Rosenstiel School of Marine & Atmospheric Science

HURRICANE GUIDELINES

Public

June 1, 2015
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II. Important Phone Numbers

### Campus Operations

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>UM Emergency Information Hotline (All Campuses)</td>
<td>800.227.0354</td>
</tr>
<tr>
<td>Dean’s Office</td>
<td>305.421.4000</td>
</tr>
<tr>
<td>Marine Operations</td>
<td>305.421.4832</td>
</tr>
<tr>
<td>Facilities Administration</td>
<td>305.421.4066</td>
</tr>
<tr>
<td>Campus Safety (24/7)</td>
<td>305.710.7991</td>
</tr>
<tr>
<td>Campus Safety (Gate House)</td>
<td>305.421.4766</td>
</tr>
</tbody>
</table>

### RSMAS Rumor Control Hotline

| RSMAS Rumor Control Hotline (recorded message) | 305.421.4888       |

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### Academics

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>305.284.2180</td>
</tr>
<tr>
<td>Graduate</td>
<td>305.421.4155</td>
</tr>
<tr>
<td>Marine Biology and Ecology</td>
<td>305.421.4176</td>
</tr>
<tr>
<td>Atmospheric sciences</td>
<td>305.421.4057</td>
</tr>
<tr>
<td>Ocean Sciences</td>
<td>305.421.4192</td>
</tr>
<tr>
<td>Marine Ecosystems and Society</td>
<td>305.421.4085</td>
</tr>
<tr>
<td>Marine Geosciences</td>
<td>305.421.4662</td>
</tr>
<tr>
<td>Center for Southeast Tropical Advanced Remote Sensing (CSTARS)</td>
<td>305.421.4950</td>
</tr>
</tbody>
</table>

### Websites

<table>
<thead>
<tr>
<th>Website</th>
<th>URL</th>
</tr>
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<tbody>
<tr>
<td>UM Office of Emergency Management</td>
<td><a href="http://www.miami.edu/prepare">www.miami.edu/prepare</a></td>
</tr>
<tr>
<td>National Hurricane Center</td>
<td><a href="http://www.nhc.noaa.gov/">http://www.nhc.noaa.gov/</a></td>
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</table>
III. Introduction

The University of Miami Rosenstiel School of Marine & Atmospheric Science (RSMAS) Hurricane Guidelines provides guidance on preparation for, response to, and recovery from an impact from a tropical storm or hurricane. Each department/division at RSMAS is responsible for reviewing and updating its hurricane guidelines and procedures no later than June 1st of each year.

To ensure RSMASs ability to respond to and recover from a tropical storm or hurricane all departments/divisions must:
- Establish policies and develop standard operating procedures to carry out the actions and responsibilities as assigned in the Hurricane Guidelines.
- Identify personnel responsible for performing assigned tasks and responsibilities as identified in the Hurricane Guidelines.
- Ensure personnel assigned to carry out actions and responsibilities receive the proper training, including but not limited to NIMS/ICS classes.
- Ensure essential services needed to respond to an emergency situation have been identified as critical functions in the Unit/Sub-Unit Continuity of Operations Plan (COOP) on the UReady system.

IV. Hurricane Season Planning

A. Hurricane Season Preparations

1. Departments and Divisions
   Before June 1st every division/department head should ensure the following preparatory actions have been completed:
   a. Update your phone contact/notification list and print copies and distribute to all division/department employees. Consider maintaining extra copies in a central, easily accessible location
   b. Update division/department response plan
   c. Update UReady Continuity Plan
   d. Enter important department, RSMAS, and University phone numbers into mobile phone / device
   e. Backup all computer data and continue to do at regular intervals throughout the season
   f. Make copies of critical documentation and be ready to take them to an off-site location
   g. Remove and/or surplus any unnecessary items from your office, workspace, hallways, or exterior storage
   h. Verify that all emergency or back-up equipment is operational and create/update list of all emergency items
   i. Ensure that required emergency/disaster supplies are on-hand
   j. Review specific roles and responsibilities with all employees and students
   k. For insurance purposes and FEMA reimbursement, take pictures of all workspaces and high value equipment
1. Have all employees and students update contact information in Workday

2. Research
   a. Develop or update plans for relocation and/or safe storage of sensitive and valuable lab equipment.
   b. Backup all data to multiple and remote locations
   c. Inventory contents of each freezer and ensure they are labeled with contact information
   d. Be cautious about starting long term experiments which might be impacted by power loss from a tropical storm or hurricane
   e. Plug all non-essential equipment into non-emergency power outlets in order to reduce the strain on electrical circuits
   f. Do not use fume hoods for chemical storage
   g. Consider sending critical samples out of the area through pre-existing arrangements with bio-repositories and non-local collaborators/colleagues. If you do not currently have any arrangements, you may establish one through a University approved vendor.
   h. For detailed research checklists visit http://uresearch.miami.edu/?p=254&s=25

3. Small Boats and Watercraft
   a. All boats (including small boats, kayaks, and canoes), watercraft, and other flotation devices not owned or leased by the University must be removed from campus prior to June 1st of each year.
   b. Small boats and watercraft not removed by June 1st will be removed by the University at the owner’s expense.
   c. Small boats, watercraft, or other flotation devices which need to be left on-campus for research projects must be approved by the Marine Operations Department & Campus Safety prior to June 1st. It will be the responsibility of the researcher or research unit to remove approved vessels a minimum of 48 hours prior to the arrival of tropical force storm winds.

B. Essential Personnel & Disaster Pay
Employees may be designated as “essential” by their supervisor or based on their disaster role. An essential employee is required to perform duties as directed by their supervisor or specified in a relevant response plan or procedure before, during, and after a crisis. These duties may not be consistent with day-to-day roles and responsibilities. As essential personnel, employees are exempted from any general policy for campus closure and work release.

All University employees are subject to Emergency/Disaster Pay Policy C007 (http://www6.miami.edu/policies/hr/Research/C-PayPoliciesandProcedures/C007.pdf). The policy provides information relative to work schedule assignment and pay practices for regular full-time and part-time employees in the event of a University declared emergency and/or when the University of Miami is included in the area of disaster declaration issued by the President of the United States.
RSMAS essential personnel include, but are not limited to:

- RSMAS Crisis Decision Team (CDT) Members
- Facilities Administration
- Marine Operations
- Campus Safety
- RSMAS Computing Facility (RCF)
- Business Office
- Faculty Affairs and Human Resources
- Deans Office
- Communications
- Any other employee or staff member deemed essential by their supervisor or the RSMAS Dean

C. RSMAS Crisis Decision Team

The RSMAS Crisis Decision Team (CDT) is responsible for evaluating and determining response actions for any tropical storm or hurricane. See Memorandum Introduction of Core Crisis Decision Team (CDT) process.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact #</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
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<td><a href="mailto:r_behn@rsmas.miami.edu">r_behn@rsmas.miami.edu</a></td>
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</tr>
</tbody>
</table>
D. Chain of Command

The following chain of command will be utilized:

*Updating Core CDT Fall 2015*

**Marine Campus Core CDT**

- DONNA E. SHALALA  
  President

- RONI AVISSAR  
  Dean

- MICHAEL SCHMALE  
  Associate Dean of Infrastructure

- EMERGENCY MANAGEMENT  
  Scott Bumotes

- CAMPUS SAFETY  
  Vincent Torres

- FACILITIES  
  Ray Alfonso

- COMMUNICATIONS  
  Jacqueline Menendez

- EMERGENCY MANAGEMENT  
  Matthew Shpiner

- CAMPUS SAFETY  
  Rich Behn

- FACILITIES  
  Malcolm Graham

- COMMUNICATIONS  
  Margot Winick  
  Todd Ellenberg
E. Hurricane Monitoring

University of Miami Emergency Management constantly monitors all tropical storm and hurricane activity. The RSMAS CDT will be notified anytime the campus may be threatened by a storm. Email situation reports will be sent to the RSMAS CDT twice a day (after the 8am and 5pm NHC Advisories) when a tropical storm / hurricane enters or develops west of Longitude 55°W and south of Latitude 30°N (see figure below), and has the potential to impact South Florida. For systems which show no signs of threatening South Florida, only one advisory will be sent.

The situation reports will include the following information if appropriate.

**University of Miami Specific Information**
- Potential impact to University of Miami facilities throughout South Florida
- Tropical Storm Force Wind probabilities throughout South Florida for the next 5 days
- Current University of Miami and RSMAS actions

**Storm Specific Information**
- Name
- Current Advisory
- Current Location
- Maximum Sustained Wind Speed (Storm Category)
- Forward Speed
- Forward Direction
- Potential for further development or weakening
- Forecast Track
F. Communication

Directives on actions to be taken before and after impact will be made by the RSMAS CDT. Updated information on the current campus status will be made available via:

- Email (Campus Safety Distribution List)
- RSMAS Website
- RSMAS Rumor Control Hotline: (305) 421-4888
- RSMAS Social Media Pages

All supervisors are responsible for providing their employees with relevant information on actions being taken by their department/division.
V. Pre-Storm Action Steps

Actions are dictated by the expected arrival of sustained Tropical Storm Force Winds (TSFW).

A. 72-120 Hours Before Arrival of Tropical Storm Force Winds

1. University of Miami Emergency Management monitors the progress of the tropical storm or hurricane
2. University of Miami Emergency Management participates in county-wide municipal and partner conference calls held by Miami-Dade Office of Emergency Management
3. University of Miami Emergency Management sends preliminary advisories to the RSMAS CDT
4. RSMAS CDT meets as needed to discuss forecasts and potential for initiating protective actions
5. Divisions/Departments conduct a review of existing plans with employees and students and ensure they are able to accomplish assigned roles and responsibilities
6. Generators are checked to ensure they are operational and fully fueled
7. Supervisors review list of essential employees and update as needed
8. RSMAS Emergency Management updates essential personnel letter and provides a copy to Rickenbacker Causeway Toll Plaza
9. RSMAS Emergency Management in coordination with Facilities Administration conducts post-storm recovery planning conference call with Belfor Property Restoration, Bergeron and Witt O'Brien's
10. Facilities Administration contacts on-campus construction contractors and information is requested on their preparatory action timeline
Office of Emergency Preparedness & Campus Safety

B. 48-72 Hours Before Arrival of Tropical Storm Force Winds

1. All division/department heads ensure photo-documentations of all offices, laboratories, and equipment has been completed and properly saved in multiple locations (See “Photo-Documentation” in UM CEMP)
2. University Crisis Decision Team meets as needed and monitors the forecast track (meetings may be conducted by telephone)
3. RSMAS Crisis Decision Team (CDT) meets to discuss:
   a. Status and actions on other campuses
   b. Campus closure timeline
   c. Shuttering of buildings
   d. Official communication to RSMAS employees and students
   e. Ceasing construction activity
4. RSMAS Emergency Management provides division/department heads with updates and action timeline
5. Facilities Administration determines whether to request for DRC to activate a RSMAS Site Supervisor for debris operations
6. Marine Operations prepares R/V F.G. Walton Smith for move to hurricane moorage
7. Facilities Administration contacts construction contractors and provides information on current preparatory actions
8. As units complete their preparatory actions the Incident Commander, or his/her designee, will be notified and unit staff will be made available for assisting other units with critical preparatory actions

C. 24-48 Hours Before Arrival of Tropical Storm Force Winds

1. RSMAS CDT determines whether buildings will be shuttered
2. RSMAS CDT determines if/when classes will be cancelled
3. RSMAS Rumor Control Hotline is activated
4. RSMAS Emergency Management activates and distributes satellite telephones
5. Facilities Administration clears loose debris and outside research instruments which have not been removed by other divisions/departments
6. Broad Key is evacuated
7. RSMAS Human Resources pulls all faculty, staff, and student contact information from Data Warehouse
8. Marine Operations coordinates relocation of all small boats and watercraft
9. Facilities Administration in coordination with Campus Safety removes all abandoned vehicles and bicycles from campus
10. Supervisors provide employees with post-storm instructions
11. Recommendation is made to researchers on protective actions that should be taken
12. R/V F.G. Walton Smith is moved to hurricane moorage
13. RSMAS Emergency Management in coordination with Facilities Administration conducts post-storm recovery planning conference call with vendors responsible for emergency repairs, debris removal, and debris monitoring
14. RSMAS CDT develops timeline for final preparatory actions
15. Facilities take photographs of all buildings and critical areas
D. 0-24 Hours Before Arrival of Tropical Storm Force Winds
1. RSMAS CDT meets to conduct a final review of all preparatory actions
2. All buildings are checked by Facilities Administration and Campus Safety staff
3. RSMAS Communications updates RSMAS Rumor Control Hotline
4. Emergency Management conducts meeting with Damage Evaluation Task Force and essential faculty/staff to review re-entry plan
5. Facilities Administration verifies that all vehicles are removed from campus
6. Campus Safety in coordination with Facilities Administration verifies that all staff have vacated campus
7. Campus Safety secures all exterior building doors and gates

E. Evacuation Decision Tree
The following decision tree outlines the steps leading up to the evacuation of the RSMAS Campus in anticipation of a tropical storm or hurricane.
VI. During Storm

If a campus evacuation has been ordered, no students or employees will be allowed to remain on campus. The RSMAS Dean, in coordination with the CDT, will determine when the campus must be evacuated. The evacuation date and approximate time will then be forwarded to all departments/divisions and all personnel will evacuate on or before the established time. The campus may be closed before the pre-determined time if warranted based on changing conditions.

RSMAS Emergency Management will monitor the storm and begin recovery planning from the Coral Gables Campus Command Post or University EOC. Students, faculty, and staff should watch local news, check the University or campus website, or call the RSMAS or University hotline for updates on when the campus will reopen. No persons will be allowed on campus prior to evaluation by the Damage Evaluation Task Force and approval by the RSMAS CDT.

VII. Post-Storm

A. Damage Evaluation Task Force

The Damage Evaluation Task Force is responsible for conducting a preliminary damage and safety evaluation of the campus. The Task Force will not attempt to return to campus until sustained winds have dropped below 39 mph and it is daylight hours. Additionally, for major hurricane’s (category 3+) the Damage Evaluation Task Force will not attempt to return to campus until it has been verified that the Rickenbacker Causeway is passable. For lower category storms the Incident Commander or RSMAS Emergency Manager may authorize the Task Force to attempt to return to campus prior to verifying the status of the Rickenbacker Causeway.

1. Goals and Objectives
   - Take photos of all damage and impacted areas
   - Obtain facility status information
   - Determine whether it is safe for essential employees to return to Campus

2. Damage Evaluation Task Force Members
   - RSMAS Dean (or designee)
   - RSMAS Emergency Management
   - Facilities Administration
   - Office of Environmental Health & Safety
   - Debris Removal (FEMA Category A) Vendor – Bergeron Emergency Services
   - Emergency Protective Measures (FEMA Category B) Vendor – Super Restoration
3. **Key Safety Precautions**
   - Task Force members will meet at Coral Gables campus outside UMPD or Key Biscayne Fire/Police staging area (specific location to be determined prior to closure)
   - No Task Force member will attempt to return to campus alone
   - All Task Force members should wear closed toe shoes and long pants
   - The Task Force should not attempt to re-enter the campus unless they have some form of communication
   - Task Force members will always work in teams of two or more

4. **Action Steps**
   a. All Task Force members will make every attempt to call into the Coral Gables Campus Command Post or EOC to obtain information on when the team will deploy.
   b. Task Force members will meet outside the RSMAS Campus entrance unless instructed otherwise.
   c. Upon entering campus, the Task Force will conduct an initial exterior evaluation of all buildings and, if deemed safe to do so, will enter buildings and conduct an interior evaluation.
   d. The Task Force will gather information on all facilities and then develop a recommendation for the RSMAS CDT on whether additional essential staff/faculty can be allowed to return or if there are safety hazards which would prevent re-entry.
   e. The Task Force will also provide an initial damage evaluation report and preliminary recovery objectives to the CDT. The CDT will develop the initial response and recovery plan and will forward information to the University EOC.

Once the Damage Evaluation Task Force has completed the initial damage and safety evaluation and if based on the information gathered the CDT has deemed the campus or selected buildings to be safe, then essential faculty and staff will be allowed to return. If the CDT cannot be convened and essential faculty and staff are attempting to return to campus, then the Damage Evaluation Task Force may determine whether the campus is safe for initial re-entry. Additionally, this will serve as the trigger for initiating campus-wide recovery operations.

**B. Campus Re-Entry**

After the Damage Evaluation Task Force has determined that the campus is safe for re-entry, essential faculty and staff from all departments will be allowed to return. Essential faculty and staff should be pre-designated by all department/division heads. Extreme caution will be exercised when initially entering all facilities and safety hazards must be immediately reported to a supervisor or Campus Safety. Photos should be taken of all workspaces prior to initiating recovery operations. Non-essential personnel will not be allowed on campus until it has been determined safe and the campus is declared open by the CDT.
This decision tree (below) outlines the steps for ensuring the campus and/or facilities are safe for re-entry post tropical storm / hurricane.

**C. Employee and Student Status**
Immediately following the storm, all employees should evaluate their personnel status and then follow their department/division contact procedures. If possible, employees and students should also go to [https://www.recover.miami.edu](https://www.recover.miami.edu) to check-in and provide your current location and status.
Office of Emergency Preparedness & Campus Safety

Employees should monitor the UM website, RSMAS Rumor Control Hotline, and other information sources for updates on when to return to work.

D. RSMAS Command Post
Once the campus is safe for re-entry a Command Post will be established in one of the following locations:
1. Deans Conference Room (SLAB 107B)
2. MSC 1st Floor Conference Room (MSC 125)
3. Facilities Conference Room (NGR 108)

All departments / divisions must provide a situation update to the Command Post no later than 3:00 PM each day. Additionally, emergency purchases and resource requests which cannot be fulfilled by the recovery contractor will be coordinated through the Command Post.

VIII. Recovery

A. Access Control
Only essential personnel will be allowed on campus until the RSMAS CDT has determined normal campus operations can resume. Any RSMAS employee working on-campus during the recovery phase must have their ‘Cane Card on display at all times. Contractors working on-campus will be properly uniformed and/or displaying company issued ID. All personnel entering and leaving campus will be required to sign in/out at the Campus Safety Gate House.

B. Critical Recovery Areas
1. Systems Supporting Animal Life
2. Hatchery / MTLSS Salt Water Systems
3. RSMAS Computing Facility
4. Research Programs and Freezers
5. Campus Infrastructure
6. Marine Operations

C. Debris
The following vendors have been contracted with to provide debris removal and monitoring services for the Marine Campus:

>Debris Removal (FEMA Category A)
The following vendors have been contracted with to provide debris removal and monitoring services for the Medical Campus:

Debris Removal: Bergeron Emergency Services
Debris Monitoring: Witt O’Brien’s
Office of Emergency Preparedness & Campus Safety

>Emergency Protective Measures (FEMA Category B)
  Primary: Belfor Property Restoration
  Alternate: Super Restoration

D. Emergency Repairs
Belfor Property Restoration & Super Restoration are responsible for making all emergency repairs to RSMAS buildings and procuring approved response and recovery resources. An emergency repair is a short-term action taken to eliminate immediate threat of additional damage to a facility. Additionally, if Belfor is unable to procure a resource then a disaster purchase order with an existing vendor may be used. To maximize the University's potential for reimbursement, it is critical that all costs be tracked. Disaster accounts have been created for each building at RSMAS and must be used for tracking all repair costs after the United States President has made a disaster declaration that includes RSMAS.

Permanent repair, demolition, and reconstruction of facilities and infrastructure are the responsibility of Facilities Administration in coordination with the University Real Estate and Facilities Division.

IX. Department/Division Responsibilities

A. All Departments / Divisions
- Conduct a review of existing plans and ensure ability to meet assigned task.
- Supervisors review lists of essential employees and update as needed
- Ensure photo-documentation of all offices, laboratories, and equipment has been completed and properly saved (See Photo-Documentation in UM CEMP)
- Notify faculty, staff, and visiting scientists of campus status and campus closure timelines
- Ensure employees are given instructions on what to do post-storm
- Prepare workspace for storm, including clearing the tops of desks, securing files and cabinets, and stowing all books and papers.
- Additional responsibilities as prescribed by the Incident Commander

B. RSMAS Crisis Decision Team (CDT)
- Monitor the progress of the tropical storm or hurricane
- Develop pre-storm preparatory action timeline
- Determine if/when classes will be cancelled
- Determine if/when the campus must be evacuated
- Communicate with RSMAS students and employees
- Determine when the normal operations can resume
- Additional responsibilities as prescribed by the Incident Commander
Office of Emergency Preparedness & Campus Safety

C. Office of Emergency Preparedness & Campus Safety
- Monitor the progress of the tropical storm or hurricane
- Provide preliminary storm advisories to RSMAS CDT and when approved to faculty, staff and students
- Provide list of essential personnel to Rickenbacker Causeway Toll Plaza
- Activate satellite telephones
- Provide recommendation to researchers on protective actions that should be taken
- Coordinate response with UM EM, municipalities, and Miami-Dade County
- Coordinate removal of abandoned vehicles and bicycles with Facilities Administration
- Lead Damage Evaluation Task Force
- Check and secure all buildings and doors after evacuation of all personnel
- Maintain sign in/out logbook post storm
- Provide additional campus safety staff during short-term recovery
- Conduct post-storm recovery planning conference calls with debris and emergency repair vendors
- Additional responsibilities as prescribed by the Incident Commander

D. Facilities Administration
- Evaluate need to shutter buildings
- Ensure all generators are operational and fully fueled
- Secure or remove all remaining debris and research equipment
- Contact all construction contractors and obtain preparatory action timeline
- Advise all construction contractors of RSMAS preparatory actions
- In coordination with Campus Safety, remove abandoned vehicles and bicycles
- Provide Campus Safety with locks and chains to secure all buildings
- Determine whether buildings are structurally safe for re-entry
- Supervise debris monitoring operations
- Additional responsibilities as prescribed by the Incident Commander

E. Marine Operations
- Relocate R/V F.G. Walton Smith to hurricane moorage
- Relocate small boats and watercraft to off site location
- Prepare vessels for execution of the Watercraft Positioning for Hurricanes Memorandum of Understanding (MOU) with the Medical Campus
- Relocate all University fleet vehicles from campus
- Additional responsibilities as prescribed by the Incident Commander

F. Business Office / Sponsored Programs
- Track all costs associated with preparation, response, and recovery operations
- Execute emergency purchases orders
- Coordinate with Controllers Office to determine when to initiate use of Building Disaster Accounts
- Coordinate purchase requests with Belfor Property Restoration
- Additional responsibilities as prescribed by the Incident Commander
Office of Emergency Preparedness & Campus Safety

G. Communications / Advancement
- Disseminate approved campus information bulletins
- Coordinate RSMAS messaging with University Communications
- Activate and update RSMAS Rumor Control Hotline (305-421-4888)
- Update RSMAS web and social media sites
- Additional responsibilities as prescribed by the Incident Commander

H. Faculty Affairs and Human Resources
- Export, print, and email contact information for all RSMAS employees and students from Workday
- Provide all employees with information regarding disaster pay
- Additional responsibilities as prescribed by the Incident Commander

I. Research
- Secure or remove all loose exterior research equipment
- Make copies of your critical documentation and data including lists of purchases by account number and/or PI (available in ARIBA)
- Prepare samples and laboratory equipment, order CO2 and liquid nitrogen, and turn freezers to coldest setting, if appropriate
- When possible, remove high value non-fixed equipment
- Additional responsibilities as prescribed by the Incident Commander

X. Campus Map

Additional maps are available online
The new Marine Technology & Life Sciences Seawater Complex is completed awaiting updated official map.

Common Purpose: At the U, we transform lives through teaching, research, and service.
XI. Department Hurricane Procedures

The following are Annexes to the RSMAS Hurricane Guidelines:

A. Human Resources and Faculty Affairs – Cassandra Wiggins
B. Library – Angela Clark
C. Marine Operations – Richard Behn
D. Facilities Administration – Ray Alfonso
E. Marine Ecosystems and Society (Former MAF) - Kenny Broad
F. Marine Biology and Ecology (Former MBF) - Chris Langdon
G. Marine Geosciences (Former MGG) - Peter Swart
H. Atmospheric sciences (Former MPO & MAC) - Dave Nolan
I. Ocean Sciences (Former AMP, MPO & MAC) - Dennis Hansell
J. Richmond Campus (CSTARS) – Hans Graber
K. Broad Key – Evan D’Alessandro
L. Graduate Studies – Amy Clement
M. Shipping & Receiving – Efrain Aranda
N. Office of Emergency Preparedness & Campus Safety – Vincent Torres
O. Business Office – Dawn Reynolds