

UMM CAMPUS DIRECTORY

Spring 2012

The University of Maine at Machias
116 O'Brien Avenue, Machias, ME 04654
207-255-1200
www.umm.maine.edu

SPRING 2012 CALENDAR

www.umm.maine.edu/acadcal

Orientation / registration	January 17
Classes begin	January 18
Winter break	February 20-24
Spring break	March 26-30
Honors Convocation	April 25
Last day of class	May 5
Final exams	May 7-10
Commencement	May 12
May Term	May 11, 14-18
Faculty meeting days	May 21-25

EMERGENCY NUMBERS

See pages 11-14 for additional information

You can dial 911 without dialing 9 for an outside line. Simply pick up the handset and dial 911. Remember to tell the person who answers your call **EXACTLY** where you are or where you need the emergency services.

Fire / Ambulance / Police911
Campus Security..... 255-1450 / Cell 9-263-9315

WEATHER CANCELLATIONS

UMM Events and Information255-1395

The UMM Campus Directory, released in January and September, is a joint publication of the President's Office and the Marketing and Public Relations Department. This official campus directory is also used to update UMM's Web-based directory. Please notify the President's Office of any necessary corrections or updates.

PHONE DIALING ASSISTANCE

ON-CAMPUS CALLS

Simply dial the 4-digit extensions listed in this directory.

OFF-CAMPUS LOCAL CALLS

Dial 9 for an outside line, followed by the 7-digit phone number. UMM's local calling area includes the following exchanges:

Machias / East Machias	255, 259, 271, 263, 922
Cutler and Whiting.....	259
Jonesboro	434
Columbia.....	483, 961, 904
Lubec.....	556, 733
Beddington.....	638
Pembroke	726

LONG-DISTANCE CALLS

In Maine	9 + number
Outside Maine	9 + 1 + area code + number

INTERNATIONAL CALLS 9 + 011 + country code + city code + number

If you are making a long distance call from a restricted phone line, dial "0" and the campus operator will assist you.

TOLL-FREE CALLS..... 9 + 1 + 800 or 888 + number

TELEPHONE REPAIR SERVICE

Contact Loni Levesque at 1237 / levesqlm@maine.edu. Provide a description of your problem, your location, and your extension number.

VOICE MAIL

AUDIX access is available three ways:

Use the appropriate "Feature" / "Shift" button on your phone.

Dial 1255 from any campus phone.

Dial 255-1255 from an off-campus phone.

Do not give your AUDIX password to anyone. Change your password every three months, and do not use 12345 or 54321 as your password. For more information, contact Loni Levesque at 1237 / levesqlm@maine.edu.

DIRECTORY ASSISTANCE

For in-state numbers, use the Maine telephone directories at the switchboard, or dial "0" and the campus operator will look up the number for you. For out-of-state numbers, dial 9 + 1 + out-of-state area code + 555-1212.

OFFICE / DEPARTMENT	LOCATION	PHONE	E-MAIL / FAX
ACADEMIC AFFAIRS			Fax 255-1419
Stuart Swain, Provost and VP for Academic Affairs.....	Powers 105	1342.....	sswain@maine.edu
Rose Mondville, Administrative Assistant.....	Powers 105	1342.....	mondvill@maine.edu
ADMISSIONS		1-888-468-6866.....	Fax 255-1363
Michael Mattison, Dean of Enrollment Management.....	O'Brien House	1320.....	michael.mattison@maine.edu
Susan Tinker, Administrative Assistant.....	O'Brien House	1318.....	tinkers@maine.edu
Shelbie Ross, Transfer Student Officer	O'Brien House	1401.....	shelbie.ross@maine.edu
PJ Singh, Admissions Counselor	O'Brien House	1365.....	psingh@maine.edu
Ashley Davis, Admissions Counselor.....	O'Brien House	1332.....	ashley.v.davis@maine.edu
Scott Mattice, Admissions Counselor.....	O'Brien House	1347.....	scott.mattice@maine.edu
ADVISING CENTER			Fax 255-1341
Matthew Holsapple, Director	Powers 204-F	1268.....	matthew.holsapple@maine.edu
Julie Millay, Administrative Assistant / First Stop	Powers 204	1470.....	millay@maine.edu
Brenda Frey, Career Development / International Student Liaison.....	Powers 204-C.....	1439.....	blfrey@maine.edu
Garret Lee, Student Success Advisor.....	Powers 205.....	1461.....	garret.lee@maine.edu
Kelsie Kurz, Student Success Advisor.....	Powers 206-A.....	1463.....	kelsie.kurz@maine.edu
ALUMNI ASSOCIATION			
Michael May, Assistant to the President	Powers 101	1210.....	michael.j.may@maine.edu
ART GALLERIES	Powers 108 / 109		
Bernie Vinzani, Director.....	Dorward 001	1279.....	bvinzani@maine.edu
ATHLETICS			Fax 255-1388
Brac Brady, Director and Men's Basketball Coach	Reynolds 111-A	1290.....	bracb@maine.edu
Tony Turini, Soccer Coach.....	Reynolds 111-B	1348.....	aturini@maine.edu
Skip Alley, Women's Basketball Coach.....	Reynolds 118.....	1387.....	ordman.alley@maine.edu
Amy Fritz, Volleyball Coach	Reynolds 18.....	1379.....	amy.fritz@maine.edu
Buddy Mills, Golf Coach.....	Reynolds 11-B.....	1459.....	howard.mills@maine.edu
Nate Case, Cross Country Coach	Reynolds 11-B	1320.....	nathaniel.case@maine.edu
Training Room	Reynolds 121.....	1300.....	
THE BINNACLE	Kimball 219.....	1247.....	ummbinnacle@maine.edu
BOOKSTORE			Fax 255-1417
Oliver Pratt, Manager.....	Murdock Bookstore	1257.....	opratt@maine.edu
Ruth Beal	Murdock Bookstore	1257.....	

BUSINESS OFFICE			Fax 255-1466
Tom Potter, VP for Administration and Finance	Powers 104-B	1221	potter@maine.edu
Barbie Holmes, Assistant Bursar	Powers 103-A.....	1312.....	holmes@maine.edu
Naida Pennell, Community Services Coordinator	Science 107	1289.....	naida@maine.edu
Margaret Dyer, Bookkeeper	Powers 103	1310.....	mldyer@maine.edu
CAFETERIA / ARAMARK			Fax 255-8124
Nathan Picard, Director	Kilburn 109-B	1208	picard-nathan@aramark.com
Rona Pelletier	Kilburn 109-B	1208	pelletier-rona@aramark.com
CAMPUS ACTIVITIES / Student Center			255-1474
Nichole Cote, Director of Campus Activities.....	Dorward 140	1245.....	nichole.cote@maine.edu
Parker Rossingol, Student Center Manager.....	Dorward 140	1372.....	parker.rossignol@maine.edu
Suki Jo Chiu, Assistant Manager	Dorward 140	1372.....	suki.chiu@maine.edu
Portside	Kimball 100.....	1476	
Game Room.....	Kimball 104.....	1326	
CAREER DEVELOPMENT / Advising Center			Fax 255-1341
Brenda Frey, Coordinator	Powers 204-C	1439.....	blfrey@maine.edu
COMMUNITY SERVICES			Fax 255-1466
Naida Pennell, Coordinator	Science 107	1289.....	naida@maine.edu
COUNSELING			Fax 255-1340
Tara Librizzi, Counselor.....	Torrey 229-B.....	1470.....	tara.librizzi@maine.edu
Julie Millay, Administrative Assistant.....	Powers 204	1470.....	millay@maine.edu
DISTANCE EDUCATION			Fax 255-5490
Lynne Witham, Coordinator.....	Kimball 35.....	1428.....	jessica.witham@maine.edu
Linda Schofield, Technician	Torrey 117-C.....	1241.....	lschof@maine.edu
DIVERSITY COMMITTEE			Fax 255-1292
Angelynn King, Chair.....	Merrill 103	1254.....	angelynn.king@maine.edu
DOWN EAST INSTITUTE		497-5769	
Brian Beal, Director of Research	Science 002-A	1225.....	bbeal@maine.edu
George Protopopescu, Assistant Director of Field Research Station			
Cody Jourdet.....			cody.jourdet@maine.edu
EARLY COLLEGE PROGRAM			Fax 255-1340
Carol Wolf, Coordinator	Torrey 204-C.....	1264.....	cwolf@maine.edu
EQUAL EMPLOYMENT OPPORTUNITY			Fax 255-1292

Kim Page, Director of Human Resources.....Powers 104-A..... 1220..... kpage@maine.edu

FACULTY — ADMINISTRATIVE ASSISTANT Fax 255-1246

Linda Willey.....Kimball 213..... 1235..... willey@maine.edu

FACULTY / FULLTIME — ARTS AND LETTERS

Anderson, Uriah.....Kimball 31..... 1329..... uriah.anderson@maine.edu
 Duff, Meghan.....Kimball 32..... 1227..... meghan.duff@maine.edu
 Froese, Robert.....Kimball 37..... 1334..... rfroese@maine.edu
 Kimball, Kay (Division Chair).....Kimball 2..... 1262..... kkimball@maine.edu
 Kindleberger, Randall (Faculty President).....Kimball 1..... 1382..... rkindleb@maine.edu
 Kuntz, Lois-Ann.....Kimball 29..... 1244..... lkuntz@maine.edu
 LiBrizzi, Marcus.....Kimball 12..... 1230..... mlibrizz@maine.edu
 Moreira, Jamie.....Kimball 33..... 1414..... james.moreira@maine.edu
 NeCastro, Gerard.....Kimball 4..... 1293..... necastro@maine.edu
 Nichols, Gene.....Powers 201..... 1229..... gnichols@maine.edu
 Vinzani, Bernie.....Dorward 001..... 1279..... bvinzani@maine.edu

FACULTY / FULLTIME — ENVIRONMENTAL AND BIOLOGICAL SCIENCES

Beal, Brian.....Science 002-A..... 1314..... bbeal@maine.edu
 Dean, Noah.....Science 204-B..... 1302..... noah.dean@maine.edu
 Hostert, Ellen.....Science 123..... 1301..... ehostert@maine.edu
 Johnson, Tora.....Torrey 223..... 1214..... tjohnson@maine.edu
 Kraus, Gayle.....Science 15..... 1261..... gkraus@maine.edu
 Lewis, Alan.....Science 125..... 1267..... ajlewis@maine.edu
 McNaught, Doug.....Science 117..... 1206..... dmcaught@maine.edu
 Otto, William (Division Chair).....Science 107..... 1345..... william.otto@maine.edu
 Page, Shallee.....Science 215..... 1288..... stpage@maine.edu
 Sprangers, Sherrie.....Science 202..... 1205..... ssprange@maine.edu

FACULTY / FULLTIME — PROFESSIONAL STUDIES

Athearn, Kevin.....Kimball 25..... 1216..... kathearn@maine.edu
 Ball, Heather.....Kimball 24..... 1381..... hball@maine.edu
 Beeftink, Karen.....Reynolds 102..... 1249..... karen.beeftink@maine.edu
 Ednie, Andrea.....Reynolds 102..... 1303..... aednie@maine.edu
 Fish, Michael.....Kimball 26..... 1358..... michael.fish@maine.edu
 McCarthy, Pat.....Kimball 39..... 1359..... pmccarth@maine.edu
 Mosley, Ron.....Kimball 22..... 1265..... rmosley@maine.edu
 Murphy, Bernice.....Torrey 117-B..... 1263..... bmurphy@maine.edu
 Qualls, Dan.....Kimball 28..... 1260..... daniel.qualls@maine.edu
 Reisman, Jon (Division Chair).....Kimball 10..... 1242..... jreisman@maine.edu
 Romei, Gael.....Kimball 27..... 1321..... gael.romei@maine.edu
 Scribner, Rick.....Reynolds 23..... 1204..... scribner@maine.edu

Tropea, Bob Kimball 6 1243 rtropea@maine.edu

FACULTY / PART-TIME

Athearn, Lisa Kimball 9 1361 lathearn@maine.edu
 Bettle, Harold Web harold.bettle@maine.edu
 Bourgoin, Ken Web kenny.bourgoin@maine.edu
 Bowman, Leslie Powers 1307 ldbowman@maine.edu
 Brady, Brac Reynolds 111-A 1290 bracb@maine.edu
 Caya, Patricia Powers 1406 patricia.caya@maine.edu
 Cook, Alan Powers 1406 alan.cook@maine.edu
 Crittenden, Chris Web ccrittenden@maine.edu
 Daley, John Reynolds 1408 jdaley@maine.edu
 Daley, Marlene Reynolds 1408 mdaley@maine.edu
 Day, Matthew Web matthew.d.day@maine.edu
 Dubey, Nickey Torrey ndubey@maine.edu
 Fabri, Rich Reynolds 122 1404 rfabri@maine.edu
 Feeney, Pamela Kimball 5 1346 pfeeney@maine.edu
 French, Rhonda Web rhfrench@maine.edu
 Grimes, Jody Kimball 8 1383 jgrimes@maine.edu
 Halkett, Tom Kimball 11 1313 thalkett@maine.edu
 Harter-Bagley, Constance Reynolds 1408 constance.harterbagley@maine.edu
 Harvey, Jo-Ellen Kimball 36 1360 jharvey@maine.edu
 Hauser, Freda Web fhauser@maine.edu
 Hecht, Katherine Web katherine.hecht@maine.edu
 Hepler, Lynne Web lhepler@maine.edu
 Hill, Arthur Powers B-002 1311 ahill@maine.edu
 Ingalls, Duane Powers 1406 dingalls@maine.edu
 Knowles, Peter Kimball 8 1383 pknowles@maine.edu
 Koch, Barbara Torrey bkoch@maine.edu
 Lane, Frank Web francis.lane@maine.edu
 Lapham, Barbara Powers 1406 barbara.lapham@maine.edu
 Litman, Jordan Web jlitman@maine.edu
 McCurry, Christi Web christi.mccurry@maine.edu
 McNally, Louis Web louis.mcnally@maine.edu
 Millay, Julie Powers 204 1470 millay@maine.edu
 Miller, Kenneth Web kenneth.miller@maine.edu
 NeCastro, Vicki Powers 1406 vncastro@maine.edu
 Reynolds, Michelle Torrey 229-C 1460 michelle.l.reynolds@maine.edu
 Roberts, Cynthia Web cynthia.roberts@maine.edu
 Sunde, Christian Kimball 11 1313 csunde@maine.edu
 Tardiff, Melanie Kimball 8 1383 melanie.beckwith@maine.edu
 Tibbetts, Stacey Web stacey.tibbetts@maine.edu
 Willey, Susan Torrey 229-C 1460 susan.willey@maine.edu

Wolf, Carol	Torrey 204-C	1264	cwolf@maine.edu
Zegers, Gerry	Science 204-A	1317	gzegers@maine.edu
FINANCIAL AID			Fax 255-1411
Stephanie Larrabee, Director	Powers 202-B	1203	ummfinancialaid@maine.edu
Katie Kurz, Assistant Director	Powers 202-A	1203	ummfinancialaid@maine.edu
Mary Beth Gaddis, Administrative Assistant	Powers 202	1203	ummfinancialaid@maine.edu
FIRST STOP			Fax 255-1341
Julie Millay, Administrative Assistant	Powers 204	1470	millay@maine.edu
FITNESS CENTER			Fax 255-1388
Front Desk		1408	
Pool		1296	
Rich Fabri, Fitness Center Manager	Reynolds 122	1404	rfabri@maine.edu
Kevin Alley, Aquatics Director and Building Manager	Reynolds 124	1296	kalley@maine.edu
Marita Taylor, Administrative Assistant	Reynolds 101	1403	marita.buteau@maine.edu
Intramurals	Reynolds 122	1404	rfabri@maine.edu
FLAHERTY EARLY CARE AND EDUCATION CENTER			Fax 255-1226
Diane Oyler, Center Manager		1441	dianeo@childandfamilyopp.com
GALLEY (SNACK BAR)	Kimball 101	1280	
GAME ROOM	Kimball 104	1326	
GIS LAB	Torrey 223	1214	
Tora Johnson, GIS Director	Torrey 223-A	1214	tjohnson@maine.edu
HEALTH SERVICES			Fax 255-1474
Suzanne Mace, Coordinator	Dorward 115	1275	smace@maine.edu
HUMAN RESOURCES			Fax 255-1467
Kim Page, Director	Powers 104-A	1220	kpage@maine.edu
Carlene Harmon, Secretary/Payroll Clerk	Powers 104	1213	carleneh@maine.edu
INFORMATION TECHNOLOGY			Fax 255-1376
Mike Matis, Director	Torrey 108	1237	mmatis@maine.edu
Loni Levesque, Administrative Assistant	Torrey 108	1237	levesqlm@maine.edu
Help Desk	Torrey 108	1237	UMMHelpDesk@maine.edu
INTERNATIONAL STUDENT LIAISON / Advising Center			Fax 255-1341
Brenda Frey	Powers 204-C	1439	blfrey@maine.edu

LIBRARY			Fax 255-1356
Angelynn King, Director	Merrill 103	1254	angelynn.king@maine.edu
Amy Wisehart, Assistant Librarian	Merrill 102	1256	amy.wisehart@maine.edu
Jeanne Vose, Library Assistant II	Merrill 104	1234	jeanep@maine.edu
Craig Chalone, Library Assistant I	Merrill 104	1234	craig.chalone@maine.edu
24-Hour Room	Merrill 109	1367	

MAINE EDUCATIONAL TALENT SEARCH

Christy Kilton	Kimball 338	1278	christy.kilton@umit.maine.edu
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MARKETING AND PUBLIC RELATIONS

Erik Smith, Director of Marketing and Public Relations	Powers 106-B	1327	erik.smith@maine.edu
Rafi Hopkins, Webmaster	Powers 300	1325	rafi.hopkins@maine.edu

MUSIC ROOM	Powers 003	1406	
Gene Nichols	Powers 201	1229	gnichols@maine.edu

PHYSICAL FACILITIES

Robert Farris, Director	Kimball 56	1315	robert.farris@maine.edu
Linda Patryn, Administrative Assistant	Kimball 54	1315	lpatryn@maine.edu
Bob Hanscom, Bldg. and Grounds	Kimball 57	1294	rhanscom@maine.edu
Paul Hanscom, Bldg. and Grounds	Dorward 23	1355	paul.a.hanscom@maine.edu
Bill Krider, Bldg. and Grounds	Support Building 102	1469	william.krider@maine.edu
Darlene Preston, Bldg. and Grounds	Reynolds 121-J	1355	darlene.preston@maine.edu
Jill Richardson, Bldg. and Grounds	Sennett Hall	1357	jill.richardson@maine.edu
Jim Sawyer, Bldg. and Grounds	Powers 6	1201	jsawyer@maine.edu
Chris Skinner, Bldg. and Grounds	Support Bldg 102	1297	christopher.skinner@maine.edu
Danny Sprague, Bldg. and Grounds	Science 124	1207	danny.sprague@maine.edu
Wayne Tuell, Bldg. and Grounds	Torrey	1277	wtuell@maine.edu
Nichole Wood, Bldg. and Grounds	Dorward 23	1355	nichole.wood@maine.edu
Pam Wood, Bldg. and Grounds	Reynolds 140-A	1410	pam.wood@maine.edu

PRESIDENT'S OFFICE

Cynthia E. Huggins, President	Powers 101	1210	chuggins@maine.edu
Michael May, Administrative Assistant	Powers 101	1210	michael.j.may@maine.edu

RADIO STATION (WUMM)	Kimball 220	1371	
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REGISTRAR

Mary Stover, Registrar	Powers 207	1223	mstover@maine.edu
William Weaver, Administrative Assistant	Powers 207	1330	wweaver@maine.edu
Mary Beth Gaddis, Administrative Assistant	Powers 207	1223	gaddis@maine.edu

RESIDENCE LIFE			Fax 255-1474
Eric Peltier	Sennett 155	1435	eric.m.peltier@maine.edu
Janice Folk	Dorward 130	1248	janice.folk@maine.edu
Betty Merritt-West, Administrative Assistant	Dorward 114	1305	bwest@maine.edu
SAIL LOFT	Reynolds 124-S	1377	
SECURITY		Cell 9-263-9315	Fax 255-1415
Jeff Cummings, Security Guard	Kimball 52	1450	jcummings@maine.edu
Brian Ingalls, Security Guard	Kimball 52	1450	brian.ingalls@maine.edu
Jessica McCook, Security Guard	Kimball 52	1450	jessical.mccook@maine.edu
SERVICE LEARNING			Fax 255-1340
Carol Wolf, Coordinator	Torrey 204-C	1264	cwolf@maine.edu
SPECIAL SERVICES			Fax 255-1340
Jo-Ellen Harvey, Coordinator	Powers 105-A	1224	jharvey@maine.edu
STUDENT LIFE			Fax 255-1474
Paul LaMantia, Director of Student Life	Dorward 113	1305	paul.lamantia@maine.edu
Nichole Cote, Director of Campus Activities	Dorward 140	1245	nichole.cote@maine.edu
Tara Librizzi, Counselor	Torrey 229-B	1233	tara.librizzi@maine.edu
Eric Peltier, Resident Director	Sennett 155	1435	eric.m.peltier@maine.edu
Janice Folk, Resident Director	Dorward 130	1248	janice.folk@maine.edu
Chad Everett, Sustainability Coordinator	Kimball 36	1360	chad.everett@maine.edu
Betty Merritt-West, Administrative Assistant	Dorward 114	1305	bwest@maine.edu
STUDENT SENATE	Kimball 216	1222	
STUDY CENTER	Torrey 225	1397	Fax 255-1340
Carol Wolf, Coordinator	Torrey 204-C	1264	cwolf@maine.edu
SUNRISE SENIOR COLLEGE			
Gail Peters	Kimball 203	1384	sunriseseniorcollege@maine.edu
SUSTAINABILITY COORDINATOR			
Chad Everett	Kimball 36	1360	chad.everett@maine.edu
SWITCHBOARD	Off Campus 255-1200	On Campus 0	Fax 255-4864
WASHINGTON COUNTY CONSORTIUM			
Betty Jordan	Kimball 313-A	1219 / 1295	wcc@maine.edu

WEBMASTER

Rafi Hopkins.....Powers 300 1325..... rafi.hopkins@maine.edu

BASIC EMERGENCY GUIDELINES

BUILDING EVACUATION

1. Remain quiet and calm.
2. Close all doors in your area.
3. Assist anyone with special needs.
4. Use the stairs. If you cannot use the stairs, wait in a closed stairwell for emergency personnel.
5. Exit the building in an orderly fashion.
6. Once outside, go to the designated evacuation area and stay there until you receive further instruction.

FIRE

1. Activate fire alarm.
2. Evacuate the building.
3. Move away from building, keeping clear of walkways and driveways.
4. Dial 911 and tell the dispatcher that you are reporting a fire
 - *State location, floor, and room number of fire.*
 - *Describe the fire.*
 - *State your name and phone number.*
5. Go to the designated evacuation area and stay there until you receive further instructions.

MEDICAL EMERGENCY

1. Dial 911 and tell the dispatcher you have a medical emergency.
 - *Describe the nature of the emergency.*
 - *Describe the victim's location.*
 - *State your name and phone number.*
 - *Stay on the line until dispatcher tells you to hang up.*
2. Don't move the victim unless necessary.
3. Have someone wait outside for emergency personnel.
4. Obtain a first aid kit.
5. Call Security at 263-9315.

NATURAL DISASTERS (hurricane, tornado, flood, or other natural disaster)

1. Stay inside the building, keep away from windows, and move to interior spaces.
2. If your work area receives damage, report it to your supervisor.
3. Remain in an area of safety until you receive instructions regarding evacuation.

BOMB THREAT

1. Keep the caller on the line.
2. Signal someone else to call authorities.
3. *Complete the bomb threat report form in the back of this directory.*
4. After the caller hangs up, report all information to the police 911, Campus Security 263-9315 and supervisor.
5. Evacuate the building if determined necessary.
6. Do not touch or disturb suspicious packages.

CRIME AND VIOLENCE

1. Dial 911 and describe what and where it is happening.
2. Take time to notice important details to help identify suspects.
3. Write down everything remembered at the first opportunity.
4. Use the non-emergency number (255-8558 or RCC 255-8308) for suspicious persons.

SUSPICIOUS MAIL

If you receive mail that is:

1. Unexpected or from someone you don't know,
2. Addressed to someone else,
3. Handwritten with no return address,
4. Lopsided or lumpy in appearance,
5. Sealed with excessive amounts of tape,
6. Marked with restrictive endorsements such as "Confidential" or Personal,"
7. Has excessive postage.

Do the following:

1. Wash your hands thoroughly.
2. Don't handle, shake, bump, or sniff the mail.
3. Put it in a Ziploc type bag.
4. Notify Machias Police Department (255-8558 or RCC 255-8308) and Physical Plant at 255-1450.

VEHICLE ACCIDENTS (while on University business)

1. Take action to prevent further damage.
2. Call an ambulance (911) if there are injuries.
3. Call the police.
4. Do not discuss the accident with anyone except your supervisor, the police or insurance representatives.
5. Don't argue; be courteous. Do not accept blame, only state the facts.
6. Show your license, registration and insurance papers willingly.
7. Fill out all accident reports. The University's form should be found in the glove compartment of University vehicles and the key packet.
8. Notify your supervisor and Physical Plant.

EVACUATION AND ASSEMBLY POINTS

Building 911 Addresses	Good Weather	Inclement Weather	Evacuation Coordinator	Phone Number	First Aid Kit Location
Dorward Hall 117 Downeast Dr.	Grassy area between Dorward and Kilburn Commons	Kilburn Commons	Janice Folk, Resident Director	255-1248 263-4371 (cell)	RA Office Health Services
Flaherty Center 125 University Dr.			Diane Oyler, Center Manager	255-1441	
Kilburn Commons 96 Downeast Dr.	Grassy area between Dorward and Kilburn Commons	Sennett Hall	Nathan Picard, Food Service Director	255-1208	
Kimball Hall 74 O'Brien Ave.	Grassy area toward Sennett	PAC	Linda Patryn, Administrative Assistant	255-1315	
Merrill Library 40 University Dr.	Mall area	Reynolds Center	Angelynn King, Head Librarian	255-1254	
O'Brien House 23 Downeast Dr.	Mall area	PAC	Susan Tinker, Administrative Assistant	255-1318	
Powers Hall 116 O'Brien Ave.	Mall area	Portside	Rose Mondville, Administrative Assistant	255-1342	
Reynolds Center 112 University Dr.	Dirt parking lot of CLL	Torrey Hall first floor	Kevin Alley, Building Manager	255-1296	
Science Building 31 University Dr.	Mall area	PAC	Naida Pennell, Community Services Coordinator	255-1289	
Sennett Hall 34 Downeast Dr.	Grassy area between Dorward and Kilburn Commons	Kilburn Commons	Eric Peltier, Resident Director	255-1435 263-4205 (cell)	
Support Building 54 O'Brien Ave.	Kimball Hall loading dock	Kimball Hall basement	Bill Krider, Building/Grounds	255-1469 263-4377 (cell)	RA Office
Torrey Hall 40 University Dr.	Mall area	Reynolds Center	Loni Levesque	255-1421	

BOMB THREAT REPORT

Exact time of call: _____ Date: _____

Phone number call received at: _____ Person receiving call: _____

Exact words of caller: _____

QUESTIONS TO ASK THE CALLER

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken	Stutter	Slow	Sincere
Lisp	Rapid	Giggling	Deep	Crying	Squeaky	Excited	Stressed
Accent	Loud	Slurred	Normal				

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Other comments: _____

Report call immediately to Machias Police at 911 and UMM Security at 263-9315

Refer to bomb incident plan.

Adapted from Maine State Police bomb training at Washington Academy, fall 2009.