



University of Maine at PRESQUE ISLE
North of Ordinary

Safety/Security/ Maintenance Guide

Last updated September 2023

The information in this guide is subject to change without notice.

INTRODUCTION AND WELCOME

The staff of the Campus Center are glad to hear that you are interested in coming to the University of Maine at Presque Isle for an event. We hope the contents of this guide will help you understand the rules of the University and the Campus Center specifically.

UNIVERSITY ANTI-DISCRIMINATION STATEMENT

In complying with the letter and spirit of applicable laws and pursuing its own goals of diversity, the University of Maine System shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin, citizenship status, age, disability, or veterans status in employment, education, and all other areas of the University System. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

The University will regard freedom from discrimination and discriminatory harassment as an individual employee and student right which will be safeguarded as a matter of policy. Any employee or student will be subject to disciplinary action for violation of this policy. Retaliation against anyone who makes a complaint of discrimination or harassment or who is involved in a complaint process will not be tolerated.

<https://www.maine.edu/board-of-trustees/policy-manual/section-402/>

Questions and complaints about discriminations in any area of the University should be directed to Dean of Students, Emerson Annex, 181 Main St., Presque Isle, ME, 04769, phone (207) 768-9518, TTY available upon request. Inquiries or complaints about discrimination in employment or education may also be referred to the Maine Human Rights Commission. Inquiries or complaints about discrimination in employment may be referred to the U.S. Equal Employment Opportunity Commission.

Inquiries about the University's compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin; Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability; Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex; and the Age Discrimination Act of 1975, which prohibits discrimination on the basis of age, may also be referred to the Office for Civil Rights, US Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, Telephone: 617-289-0111, FAX: 617-289-0150; TDD: 877-521-2172, Email: OCR.Boston@ed.gov. Generally, an individual may also file a complaint with OCR within 180 days of alleged discrimination.

CAMERAS AND ON CAMPUS

The University utilizes cameras on campus for the protection of its students, staff, and guests. These cameras are located in various public areas inside and outside campus buildings. The video produced by these cameras is stored for various lengths of time and is viewed as needed.

DECORATING AND USING THE CAMPUS CENTER

1. All burnable materials (cloth, paper, tissue, etc.) must be well clear of potential sources of ignition (hair dryer, high intensity lamps, heater, bare light bulbs, etc.). If a group uses their own curtains or draping, the group must show proof of fire retardation capability.
2. Posters and wall hanging must be approved by the Campus Center Director- when approved they must lay flat against the wall, nothing should be hung with permanent items (tacks, nails, etc.) or items that would peel paint (the only tape allowed is painters tape)
3. Do not attach items to or cover the Sprinkler heads or smoke detector.
4. Burning incense or candles of any kind is prohibited. Oil lamps, fireworks, blowtorches or any source of open flame are not allowed in the Campus Center. Candles may not be burned during a power failure. Melting of paraffin is prohibited in the Campus Center.
5. Nothing may be stored in the hallways, stairwells or entrances to building because of the obstruction that would be caused in the case of an emergency. This includes bicycles, furniture, boxes, decorations, etc.
6. Smoking is not permitted anywhere on Campus

KELLEY COMMONS MEAL HOURS – Applicable during the semester when classes are in session. Times and pricing are subject to change.

Monday through Friday	7:30am – 6:30pm
Saturday and Sunday	9am – 6:30pm

OWLS NEST/STARBUCKS

Monday through Friday	7am – 10pm
Closed Saturday & Sunday	

GUESTS MEALS

Anyone not registered on the meal plan may pay the "casual rate" for the meal being served in order to enter the cafeteria during the meal serving times. Our campus caterer, Sodexo, also offers a wide variety of catering options. Catering may be ordered through the Conferences & Special Programs office: 207-768-9502

GENERAL BEHAVIOR IN THE CAFETERIA

Students and Guests are to treat the cafeteria as they would treat their own dining room. It is expected that they will treat the staff as they would treat any professional person. Food is not to be thrown. All dishes and waste must be bussed to the receiving window. Food is NOT to be taken out of the cafeteria. Dishware, glassware, utensils, and other materials are not to be taken out of the cafeteria. Do not harass the cafeteria staff personnel; this includes foul language, hollering, nasty gestures, and any other rude or insulting behavior.

FIRE AND LIFE SAFETY

The following policies have been developed to assure the highest possible degree of safety from fire hazard in the campus buildings.

ELECTRICAL APPLIANCES

1. Cooking is not allowed in the rooms of the Campus Center.
2. Portable space heating or cooling units are not allowed in the Campus Center

ELECTRICAL CONNECTIONS AND PLUGS

- 1) Any electrical item that causes an overload of circuits will be traced and removed from the room. Multi-plug units or multi-plug extension cord arrangements are prohibited. One extension cord per electrical unit per wall socket outlet is the limit.
- 2) Tampering with or altering smoke detectors, circuit breakers, or any part of the electrical system in the room is prohibited.

FIRE SAFETY EQUIPMENT AND FALSE ALARMS

Anyone who tampers with fire safety equipment or who causes a false alarm will face charges under the System Conduct Code and may be subject to legal action.

FIRE DRILLS AND FIRE SAFETY INSPECTIONS

Periodic fire safety inspections of every space will take place on campus throughout the year. These may be announced or unannounced.

Fire regulations, although restrictive, are for everyone's safety.

Non-emergency phone number for the Presque Isle Fire Department: 207-769-0881

EVACUATION PROCEDURES WHEN FIRE ALARM SOUNDS

Anytime the fire alarms sound, everyone in the Campus Center is required to leave. Everyone should go to the nearest building exit, and leave the building. Never assume it is a false alarm.

IN CASE OF FIRE

- Close windows and doors (if it is safe to do so)
- Leave immediate area
- Pull fire alarm
- Alert others in area
- Leave immediate area- **GO OUTSIDE**
- Leave via the nearest fire exit
- Exit building via stairways
- **DO NOT use elevators**
- If smoke is present, stay low
- Once out of danger, call 8-9-11 to describe situation
- Inform firefighters of any persons in building

WHEN FIRE ALARM GOES OFF- DRILL OR NOT

- Close windows and doors (if it is safe to do so)
- Alert others in area
- Leave immediate area- **GO OUTSIDE**
- **Leave via the nearest fire exit**
- No central gathering area is identified at this time for safety reasons
- Do not re-enter building until you've been informed by a building supervisor that it is safe to do so
- Building supervisors should wait until Facilities or the Fire Dept. tells them it is ok to re-enter building

ALCOHOL USE AND ABUSE

The University of Maine at Presque Isle is committed to promoting the health and safety of all members of the campus community. The University is dedicated to providing education and resources to assist all members in making responsible decisions regarding the use of substances. The University strives to develop alcohol and other drug policies that are clear, readily understandable, consistent, and fair to all; to create a supportive and non-threatening environment for those that choose not to drink and/or do drugs; to promote safety and individual accountability for those who decide to drink; and to assist those struggling with alcohol and drug related issues.

The following actions are prohibited:

- a. Underage drinking. Only persons of legal age (21 or older) may possess or consume alcoholic beverages. Legal proof of age, such as a valid driver's license or passport, may be required.

- b. Purchasing, serving, selling, or furnishing alcohol to or for a minor.
- c. Selling, manufacturing, or distributing alcohol without a license.
- d. Providing false information about name, age, and other identification or failing to provide identification.
- e. Administering alcohol to individuals against their will and/or without their knowledge.
- g. Exhibiting signs of being visibly intoxicated. Intoxication is identified by generally reliable signs such as a strong odor of alcohol on an individual's breath, slurred speech, impaired coordination, glassy eyes, and/or exaggerated emotions or behaviors. Individuals may be found in violation of the policy if their level of impairment attracts the attention of University, town, or other officials and/or warrants medical care or police custody.
- h. Possessing alcohol in unauthorized spaces, public spaces, and outside on the campus grounds.
- i. Bringing alcohol to a University event, or leaving a University event with alcoholic beverages provided at the event.
- j. Containers of mass consumption such as kegs, punch bowls, etc.

Alcohol for EVENTS: All alcohol for events must be purchased and handled by our on-campus catering company or other licensed, hired, vendor. There are multiple options available for bar set ups, alcohol variety, etc. Please reach out to the Conferences & Special Programs office to organize bar services for your event.

DRUGS

The unauthorized use, possession, or distribution of any prescription drug or legally controlled substance is forbidden. Additionally, any paraphernalia that is normally used in relation to drug use or misuse is prohibited.

The following actions are prohibited:

- a. Illegally possessing, using, manufacturing, dispensing, or selling drugs
- b. Using, possessing, selling, distributing, or manufacturing prescription medication without a properly issued prescription
- c. Possessing drug paraphernalia containing illegal drug residue, including but not limited to bongos, glass pipes, syringes
- d. Exhibiting signs of being under the influence of illegal drugs (such as a smell of having used marijuana, bloodshot eyes, vomiting, difficulty standing, agitation, etc.) anywhere on campus or at a University sponsored event, regardless of where the consumption or use has occurred
- e. Administering drugs to individuals against their will and/or without their knowledge

The Presque Isle Police Department may be contacted for appropriate legal action by a University official, in any situation involving illegal drugs.

TOBACCO FREE

The University is a tobacco-free institution, prohibiting the use of any tobacco or non-FDA approved nicotine product, including smokeless tobacco and electronic nicotine cigarettes (e-cigarettes). This policy applies to all full-time, part-time employees, faculty, students, contractors, vendors, and visitors. The use of all tobacco and non-FDA approved nicotine products such as e-cigarettes are prohibited on all campus property owned or leased and the sidewalk adjacent to the campus. This includes in and around all buildings, common areas, and parking lots on the main campus as well as the Houlton Outreach Center and Skyway housing complex. Tobacco use is prohibited in all and any University owned or leased vehicles. Tobacco use is prohibited in any and all privately owned or leased vehicles while on University property.

Please see the Tobacco Free Campus Policy, for more information: www.umpi.edu/tobacco-free

DAMAGE AND VANDALISM

Students, Staff or Guests who vandalize University property will be charged for the cost of replacement or repair of the property, and will be subject to other sanctions as deemed necessary.

INSURANCE

The University of Maine at Presque Isle does not carry insurance for events or personal belongings, and therefore does not assume any responsibility for lost or damaged property. Groups are required to obtain event insurance for all events.

PARKING AND TRAFFIC

Parking passes are sent to visiting groups and these must be displayed on each attendee's windshield.

The University reserves the right to tow vehicles if they are in violation of University Regulations or State Law; such parking violations include the following items (but are not limited to) obstructing snow removal, sidewalks, roadways, entrance ways, or parked in fire lanes, faculty/staff area, handicapped spaces, and/or other unmarked spaces. If you feel your vehicle may have been towed, please contact the Safety and Security office for more information. 207-768-9580

The University is not liable for any damage to vehicles that are operated in violation of University policy. The University will not be responsible for any damage done to vehicles on campus nor while a vehicle is being towed for violating University parking regulations.

Guests may park in any spot not designated for faculty/ staff, visitors, or in any area otherwise designated for other individuals. An appropriate tag is necessary for parking in handicapped spots. Fire lanes will be strictly enforced. Parking in Emerson Circle, except in designated 15-minute spots, is prohibited due to fire regulations. All unattended vehicles may be ticketed and/or towed.

Driving on the pathways around campus is strictly prohibited exceptions may include University vehicles for business purposes, and emergency vehicles. Anyone found driving on the pathways will be ticketed and may lose their parking privileges, may face other student conduct or other legal action.

PHYSICAL VIOLENCE OR HARASSMENT

Physical violence or harassment of another individual will not be tolerated.

Since such behavior is in violation of the University Conduct Code, it could also result in disciplinary action under the Conduct Code or other legal action as deemed necessary according to the law.

WEAPONS

The possession and/or storage of weapons on University property is forbidden. "Weapons" include but may not be limited to firearms of any kind that propel a projectile, and knives used for cleaning, cooking, or hunting, and/or have a blade longer than 4 inches. Violation of the weapons possession policy will result in confiscation of the weapon and appropriate judicial action. Any questions, please contact the Director of Security and Safety. 207-768-9580

TELEPHONE DIRECTORY

If you are on campus you must dial 8 prior to calling off campus numbers.

Emergency Numbers

(8) 911 Police, Fire, or Ambulance

768-4000 Presque Isle Hospital



U.M. Presque Isle - main number

768-9400

Campus Personnel - Phone Extensions

Allen, Lea	9521	Fletcher, Heather	9543	Morrill, Allen	9595
Ardell, Corazon/Cory	2106	Foster, Lynnelle	9545	Morrison, Brian	9474
Ball, Jennifer	9500	Furst, John	9478	Nichols, Nancy	9532
Barbosa, Mary Kate	9613	Gavrilovski, Kristijan	9531	Nonken, Reed	9445
Beals, Damon	9569	Gibson, Lorne	9598	Nunez-Olmstead, Heather	9544
Belair, Leigh	9440	Gordon, Alan	9473	Papsadora, Matt	9678
Belanger, Nola	9540	Green, Daren	9650	Papsadora, Tracie	9542
Berube, Amy	9587	Harding, John	9736	Pelkey, Danielle	9513
Blackstone, Barb	9415	Haskell, Shawn	9461	Pierce, Nancy	9550
Blaisdell, Alan Watson	9576	Hassan, Rafiul	9627	Prigge, Dan	9537
Boma, Courtney	9437	Hathaway, Maxine	9576	Rice, Rachel	9447
Boucher, Laurie	9512	Henderson, Jean	2103	Rice, Pres. Raymond	9525
Bowman, Jonathon	9477	Hernandez, Angelita	9593	Richards, Michelle	2116
Boyce, Caroline	9685	Herzog, Tomasz	9429	Roark, Deborah	9755
Breton, Zachary	9453	Hester, Marteen	9529	Robinson, Jay	9576
Bridges, Matt	9576	Hodgkins, Deborah	9423	Rockwell, Tracy	2102
Brown, Cole	9619	Hopkins, John	9738	Roe, Judith	9446
Bruso, Dawn	2105	Howlett, Richard	9576	Royer, Mark	9411
Bushey, Sarah	9744	Humphrey, Cody	9413	Saucier, Leo	9421
Buzza, Jennifer	9508	Jackson, Nancy	9524	Sawhill, Betsy	9515
Cameron, Jessica	9536	James, Mitchell	9576	Sebold, Kim	9721
Chang, Dr. Susan	9765	Jayasundara, Udaya	9483	Senechal-Jandreau, Suzanne	9635
Chase, April	9614	Jenkins, William	9457	Sinko, Leah	9535
Churchill Sydney	9470	Johnson, Paul	9455	Sleeper, Shannon	9503
Cole, Miranda	9582	Johnston, Jason	9652	Sleeper, Tanya	9709
Corriveau, Meagan	9438	Jones, Kimberly	9459	Smith, Christopher	9472
Cote, Jasmine	9510	Kane, Dan	9475	Smith, Lisa	9581
Coyer, Sarah	9518	Kane, Gavin	9792	Soucier, Levi	9576
Crane, John	2100	Kieffer-Till, Lydia	9502	Soucy, Erin	9709
Cummings, Jeffrey	9640/9641	Knight, Mark	9406	Strickland, Fred	9441
Cushman, Shea	9433	Lalonde, Dan	9626	St.Pierre, Teri	9574
DeCambre, Destin	9468	Lambert, Barbara	9549	Stubbs, Steven	9580
DeMerchant, Melissa	9462	LeBlanc, Keely	9570	Sutton, Donald	9576
Deschene, Jennifer	554-4810	Leduc, Lisa	9436	Thibodeau, Stacy	9709
Dias, Rebecca	9465	Levesque, Alyre	9578	Thibodeaucorey, Kaitlin	9556
Dionne, Sloan	9776	Lowman, Jacquelyn	9745	Traugh, Shawna	9422
Dobbs, Michael	9689	Madore, Danette	9618	Trombley, Denise	9520
Dorsey, Carolyn	9584	Malenfant, Wendi	9435	Turner, William	9575
Dorsey, Kim	9651	Margeson, Alana	9554	Udasco, Lisa	9558
Easler, Pamela	9450	Marston, Keli	9773	VISTA	9602
Elliott, Dylan	9576	Masse, Kim	9577	Wagner, Beverly	9427
Emery, Stacey	9603	Mastro, Linda	9586	Wang, Chunzeng	9412
Feinstein, Larry	9498	Mazorow, Heather	9560	Wasson, Ricky	9579
		McDougal, Sandra	9506	Weatherbee, Ericka	9732
		McGlinn, Carol	9620	White, Donna	9576
		McLaughlin, Linda	9740	White, Susan	9533
		McPherson, Ralph	9791	Winslow, Jessica	9668
		McPherson, Rowena	9604	Woodman, Mark	9576
		McPherson, Shawn	9605	Woodman, Seth	9657
		Moir, Joseph	9649	Zaborney, John	9409
		More, William	9576	Zuras, Richard	9403

Campus Offices - Phone Extensions

August 25,

2023

AA/EEO 973-3372
Academic Affairs 9520

Academic and Professional
Advising Services 9419

Accounts Payable 9543

ACSUM UNIT 9465

Admissions 9532

Alumni Relations 9425

Aroostook Aspirations 9418

Aroostook Farm 762-8281

Athletic Department 9506

Athletic Director 9475

Athletic Training 9470

Business Office 9545

CACE 9590

Campus Store 9500

Career Preparation 9589

Carleton Project 9463

Chancellor's Office 973-3200

Communication Center 9500

Community & Media Relations 9452

Conf. & Special 9502

Programs 9558

Cooperative Extension 764-3361

Counseling Center 9791

Dean of Students 9432

Development Office 9755

Emerson Annex 9585

Emerson Custodian 9486

Facilities Management 768-9576
M-F, 7:00 am to 5:00pm

Night & Weekend Phone 768-9600
M-F, 5:00pm to 7:00am

Sat-Sun: 24 hour/until 7:00am Monday

Financial Aid 9510

Gentile Hall Front Desk 9772

Health Clinic 9586

Honors Program 9428

Houlton Center Outreach 521-3100

Houlton Toll Free 1-800-584-0874

Housing & Residence Life 9560

HR Campus Office 9462

International student Service 9668

IT Service Help Desk 9529

Library 9595

Lost and Found 9500

Mailroom 9500

Maine School Sic & Math 325-3303

Media Relations 9452

Merriman Custodian 9640

MLT Program 9440

Motor Pool 9500

MEA 1-800-371-7341

MMG 9523

Museum of Science 9482

New Ventures Maine 9635

NMCC 768-2700

Nurse 9586

OPERATOR (UMPI) 0

Park Custodian 9641

Payroll Office 9524

President 9525

Registrar's Office 9540

Residential Life 9560

Safety & Security Office 9580

SAGE 9501

Sodexo – cell 227-9803

Sodexo – Inside door 9588

Sodexo - Office 9538

Sodexo - Owls Nest 9774

Student Activities 9582

STARBUCKS OWL'S NEST 9774

Student Affairs 9610

Student Employment 9513

Student Financial Services 9510

Student Media Lab 9741

Student Senate 9561

Student Support Services 9615

Student Teaching 9430

Testing 9610

Transcript Request Line 9541

Transfer Credits 9581

TRIO College Access 9612

Tutoring Service 9461

UCU Campus Office 554-4810

U-Maine Coop. Ext. PI 764-3361

University Times 9741

Upward Bound 9612

Veteran's Information 9540

Writing Center Service 9461

WUPI Business line 9565

WUPI Radio Requests 9711

Fax Numbers 768-XXXX

Academic Affairs 9748

Admissions Office 9777

Athletic 9476

Athletic Training 9666

Campus Engagement 9505

Campus Store 9505

Communication Center 9505

Conf & Special Programs 9507

Dean of Students 9404

Emerson Annex 9583

Facilities Management 9504

Gentile Hall 9784

Health Services 9790

Houlton Center 521-3100

IT Service 9646

Mail Room 9505

Media Relation 9608

President's Office 9527

PTA 9460

Pullen Hall Service Ctr. 9632

Registrar 9458

Student Activities 9505

Student Financial Services 9509

South Hall Faculty Ctr. 9553

Student Support Services 9617

Fax Numbers Cont. 768-XXXX

Student Teaching 9467

The Learning Commons 9644

University Credit Union 554-4808

University Services 9552

Upward Bound 9464

Residence Hall RA'S & Front Desk

Emerson Desk 9713

Merriman Desk 9722

Park Desk 9702

RA Emerson 109 9714

RA Emerson 117 9715

RA Emerson 201 9716

RA Emerson 216 9717

RA Emerson 301 9718

RA Emerson 315 9724

RA Emerson 316 9719

RA Emerson 327 9485

RA Merriman 203 9720

Ra Merriman 303 9708

RA Merriman 215 9548

RA Merriman 314 9734

Park Suite 1 9471

Park Suite 2 9493

Park Suite 3 2074

Park Suite 4 2100

RA Park 104 9703

RA Park 211 9704

RA Park 216 9724

RA Park 302 9476

RA Park 311 9705

RA Park 312 9677

RA Skyway 2/4 2162