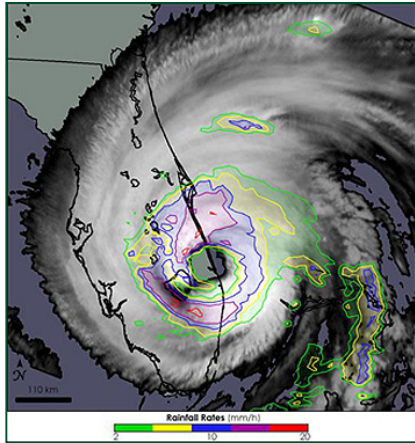




Disaster Preparedness Checklist “Post Disaster”



This is the third in the series of *Disaster Preparedness Checklists* and focuses on the activities that must be carried out before and after you and your employees return to work.

Post disaster, the University is committed to restoring research activities back to normal as soon as possible. First, all buildings must be inspected by Physical Plant and Security staff to ensure they are safe. On clearance, Security will then return each building to "weekend access" status for magnetic card entry.

As soon as each individual building is cleared, the information is relayed to the rumor control hotline (305-243-6079) and posted on the appropriate website. Clearly, the time required

to re-open depends upon the severity of the storm. Please use caution before returning to the campus to inspect your laboratory and offices.

PI Name: _____

Location (Building(s)): _____

Lab/Room #(s): _____

Useful Information:

[Division of Veterinary Resources](#)

[Office of Emergency Management](#)

[Environmental Health & Safety \(EHS\)](#) [EHS Lab Safety Manual](#)

[\(EHS\) Hurricane Preparations for Laboratories Website](#)

[Security](#) [UM's Business Continuity Plan](#)

[NIH Extramural Response to Natural Disasters and Other Emergencies](#)

1.0 BEFORE YOU RETURN TO WORK

- 1.1 Initiate Phone Tree
- 1.2 Contact your immediate supervisor
- 1.3 Update emergency contact information online
- 1.4 Contact UM's Rumor Control Hotline
- 1.5 Ensure "Go Pack" is ready

2.0 RETURNING TO WORK

- 2.1 Conduct a damage assessment of your work area(s)
- 2.2 Report chemical spillages immediately to EHS (305-243-3400)
- 2.3 Complete "Claim Worksheet"
- 2.4 Grants - Who to contact if you cannot continue working and when you are able to resume work
- 2.5 Critical samples and data
- 2.6 Relocation of laboratory activities until work space can be repaired or replaced

3.0 References

1.0 BEFORE YOU RETURN TO WORK

1.1 Initiate Phone Tree

1.2 Contact your immediate supervisor

- As soon as physically possible, it is important that you contact your immediate supervisor to relay the following information about you and your staff:
 - Confirm location and status
 - Are you/your staff and your/their family in good health?
 - Are you/your staff able to help others? (if necessary)
 - Do you/your staff require any help?
 - Establish a reasonable date to return to work

1.3 Update emergency contact information online

- Emergency Contact and Evacuation Information is maintained via MyUM. Ensure that your information is up-to-date and accurate. If, for whatever reason, your location changes, please update the system as soon as physically possible. Detailed instructions can be found in document generated by the Office of Emergency Management ([link](#)).

1.4 Contact UM's Rumor Control Hotline

- As soon as each individual building is cleared, the information is relayed to the rumor control hotline (305-243-6079) and is also displayed on-line at: http://ummcsd.med.miami.edu/SECURITY/rumor_control.htm
- In addition, there will be a link on the school's home page pointing to up-to-date storm information.

1.5 Ensure "Go Pack" is ready

- "Go Packs" should be used by employees returning to work immediately/shortly after the disaster has passed. The kits are intended to protect staff during the inspection of work areas when assessing potential damage post-storm. It is recommended that these packs include the following:
 - Personal protective equipment including gloves and facemasks
 - A disposable camera
 - A notepad to help document your findings
 - Risk Management's "Hurricane Claim Forms" should also be added to this pack <http://www6.miami.edu/risk-management/Forms/Hurricaneclaimworksheet.pdf>

2.0 RETURNING TO WORK

2.1 Conduct a damage assessment of your work area(s)

- Immediately after the storm, every effort should be made to reach the University for the purpose of assessing the extent of damage (if any) to your immediate work location.
- Once your building has been cleared, you should:
 - Enter the building only if it has been cleared and opened by Security
 - Make sure you have, or have access your "Go Pack"
 - Do not enter your lab if the door is open or broken, if you detect an odor of organic solvents or strong mineral acids, or if you observe any *smoke or mists*
 - *Call EHS (305-243-3400) and Security (305-243-6000) immediately if you detect or suspect a chemical spill.*
 - Do not enter the lab until the spill (if any) has been collected by EHS and you have been informed that it is now safe to enter

- If your work space is deemed useable please refer to 2.6
- Remove covering from machines
- If it is determined that storm damage exists, your department must notify Risk Management (305-284-3163) immediately. The following represents the basic information needed to establish a claim for damaged or destroyed equipment:
 - Take photographs of the damage (where applicable)
 - Separate damaged equipment from undamaged equipment.
 - If you suspect that electrical equipment has sustained water damage, do not attempt to start the equipment. Tag this equipment indicating possible water damage and notify Risk Management so that they can schedule an inspection of all water-damaged equipment.
 - Secure all equipment against further damage or theft.
 - Identify any items that may require transferring to another freezer (due to power outage etc.) and speak to your departmental administrator. If he/she is unable to relocate your items then contact the Research Support Project Manager in the Miller Office of Research. (Office: 305-243-8842, Cell: 305-781-8407)
 - It is important that you record all activities and time taken when conducting *non-research activities* while attempting to restore your working environment to normal condition for FEMA re-imburement claims (e.g. separated damaged from undamaged equipment – 10 hours).
 - Document all expenses

2.2 Report chemical spillages immediately to EHS (305-243-3400)

2.3 Complete "Claims Worksheet"

- Form at <http://www6.miami.edu/risk-management/Hurricaneclaimworksheet.pdf>
 - General information needed:
 - Department account number
 - Department name, address, building, room number, locator code and campus
 - Department phone number
 - Property information needed:
 - Description of damaged equipment
 - University decal number and equipment serial number
 - Original cost of item (supply a copy of the purchase order and invoice if possible)
- Provide information to respective administrator
 - Your administrator must contact Risk Management (305-284-3163) to set up an inspection of all damaged equipment, giving the name and phone number of the contact person and the location where the damaged equipment may be seen. *DO NOT DISCARD ANY DAMAGED OR DETROYED ITEMS.*
- Do not replace damaged equipment until approval has been given by the University's insurance carrier and Risk Management.
- Due to limitations established by the University's property carriers, all information pertaining to a claim for loss must be submitted to them immediately following a loss. *Failure to provide information in a timely manner could result in individual claims being denied.*

2.4 Grants - Who to contact if you cannot continue working and when you are able to resume work

- Contact the Office of Research Administration (ORA). Phone: (305) 284-3871 or [Website](#)
 - The director will be responsible for notifying the proper agency (Program Official and Grants Management Specialist)
- Provide the following information:
 - PI Name
 - Study/Agency/Award Number impacted
 - Extent of the impact:
 - If delay, how much additional time is needed
 - If complete loss, what are the specifics associated with the loss

2.5 Critical samples and data

- On campus – where applicable, provide an inventory of each of the following to your administrator:
 - Existing samples (including embryos)
 - Data - where it is secured; how data is backed-up
 - Animals - contact DVR ER Supervisor (dvrersupervisor@med.miami.edu) for status
 - Equipment - what is damaged
- Off campus - where applicable, provide an inventory of each of the following to your administrator:
 - Existing samples (including embryos)
 - Data - where it is secured; how data is backed-up
 - Animals - do colleagues or vendors have strain? Are embryos cryo-preserved?
 - Equipment - what is available
- Newly generated samples
 - If sample storage space within the new laboratory space is unavailable:
 - Send samples to a collaborator or to your off-site repository.
 - Contact DVR for alternative animal space.
 - Contact the Director, Research Support in the Office of Research, Research Education and Innovative Medicine (RIM). (Office: 305-243-8842, Cell: 305-781-8407)

2.6 Relocation of laboratory activities until work space can be repaired or replaced

- Staffing
 - Refer to your departmental unit plan to determine staff *critical* to continue your laboratory operations (contact your departmental administrator for more information)
 - Essential laboratory personnel return and evaluate the condition of the lab
 - If the laboratory is useable, those individuals will contact remaining personnel to return to work
 - Reminder: your building may be on after-hour or weekend access, so you may have to make arrangements to allow entry of these personnel.
 - Personnel entering the laboratory should bring in their personal hurricane “Go-Pack” (with personal protective equipment, camera, etc.)
 - Alert your administrator as to which personnel will not return during the interim period

- Location
 - Contact your departmental administrator to alert them and coordinate if you need to enact your alternate research space plan; contact EHS to determine if the space is suitable
 - If the departmental administrator cannot find alternate space, he/she should contact the RIM, Director, Research Support ([Helene Valentine](#)).
 - Be prepared to discuss your laboratory’s business continuity plan (described in your department’s unit plan - contact your departmental administrator for more information)

3.0 REFERENCES

Emergency Information Numbers

Campus	Hurricane Hotline	UM Police Department / Security	
		Non-Emergency	Emergency
Coral Gables	305-284-5151	305-284-6666	911
Medical	305-243-6079	305-243-7233	305-243-6000
Rosenstiel (RSMAS)	305-421-4888	305-421-4766	305-710-7991

TOLL FREE HURRICANE HOTLINE 1-800-227-0354

Emergency Information Websites

- UM Emergency Preparedness: www.miami.edu/prepare
- UResearch Emergency Preparedness: uresearch.miami.edu/prepare
- Medical Campus Emergency Preparedness: www.hurricaneupdate.med.miami.edu
- UReady Continuity Planning: www.miami.edu/uready
- Recover Miami: recover.miami.edu
- National Hurricane Center: www.nhc.noaa.gov
- Florida Division of Emergency Management: www.floridadisaster.org