Upon Step
Completion



Step 6: NIMS Training

The National Incident Management System (NIMS) is a standardized, systematic, and proactive approach to preventing, protecting against, responding to, recovering from, and mitigating against the effects of disaster and emergency incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

The University of Miami formally adopted NIMS under the President's direction in 2011. As a result, all University personnel who have any role in emergency/ disaster mitigation, planning, response or recovery are required to complete an appropriate level of NIMS training. Each Unit/ Sub-Unit must confirm that all their personnel meeting this definition have completed NIMS training. For most personnel, all NIMS training can be completed through ULearn. If any personnel in your Unit/ Sub-Unit need NIMS training or you are unsure if they do, contact their Campus Emergency Manager, listed at the end of this document.

NIMS Training Overview:

<http://security.med.miami.edu/preparedness-disaster-resiliency/preparedness-nims>

FYI: General Emergency Preparedness Awareness

The University has multiple preparedness programs that you may not be aware of, but could benefit from. For more information on each, visit: www.miami.edu/prepare or contact your Campus Emergency Manager, listed at the end of this document.

- University Smartphone App – Emergency Section.
- Emergency Flip Guides.
- Emergency Notification Network (ENN).
- Government Emergency Telecommunications Service (GETS).
- University of Miami Response Team (UMRT), Miami-Dade County Medical Reserve Corps (MDC-MRC).
- Closed Point of Dispensing (POD).
- Emergency Satellite Phones.
- Miami-Dade County Office of Emergency Management (MDC-OEM)/ Emergency Operations Center (EOC).
- Miami-Dade County Health Department Healthcare Preparedness Coalition (MDCHD-)
- Canes Emergency Response Team (CERT).
- Critical Equipment Alarms and Monitoring.

Questions: Campus Emergency Managers

All questions regarding Unit/Sub-Unit Disaster and Emergency Planning should be directed to:

University-Wide/ Coral Gables Campus

Office of Emergency Management

Scott Burnotes, Director

(305) 284-8005

s.burnotes@miami.edu

Medical Campus

Security Department

Matthew Shpiner, Emergency Manager

(305) 243-9466

mshpiner@miami.edu

Marine Campus

Emergency Preparedness & Campus Safety Office

Vincent Torres, Manager

(305) 421-4767

vtorres@rsmas.miami.edu