



# Photo Documentation

The University's Photo Documentation process is a **CRITICAL** component to Unit/ Sub-Unit level Emergency Preparedness and Recovery, and simply involves the 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. **Each Unit/ Sub-Unit is responsible for completing their own Photo Documentation process annually.**

Check Box  
Upon Step  
Completion



## Step 1: Take Pictures / Video of all Space & Significant Property and Save in Multiple Locations

Pictures / video all Unit / Sub-Unit property must be taken before something happens! This is part of the Disaster Preparedness process, and should be completed annually.

### *What should I take pictures / video of?*

- Broad-angle pictures / video that capture the general state of all Unit / Sub-Unit space. Include offices, hallways, break rooms, labs, meeting rooms, classrooms, exam rooms, etc.
- Close up pictures / video of significant and valuable property. Extremely valuable and large property, such as an MRI machine, may warrant several pictures. Moderately valuable and small property, such as a specialty microscope, may warrant just one picture. Use discretion; it may not be necessary to photograph all capital equipment.
- Exterior and interior pictures / video of all Unit / Sub-Unit owned, leased / rented, or operated vehicles.

### *Where should I store the pictures / video files?*

The picture / video files should be labeled according to the room number or location in which they were taken and assembled into one large document. The document should then be:

- stored on thumb drives, network drives, or other secure media that is redundant.
- uploaded to the Unit / Sub-Unit UReady plan ([www.miami.edu/uready](http://www.miami.edu/uready)).
- printed out and kept in multiple on and off-site locations.

### *How often should I re-take pictures / video?*

Picture / video should be updated annually, or whenever there is a significant change to Unit / Sub-Unit space or property.

Check Box  
Upon Step  
Completion



## **Step 2: Collect Proof of Purchase Documentation for Significant Property and Save in Multiple Locations**

A Proof of Purchase is any form of documentation that displays what property was purchased, when, by whom, and for what cost, such as an invoice or receipt. Proof of Purchase for all significant Unit/ Sub-Unit property must be collected and saved before something happens! This is part of the Disaster Preparedness Process, and should be completed annually.

### ***What should I collect Proofs of Purchase for?***

Any significant and valuable property that a photo / video was taken of should have a corresponding Proof of Purchase.

### ***Where should I store the Proofs of Purchase?***

The Proof of Purchase documentation files should be labeled according to the room number or location of the property (which correspond to pictures / video), then assembled into one large document. The document should then be:

- stored on thumb drives, network drives, or other secure media that is redundant.
- uploaded to the Unit / Sub-Unit UReady plan ([www.miami.edu/uready](http://www.miami.edu/uready)).
- printed out and kept in multiple on and off-site locations.

### ***How often should I re-assemble Proofs of Purchase?***

Proofs of Purchase should be updated annually, or whenever there is a significant change to Unit / Sub-Unit space or property.

Check Box  
Upon Step  
Completion



## **Step 3: IN THE EVENT OF A DISASTER IMPACT, Take Pictures / Video of all Damaged Space & Significant Property, Complete the Claim Worksheet, and Submit Everything to Risk Management**

In the event that the space or property of a Unit / Sub-Unit is damaged by a disaster impact, such as a hurricane, the following actions must be completed:

- Review Risk Management's Post Storm Procedures:  
[http://www.miami.edu/finance/index.php/risk\\_management/hurricane\\_planning\\_information-1/post\\_storm/](http://www.miami.edu/finance/index.php/risk_management/hurricane_planning_information-1/post_storm/)
- Take pictures / video of all damaged space & significant property, ideally from the same angles at the original photo documentation was taken.
- Complete a Claims Worksheet, itemizing all damages:  
<https://www6.miami.edu/risk-management/Forms/Hurricaneclaimworksheet.pdf>
- Assemble the damage space or property pictures / video with the files you created in Step 1 and Step 2, and submit everything to Risk Management.

# Questions:

All questions regarding Photo Documentation should be directed to:

## **University-Wide / Coral Gables Campus**

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## **Marine Campus**

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