

Storm Ready Campus



November 30, 2007



University of Maine at
PRESQUE ISLE
North of Ordinary

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Introduction

Storm Ready Campus

What is the StormReady Program?

StormReady is a nationwide program that helps communities better protect their citizens during severe weather—from tornadoes to tsunamis. The program encourages communities to take a proactive approach to improving local hazardous weather operations. StormReady provides emergency managers with clear-cut guidelines on how to improve their hazardous weather operations.

Nearly 90% of all presidentially declared disasters are weather related, leading to around 500 deaths per year and nearly \$14 billion in damage. To help Americans guard against the ravages of severe weather, the National Weather Service (NWS) has designed the StormReady program. StormReady arms America's communities with the communication and safety skills they need to save lives and property.

Many laws and regulations exist to help local emergency managers deal with hazardous material spills, search and rescue operations, medical crises, etc., but there are few guidelines dealing with the specifics of hazardous weather response. NWS recognized this need and designed StormReady—a program to help communities of all kinds: towns, cities, counties, Tribal Nations, Universities and industrial complexes implement procedures to reduce the potential for disastrous, weather-related, consequences. To be certified as StormReady, communities must meet guidelines established by the NWS in partnership with federal, state, and local emergency management professionals. The StormReady program is intended to:

- Improve the timeliness and effectiveness of hazardous weather warnings for the public.
- Provide detailed and clear recommendations which will help local emergency managers establish and improve effective hazardous weather operations.
- Local emergency managers justify costs and purchases needed to support their hazardous weather-related program.
- Local hazardous-weather mitigation programs that have achieved a desired performance level.
- Provide a means of acquiring additional Community Rating System points assigned by the National Flood Insurance Program (NFIP).
- Provide an “image incentive” to communities, which once certified, can identify themselves as StormReady.
- Encourage the enhancement of hazardous weather preparedness programs in jurisdictions surrounding StormReady communities and counties.

The StormReady program defines "community" as a group of people within a locality that have common social and economic interests with an infrastructure that supports the communication and education role of the National Weather Service to protect lives and property. References to "community" in this document include cities, towns, universities, Indian Nations and government and private entities. References to "county" includes parish.

To become StormReady a community or county must:

- **Establish a 24-hour warning point and emergency operations center**
- **Have more than one way to receive severe weather warnings and forecasts and to alert the public**
- **Create a system that monitors weather conditions locally**
- **Promote the importance of public readiness through community seminars**
- **Develop a formal hazardous weather plan, which includes training severe weather spotters and holding emergency exercises**

The University of Maine was approached by Tony Sturey, Warning Coordination Meteorologist from the National Weather Service, Caribou, Maine.

Mr. Gregory C. Daniels, Security and Safety Coordinator, made contact with Tony Sturey and was invited to the National Weather Service office in Caribou. Mr. Sturey explained to me what "Storm Ready" was and advised me of the guidelines to become a "Storm Ready" campus.

Guidelines

Guideline 1: Communications

The University of Maine at Presque Isle has established a 24 hr Warning Point WP

- a. The University of Maine at Presque Isle (UMPI) is a century-old public university in a city of 10,500. Presque Isle is located in the heart of the largest county east of the Mississippi River—Aroostook County. The campus sits on 150 acres surrounded by the rolling hills and potato fields of northern Maine. The city of Presque Isle offers opportunities for both summer and winter outdoor sports and is the primary commercial center of the region. Combining clean air, clear skies, and safe small-town life next door to the Northern Maine Woods, it also boasts blue-ribbon schools, a regional airport, and easy access to nearby Canada. There are approximately 1,500 students currently enrolled at UMPI, and the campus employs approximately 260 faculty and staff. Of the student population at the University of Maine at Presque Isle, there approximately 300 students living on campus in three residential halls. The other approximately 1200 students are commuters. These students are mostly from the Aroostook County area and Canada. Aroostook County comprises of 6,671 square miles and contains two major rivers and many streams and lakes.
- b. UMPI has a working relationship with the Presque Isle Police Department who will monitor a NOAA Weather Radio and have a calling tree for them to make contact with university officials for any severe weather. This same working relationship exists with the Maine State Police and the Aroostook County Sheriffs Office in Houlton. If there is a mass evacuation of the University of Maine at Presque Isle Campus, the Maine State Police and the Aroostook County Sheriffs Office will be notified for their assistance with traffic. There are contact people in each building that have NOAA weather radios. When a severe weather notification is given over the NOAA Radios, each contact person will notify his/her staff people and all persons in the building via phone, e-mail or personal contact. (See Attached MOU)
- c. The Emergency Operations Center will be the Safety and Security Office in Emerson Annex. (See Pg 22) The Emergency Operation Center has the capability to communicate via radios, telephone, e-mails. Once a severe weather warning is received, it will be broadcasted to computer services and a notice placed on every computer on campus via Active Desk Top.

Guideline 2: NWS Information Reception

Student, staff and faculty are given information on many different ways to access severe weather information and warnings. These methods include NOAA Weather Radio, The Weather Channel, Emergency Alert System (EAS), Local or Cable Television and the Internet. The following is the information given out to instruct the University Community on these methods:

NOAA Weather Radio

The **fastest, most accurate and reliable means** of receiving critical weather information at your school is through a NOAA Weather Radio with a "tone alert" feature. Make sure your NOAA Weather Radio has a battery back-up. NOAA Weather Radio is operated directly from NWS offices and is part of our country's National Warning System. When the NWS issues a warning, a Specific Area Message Encoder (SAME) unit triggers a "tone alert" (1050 Hertz). This alert is immediately followed by warning information. The NOAA Weather Radio "tone alert" feature is used for the issuance of all weather warnings as well as severe thunderstorm, flash flood, and tornado watches. A list of watch and warning definitions is provided in Appendix A. NOAA Weather Radio broadcasts 24 hours a day, seven days a week with the latest weather information from daily forecasts to special weather statements about sudden shifts in the weather patterns or the development of potentially hazardous weather. If using a NOAA Weather Radio, the radio should be set at all times in "Alert" mode. Some radios will automatically turn on when an alert sounds, while others must be manually turned on. It is better to have the type that automatically turns on in case you are out of the room when the tone is activated. If using NOAA Weather Radio, the information cycles every few minutes, so if you don't hear all the information you need the first time through, it will repeat shortly. Listen for the type of watch or warning and where it is in effect. The person(s) monitoring must know what action they should take based on this information. Have a map nearby for easy reference to counties and towns to locate storms and their movement in reference to your school. There is no need to take emergency action if the warning is not for your location. It should, however, heighten your awareness to the potential for severe weather in your school district, especially if the warning is for a county next to you and the storms are moving in your direction!

The Weather Channel

If you have cable television access, The Weather Channel uses NWS products and broadcasts warnings immediately upon receipt from the NWS via a satellite link. They also display local radar pictures throughout the day.

- Primary Emergency Alert System (EAS) Station

Monitor your primary (EAS) radio station. EAS operates on a cooperative agreement between broadcasters and federal, state, and local government agencies. Most broadcasters activate EAS for tornado, severe thunderstorm, and flash flood warnings.

Local or Cable Television

Monitor your local or cable television stations. Many television stations have access to NWS products and will immediately post (i.e., scroll) a watch or warning when it is issued.

The Internet

The Internet is an excellent source of weather information. The Internet address of the Caribou Weather Office is: <http://www.weather.gov/car>

We have numerous ways for our college community to receive Emergency Operations Center (EOC), Warning Point (WP), and NWS warnings. We have seventeen NOAA Weather radios

placed strategically in all building on campus of the University of Maine At Presque Isle. These Weather Radios were a collaborative effort between the Aroostook County Emergency Management Agency and the University of Maine at Presque Isle. The University of Maine at Presque Isle also has approximately Thirty five to forty 2-way radios that are used for daily communications between departments and their employees. These radios have the weather frequency (162.525) programmed into them. When a severe weather broadcast is made; the employee will be asked to scan that channel and take appropriate steps which he is assigned. The Command Center is equipped with a NOAA Weather Radio, plus a portable 2-way radio is able to receive Severe Storm Warnings via computer and telephone.

Through a collaborative effort on the part of Aroostook County Emergency Management Agency (EMA) and UMPI some cell phones have the capability to receive Emergency Weather Notification.

Guideline 3: Hydrometeorological Monitoring

The Aroostook County Emergency Management Agency monitors the following rivers at the following points in the springtime.

The Aroostook River at Washburn
The Aroostook River at Masardis
The St. John River at Dickey
The St. John River at Fort Kent
The St. John River at Allagash

Once a notification is receive pertaining to rising water in our rivers and streams, the Command Center is able to notify all persons on campus via telephone, e-mails and 2-way radios and our radio station. This will be very helpful to our commuting students that drive some distances from our campus.

Guideline 4: Local Warning Dissemination

Notification of severe weather warnings will be dissemination by the following means:

1. Novell Services
2. E-mail Everyone
3. E-mail student everyone
4. Active Desktop in Computer Labs
5. Voice mail message
6. UMPI radio station
7. Local radio stations
8. NOAA all Hazard Radios

B. There are fourteen buildings on the property of the University of Maine at Presque Isle and one residential building located at Skyway. In each of these buildings there are designated contact persons. These contact people have NOAA Weather Radios and have been trained by the Warning Coordination Meteorologist of the National Weather Service in Caribou. Once the contact personnel have been notified of a severe weather phenomenon, they will communicate the warning and precautions to others in their building. Notification could be in the form of walking from office to office or via telephone, radio or e-mail messages.

Guideline 5: Community Preparedness

Community preparedness will be accomplished through annual safety talks conducted by the National Weather Service.

Guideline 6: Administrative

This hazardous weather operations plan is a part of the University of Maine at Presque Isle EMERGENCY PROCEDURES GUIDE. The guide is updated each September. (See Appendix A)

These guidelines are population based. The University of Maine at Presque Isle falls into the category of population less than 2,500.

Guideline 1: Communications

- a. Established 24 hr Warning point (WP)
- b. Establish Emergency Operations Center

Guideline 2: NWS Information Reception

- a. Number of ways for EOC/WP to receive NWS warnings, etc
3

Guideline 3: Hydrometeorological Monitoring

- a. Number of ways to monitor Hydrometeorological data
1

Guideline 4: Local warning Dissemination

- a. Number of ways for EOC/WP to disseminate warnings
1
- b. NWR SAME receivers in public facilities

Guideline 5: Community Preparedness

- a. Number of annual weather safety talks
1
- b. Train spotters and dispatchers biennially
- c. Host/co-host annual NWS spotter training

Guideline 6: Administrative

- a. Formal hazardous weather operations plan
- b. Biennial visits by emergency manager to NWS
- c. Annual visits by NWS official to community

STORM SPOTTER ACTIVATION CRITERIA AND REPORTING PROCEDURES

The National Weather Service (NWS) in Caribou, Maine uses storm spotters to obtain information about severe weather in their local area. Because of the wide variety of weather that occurs in Northern and Eastern Maine throughout the year, storm spotters are utilized on a year around basis.

The NWS activates spotters via Hazardous Weather Outlook (HWO) when a severe thunderstorm or tornado watch has been issued. Spotters are also activated during winter storms to obtain snowfall reports via the HWO product.

In addition to formal storm spotter activation, weather spotters are also encouraged to relay other significant and potentially life threatening weather information. Examples of this include flooding and non-thunderstorm wind damage.

Listed below are the reporting procedures and criteria used at NWS Caribou:

Reporting Procedures

Identify yourself as a spotter

Call National Weather Service Spotter Hotline: 1-800-909-5970 *** this is an unlisted number and is ONLY to be used for spotter reports.

Provide:

- Your name
- Where the event is/was occurring
- Description of the event
- Time observed
- Storm Movement

Weather Events to Report

Wind

- Any wind damage
(trees, power lines down, roof or window damage)
- Funnel Cloud or Tornado
- Rotating Wall Cloud

Hail

-Any Size

- **Hail Size Estimates:**
 - Pea (0.25")
 - Penny (0.75")
 - Quarter (1.00")

- Half Dollar (1.25")
- Golf Ball (1.75")
- Tennis Ball (2.50")
- Baseball (2.75")
- Grapefruit (4.00")

Don't report hail as marble size...marbles come in too many different sizes.

Hydrologic Events to Report

Rising Water

-Rapid rise to within a foot of bankfull

Water Over Bankfull ---River over bankfull

-Water over road

Threatening Situation

-Any river situation you consider currently or likely to become a threat to life or property

Heavy Rain

-Heavy rain that is producing any kind of flooding.

Additional Hydro Reporting Procedures

-Name of stream or river and location of problem area. ----Water level relative to bankfull.

-Trend (e.g., rising, falling, steady).

-Cause if known (e.g., ice jams, dam break). ---Degree of threat.

Flash Flooding/Flooding

The number one weather related killer is flooding. Flooding deaths often occur as people try to drive through flooded roads and become trapped or swept away in the rushing waters.

Lightning

Lightening causes on average, 87 fatalities each year across the nation. As a rule, if you hear thunder, you are close enough to be struck by lightning. Lightning has been known to strike up to fifteen miles away from the parent cloud.

Hail

Thunderstorms occasionally produce damaging hail. While fatalities from hail are few, hail injures many and causes millions of dollars in damage each year.

Winter Weather

Extreme winter weather takes a toll on lives and property throughout many portions of the United States. Heavy snow and freezing rain are responsible for numerous traffic fatalities each year. Moreover, hundreds of deaths and injuries from hypothermia, exposure, and frostbite are reported each year as bitter cold air masses plunge into the United States during the winter.

Heavy Snow Storms- We all know that heavy snow can immobilize a region, paralyze an area, and disrupt emergency and medical services. Accumulations of snow can collapse buildings and knock down trees and power lines. When snow is accompanied by wind, travel becomes even more hazardous. Roads may be blocked by drifting snow and travel may be hindered by near whiteout conditions.

Ice Storms - Heavy accumulations of ice can bring down trees, utility lines, and communication towers. Roadways become a glaze of ice and nearly impassable. Again, school buses may be delayed or unavailable. Of all winter deaths related to ice and snow, 70 percent occur in motor vehicle accidents and 25 percent are people caught out in the storm.

Extreme Cold- Extremely cold temperatures often accompany a winter storm or are left in its wake. Prolonged exposure can cause frostbite or hypothermia and can become life-threatening.

Tornadoes CAN Happen Here

But, on average 1-2 tornadoes occur in Maine each year.

While tornadoes grab headlines due to their swift and destructive nature, flash floods, lightning, straight-line winds, and hail are more common by-products of thunderstorms and result in many more deaths and millions of dollars in damage each year.

NATIONAL WEATHER SERVICE TERMS

1. **WARNINGS** - The hazard (severe thunderstorm, tornado, flash flood, etc) is imminent. The probability of occurrence is extremely high. Warnings are issued based on eyewitness reports or clear signatures from remote sensing devices such as Doppler radar. Lead-times for thunderstorm type events are generally 30 minutes or less. Lead-times for winter storms and river floods may up to 24 hours.

2. **WATCHES** - Meteorologists have determined that conditions appear right for the development of the hazard. Watches generally cover larger areas than warnings. In the case of thunderstorms, less than 30% of the watch area may experience the hazard. However, with larger storms, such as winter storms, the entire watch area may be affected. Severe thunderstorm and tornado watches are usually issued 1 to 3 hours before the event begins. With flash floods, lead-times may be 3 to 12 hours. For winter storm watches, lead-times are usually 12 to 36 hours.

3. **ADVISORIES** - An advisory is issued for weather that is expected to be a disruption to the normal routine and an inconvenience, but it is not expected to be life-threatening. Advisories may be issued for wind, snow, sleet and freezing rain, among other things. Lead-times are generally 6 to 12 hours.

4. **STATEMENTS** - Statements are issued to update current weather situations or to highlight significant changes to come. Statements are also used to explain why watches, advisories, and/or warnings have been issued.

a) "*Hazardous Weather Outlook*" - the National Weather Office in Caribou issues a Hazardous Weather Outlook early in the morning The Outlook is issued for up to seven days and is updated when necessary. The outlook contains such information concerning the potential for severe thunderstorms heavy rain, winter storms, high winds and other high impact weather conditions.

b) "*NOWCASTS*" or "*Short Term Forecasts*" - These forecasts are issued to enhance the first period forecast. During active weather, these statements are issued as weather dictates, sometimes at 30 minute intervals or less.

5. **FORECASTS** - general weather information provided daily.

a) *Zone Forecasts* are issued twice a day, roughly at 4 AM and 4PM. Updates to the forecast are also issued as needed. Special weather events are highlighted with headlines such as:

...severe thunderstorm watch until 10 PM...Or ...winter storm warning tonight...

GLOSSARY OF WEATHER TERMS

Thunderstorm Terms:

Cumulus Cloud - A cauliflower shaped cloud with a flat base and sharp edges. This cloud is a rising column of condensing air. As the cloud and cloud droplets grow in size, the base will begin to gray.

Towering Cumulus Cloud - A cumulus cloud that continues to grow so that its height is taller than or equal to its width. It is the first stage of growth into a thunderstorm. It may produce a shower.

Thunderstorm (Cumulonimbus) - A towering cumulus cloud that has continued to grow in height and width and now lightning is occurring. The storm may extend 5 to 10 miles high into the atmosphere and 5 to 25 miles across. Heavy rain and gusty winds often accompany the storm.

Severe Thunderstorm- A thunderstorm producing damaging winds or winds greater than 58 mph and/or hail three-quarters of an inch or greater in diameter.

Gust Front- The leading edge of the thunderstorm's downdraft of air as it spreads out away from the storm. It is associated with gusty cool winds and often precedes the thunderstorm's rain by several minutes.

Wall Cloud - This cloud appears as an abrupt lowering of the cloud base from the relatively flat rain-free base. It is attached to a thunderstorm and may be rotating. This is the portion of the thunderstorm from which the tornado often descends.

Funnel Cloud- A funnel-shaped cloud extending from a towering cumulus or thunderstorm. It is associated with a rotating column of air that has condensed to form a cloud. It is not in contact the ground.

Tornado- A violently rotating column of air in contact with the ground and extending to the thunderstorm base, often seen extending from near the wall cloud. Its size may range from a few yards across to a mile wide.

Downburst - A sudden rush of cool air toward ground that can impact with speeds over 70 mph and produce damage similar to that of a tornado. It usually occurs near the leading edge of the storm and may occur in heavy rain.

Flood Terms:

Flash Flood - A flood that occurs suddenly during or shortly following heavy rain or from a sudden release of water as in a dam break. Small streams and creeks usually react the fastest to heavy rain and rise several feet in hours or even minutes.

River Flood - A flood on a large river which takes a tremendous amount of rain and usually develops over a period of one to two days. Rain water first runs into the small streams, which flow into the larger branches, which then flow into the main stem of the river.

Urban Flood - Flooding due to rapid runoff of rain off of pavement (rain can't soak into the ground so it runs downhill) and poor drainage areas, which can be deadly.

Bankfull- The maximum height of the river before it overflows its banks.

Flood Stage - The stage of the river at which property damage begins to occur. Flood stage often differs from bankfull. The river may overflow its banks into a flood plain without reaching flood stage.

Flood Crest- The highest stage that a river reaches during a flood event.

Winter Weather Terms:

Snow - A prediction of snow indicates a steady fall of snow for several hours or more. It may be modified by terms such as "light," "intermittent," or "occasional" to indicate lesser intensity or periodic snow.

Snow Flurries- Light snow falling for short durations, producing no accumulation to a dusting.

Snow Showers- Snow falling at varying intensities for brief time periods. Some accumulation is possible.

Snow Squalls- Brief, intense snow showers, accompanied by strong, gusty winds. Accumulations may be significant.

Drifting Snow- Falling snow or loose snow on the ground, being blown into mounds, causing uneven snow depths. The wind carries the snow near the ground, causing little or no restriction to visibility.

Blowing Snow- Wind-driven snow that causes reduced visibility and sometimes significant drifting. Blowing snow may be snow that is falling or snow that was once loose on the ground and has been picked up by the wind.

Heavy Snow- Snow accumulating 7 inches or more in 12 hours or less, or 10 inches or more in 24 hours or less.

Blizzard - Sustained winds or frequent wind gusts of 35 mph or more, considerable snow or blowing snow (visibility less than 1/4 of a mile), and usually cold temperatures (generally below 20 F).

Sleet- Ice pellets or granules of frozen rain. Sleet occurs when rain falls into a layer of air with temperatures below freezing. Sleet usually bounces when hitting a surface and does not stick, but can accumulate on roadways, creating a hazard to motorists.

Freezing Rain - Rain that falls onto a surface with a temperature at or below freezing.

GENERAL SEVERE WEATHER SAFETY

WINTER STORMS

The most severe winter storm is generally considered to be a blizzard (strong winds and blinding snow), but any heavy snow or ice storm can become life threatening. Most winter storm related deaths (about 70%) occur in motor vehicles. Some occur from exposure to cold (see extreme cold section), heart attacks from overexertion, fires from improper use of heaters, and other types of accidents.

Be prepared for the storm before it strikes!!!

At home, work, and school have available:

**Flashlight and extra batteries
Battery powered NOAA Weather Radio and a portable radio
Extra food and water
First Aid supplies and extra medicine
Emergency heating source (fireplace, wood stove, space heater, etc.)
Matches and candles
A supply of baby items such as formula and diapers.**

In cars and trucks have available:

**A winter storm survival kit: blankets/sleeping bags; flashlight with extra batteries; first-aid kit; knife; high calorie, non-perishable food; extra clothing; a large empty can and plastic cover with tissues and paper towels for sanitary purposes; a smaller can and water; matches and candles to melt snow for drinking water; shovel; windshield scraper; tool kit; tow rope; booster cables, water container, compass; and road maps. Keep your gas tank near full to avoid ice in the tank and fuel lines.
Try not to travel alone.
Let someone know your timetable and primary and alternate routes.
Maintain a weather watch:
Listen to NOAA Weather Radio, local radio or television or cable television for the latest winter storm watches, warnings, and advisories.**

When caught in a winter storm:

If outside:

**Find shelter.
If no shelter is available, prepare a lean-to, windbreak or snow cave for protection.
Try to stay dry.
Cover all exposed parts of the body.
If possible, build a fire for heat and to attract attention.
Exercise from time to time by vigorously moving arms, legs, fingers, and toes to keep blood circulating and to keep warm.
Do not eat snow - melt it into water.**

If in a car or truck:

Stay in your vehicle unless shelter can be seen just yards away - Disorientation occurs quickly in wind-driven snow and cold.

Run the motor about 10 minutes each hour for heat.

Make sure the exhaust pipe is not blocked.

Keep a window cracked to avoid carbon monoxide poisoning.

Make yourself visible to rescuers. Turn on the dome light at night when running the engine.

Tie a colored cloth (preferably red) to your antenna or door. Raise the hood indicating trouble after snow stops falling.

Exercise from time to time by vigorously moving arms, legs, fingers, and toes to keep blood circulating.

At home or in a building:

Stay inside.

When using an alternative heat source, use fire safeguards and properly ventilate.

If no heat:

Close off unneeded rooms.

Stuff towels or rags into cracks under doors.

Cover windows at night.

Wear layers of loose-fitting, lightweight clothing.

EXTREME COLD

The people most often affected by the cold are elderly people and infants. However, if proper precautions are not taken, anyone can find themselves suffering from hypothermia or frostbite.

The wind chill is based on the rate of heat loss from exposed skin caused by the combined effects of wind and cold. As the wind increases, heat is carried away from the body at an accelerated rate, driving down the body temperature. Hypothermia occurs when the body temperature drops. Warning signs are: uncontrollable shivering; loss of memory; disorientation; incoherence; slurred speech; drowsiness; and apparent exhaustion. If a person's body temperature drops below 95 F, seek medical help immediately.

If unable to get medical help:

Warm the person slowly.

Warm the body core first. Do not warm extremities first as this drives the cold blood toward the heart and can lead to heart failure.

Get the person into dry clothing and wrapped in a warm blanket, covering the head and neck.

Do not give the person alcohol, drugs, coffee, or any hot beverage or food. Warm soup is best.

Frostbite is when the body tissue freezes, damaging the tissue. Frostbite causes a loss of feeling and a white or pale appearance in extremities, such as cheeks, fingers, toes, ear lobes, or the tip of the nose. If symptoms are detected, get medical help immediately!!! If you must wait for help, slowly warm affected areas.

To prevent hypothermia and frost bite:

Stay inside during extreme cold spells or heavy snow storms.

If you must go out, dress appropriately. Wear loose-fitting, lightweight, warm clothing in several layers.

Avoid overexertion - the strain from the cold and hard labor may lead to a heart attack and sweating can lead to a chill and hypothermia.

Other clothing tips:

Outer garments should be tightly woven, water repellent, and hooded.

Wear a hat - over half of your body heat loss can be from your head.

Cover your mouth (using a scarf, etc.) to protect your lungs from extreme cold.

Mittens, snug at the wrist, are better than gloves for protecting the hands.

FLOODING

Flash floods are the most dangerous. A flash flood is a rapid rise of flood waters, allowing little time for action. Flash floods can move at tremendous speeds, tearing out trees and moving boulders. The debris moves with the flood wave and sometimes destroys buildings and bridges in its path. Debris may cause a temporary dam and when broken, a wall of water moves downstream. Almost half of all flood deaths occur in automobiles. Water depths can be very deceptive, the road beneath may even be undermined. The force of flowing water on a vehicle is very powerful and a foot of water may be all it takes to drag a car into deeper water or flip it over. Many cars stall once entering the water. Electrical systems in the car may fail causing electrical windows and doors to not operate, trapping the victim inside as water continues to rise. When a flood warning is issued or the moment you first realize that a flash flood is coming, act quickly to save yourself. You may only have seconds.

Get out of areas subject to flooding:

Stay away from streams, creeks, and low areas.

In urban areas, stay away from underpasses.

Do not attempt to cross flooded areas in a car or truck:

If the vehicle stalls, abandon it immediately and seek higher ground.

After the storm (If a flood has struck your neighborhood):

Turn off gas at the main switch to your building.

If live electrical wires are down, turn off power at the main switch.

Instruct people not to touch loose electrical wires or broken utility lines.

Do not touch electrical equipment in wet areas until it has been dried and tested.

Do not touch fresh food that has come in contact with flood waters.

Boil drinking water before using until water has been tested for purity.
Food, clothing, shelter, and first aid will be available at Red Cross shelters.

LIGHTNING

All thunderstorms produce lightning, by definition. If you can hear thunder, you are close enough to the storm to be struck. It need not be raining! Lightning can strike 10 to 15 miles away from the rain portion of the storm! These lightning strikes come out of the upper portions of the thunderstorm cloud which extends 5 to 10 miles into the atmosphere. In general, lightning will travel the easiest route from the cloud to the ground which means that it often strikes the highest object. Therefore, a simple rule is do not make yourself the tallest object or stand near the tallest object in your immediate area. When lightning strikes, the current will travel through the object, along the ground, along wire, metal, and water. Most lightning related injuries occur in this manner.

If inside:

Avoid using the telephone, except for emergencies.
Stay away from other electrical appliances (televisions, hair dryers etc.).

If outside:

Get inside a home or building.
If a building is not available, get inside a car (hardtop) and keep the windows rolled up.

If inside shelter is not available:

Do not stand underneath a natural lightning rod such as a tall, isolated tree.
Avoid projecting above the surrounding landscape as you would do if you were standing on a hilltop, in an open field, on the beach or in a small boat.
Get out of and away from open water.
Get away from tractors and other metal farm equipment.
Get off and away from motorcycles, golf carts, and bicycles. Put down golf clubs and baseball bats.
Stay away from wire fences, clotheslines, metal pipes, rails, and other metallic paths which could carry lightning to you from some distance away.
Avoid standing in small isolated sheds or other small structures in open areas.
In open areas, go to a low place such as a ravine or valley.
If in a group of people, spread out, keeping several yards apart from each other.

First Aid:

If a person is struck by lightning, check to see if that person is breathing. If not, begin mouth-to-mouth resuscitation. Administer one breath every five seconds to adults and every three seconds to small children. If the victim is not breathing and has no pulse, cardiopulmonary resuscitation is necessary. This is a combination of mouth-to-mouth resuscitation and external cardiac compression. It should be administered by a person with proper training. Lightning often has a paralyzing effect that is temporary. Even though a person appears dead, they may be resuscitated. Victims may experience temporary paralysis of legs, be stunned, be

disoriented or have burns on their body. Give first aid for shock and stay with the victim until help arrives.

After the storm:

**Instruct people not to touch loose electrical wires or broken utility lines.
Do not touch electrical equipment in wet areas until it has been dried and tested.**

HAIL

The greatest danger comes from the high velocities with which large hail can impact a surface (speeds greater than 100 mph).

**Seek inside shelter.
Stay away from skylights and windows.**

One final consideration is that large hail is a sign that this is a powerful and potentially dangerous storm. Hail often falls from the same area of a thunderstorm where a tornado is found. Large hail does not always imply a tornado, but if a tornado is associated with that storm and you are currently experiencing hail, then you may be very close to the tornado.

SEVERE (DAMAGING) WINDS AND TORNADOES

The greatest danger is from flying debris (airborne missiles) and the collapse of a building's roof and/or wall structure. The following actions are designed for protection from these dangers.

In a building (home, school, etc.):

Move to a pre-designated shelter such as a basement.

If an underground shelter is not available, move to an interior room or hallway on the lowest floor - stay away from windows.

If at all possible, get under something, such as a table, and place something over your head like a blanket or a coat.

In a mobile home or other temporary shelter: If possible, move to a pre-designated safe shelter.

If no shelter is accessible, abandon mobile home immediately and get into a low area, preferably a ditch or ravine if nearby, and lie flat.

In a vehicle (car, bus, truck, etc.): If possible, get into a well constructed building. Otherwise, abandon vehicle immediately and seek shelter in a low area, preferably a ditch or ravine if nearby, and lie flat.

Do not try to outrun a tornado in your vehicle.

On foot with no well constructed shelter nearby: Seek shelter in a low area, preferably a ditch or ravine if nearby, and lie flat.

After the storm (if a tornado has damaged your residence):

Turn off gas at the main switch to your home or building.

If live electrical wires are down, turn off power at the main switch.

Instruct people not to touch loose electrical wires or broken utility lines.

Do not touch electrical equipment in wet areas until it has been dried and tested. Food, clothing, shelter, and first aid will be available at Red Cross shelters.

Road Conditions:

Where to Get the Information:

- Call 511 from any phone, including mobile phones.
- Maine is preparing the needed infrastructure to handle this new service so that you can call 511 from any phone, including mobile phones*
- Visit www.511Maine.gov

Type of Information Available:

- Weather-related road conditions
- Traffic incidents
- Highway Construction

511 Phone Service Hints

- **HOW IT'S ORGANIZED:** 511 organizes information into five main categories for your convenience. Simply say "go to menu" or press 0 any time during your call to hear these choices. Then, simply say the category you want.
- "Highway traffic" offers reports about construction and other delays.

"Road weather" provides reports on adverse driving conditions.

"Regional summary" lets you hear urgent and routine reports around a specific city that you select.

"Acadian National Park" provides information on the part, the Bar Harbor region and real-time departure information on the Island Explorer transit system.

"Tourism" provides a toll-free transfer to the Department of Tourism's recording of on-going events updated monthly.

"Ferry and Transit" lets you hear information about the major ferry services that operate in Maine and public transit transportation choices.

"Help with 511" gives you a quick summary of how to use the system.

- **GET HELP:** Say "help" or press * any time during your call for more instructions on how to use 511.

- **VOICE OR KEYPAD ACTIVATED:** You can speak or use your keypad to make requests while using 511. For example, you can request reports for Highway 61 by saying, "Highway 61," or by dialing 61# on your keypad.
- **REPEAT INFORMATION:** To repeat a report, say "go back" or "repeat that."
- **SKIP THE INTRODUCTION:** When you hear the 511 introductory music, say the name of any city to get a summary of urgent reports in that area.

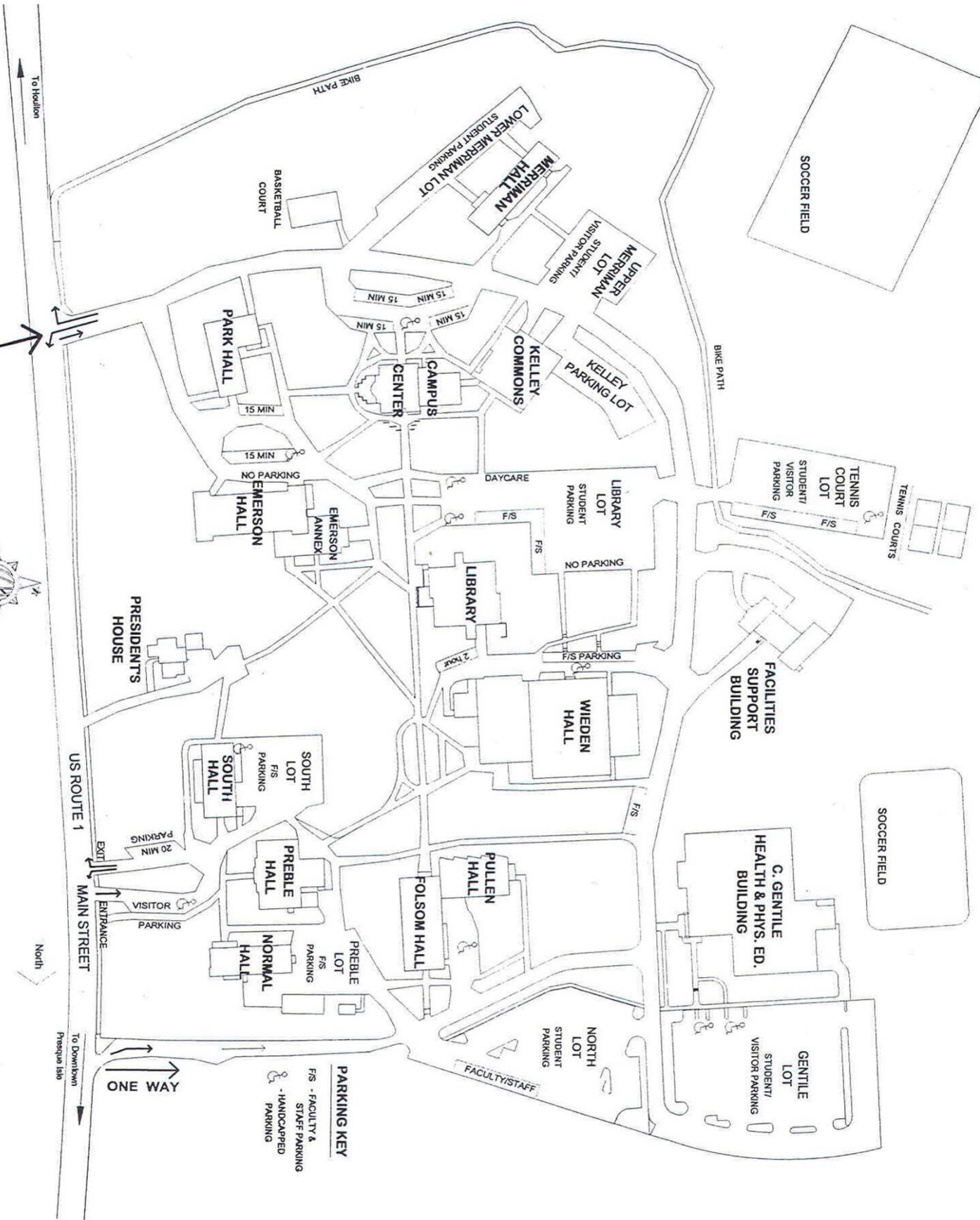
Driving Safely in Winter Weather

- **Decrease your speed and leave yourself plenty of room to stop.**
- **Brake gently to avoid skidding. If your wheels start to lock up, ease off the brake.**
- **Use low gears to keep traction, especially on hills.**
- **Don't use cruise control or overdrive on icy roads.**
- **Be especially careful on bridges and overpasses, which will freeze first. Even at temperatures above freezing, if the conditions are wet, you might encounter ice in shady areas or on exposed roadways like bridges.**
- **Don't pass snow plows and sanding trucks. The drivers have limited visibility, and you're likely to find the road in front of them worse than the road behind them.**

UMPI
MAIN ENTRANCE



University of Maine at Presque Isle



Community Information

County/City/Town	University of Maine @ Presque Isle	Population	1,400
Primary Point of Contact		Secondary Point of Contact	
Name	Gregory C. Daniels	Name	Charles Bonin
Office	Security and Safety	Office	Administration & Finance
Title	Coordinator	Title	Vice President
Mailing Address	Coordinator of Safety & Security 181 Main Street	Mailing Address	Vice President for Administration & Finance 181 Main street
City	Presque Isle	City	Presque Isle
State, ZIP	Maine 04769	State, ZIP	Maine 04769
Phone	207-768-9550	Phone	207-768-9550
e-mail	daniels@umpi.maine.edu	e-mail	bonin@umpi.maine.edu

Guideline 1:

Communications

Location of 24-Hour Warning Point	Location of Emergency Operations Center
Presque Isle Police Department 43 North Street Suite 2 Presque Isle, Maine 04769	University of Maine @ Presque Isle Emerson Annex 181 Main Street Presque Isle, Maine 04769

Verification Team General Notes:

Renewal Comments:

--

Date:

Initials:

Note: Please do not write in shaded areas.

Public reporting burden for this collection of information is estimated to average two hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other suggestions for reducing this burden to Donna Franklin, National Weather Service, 1325 East West Highway, Room 14456, Silver Spring, MD, 20910.

Statement on confidentiality. Notwithstanding any other provisions of the law, no person is required to respond to, nor shall any person be subjected to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

Guideline 2:		NWS Information Reception Equipment	
Warning Point	# Required ___3___ # Verified ___5___	EOC	# Required ___3___ # Verified ___3___
	Verified		Verified
<input checked="" type="checkbox"/> NOAA Weather Radio (required if in range)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> NOAA Weather Radio (required if in range)	<input checked="" type="checkbox"/>
<input type="checkbox"/> NOAA Weather Wire (subscription)	<input type="checkbox"/>	<input type="checkbox"/> NOAA Weather Wire (subscription)	<input type="checkbox"/>
<input type="checkbox"/> EMWIN	<input type="checkbox"/>	<input type="checkbox"/> EMWIN	<input type="checkbox"/>
<input checked="" type="checkbox"/> Law Enforcement Teletype (LETS)	<input checked="" type="checkbox"/>	<input type="checkbox"/> Law Enforcement Teletype (LETS)	<input type="checkbox"/>
<input type="checkbox"/> Amateur Radio	<input type="checkbox"/>	<input type="checkbox"/> Amateur Radio	<input type="checkbox"/>
<input checked="" type="checkbox"/> Pagers* (warning reception)	<input checked="" type="checkbox"/>	<input type="checkbox"/> Pagers* (warning reception)	<input type="checkbox"/>
<input checked="" type="checkbox"/> Television (Local network or Cable TV)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Television (Local network or Cable TV)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Radio Station (AM/FM) - EAS Reception	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Radio Station (AM/FM) - EAS Reception	<input checked="" type="checkbox"/>
<input type="checkbox"/> NAWAS	<input type="checkbox"/>	<input type="checkbox"/> NAWAS	<input type="checkbox"/>
<input type="checkbox"/> Internet (subscription for alerts)_____	<input type="checkbox"/>	<input type="checkbox"/> Internet (subscription for alerts)	<input type="checkbox"/>
<input type="checkbox"/> Commercial Data Service_____	<input type="checkbox"/>	<input type="checkbox"/> Commercial Data Service	<input type="checkbox"/>
<input type="checkbox"/> Other*_____	<input type="checkbox"/>	<input type="checkbox"/> Other*	<input type="checkbox"/>
<input type="checkbox"/> Other*_____	<input type="checkbox"/>	<input type="checkbox"/> Other*	<input type="checkbox"/>
<i>List any additional capabilities on a separate sheet</i>			
*Capabilities needing explanation: State or County text blast messaging sent to Warning Point and EOC personnel for high impact weather.			
<u>Verification Team Notes:</u>			
<u>Renewal Comments:</u>			
			Date:
			Initials:
<i>Note: Please do not write in shaded areas.</i>			

Guideline 3: Local Weather & Water Monitoring Equipment

Warning Point # Required_1_ # verified_4_	Verified	EOC # Required_1_ # Verified_3_	Verified
<input type="checkbox"/> Anemometer (Wind gauge)	<input type="checkbox"/>	<input type="checkbox"/> Anemometer (Wind gauge)	<input type="checkbox"/>
<input type="checkbox"/> Rain Gauge	<input type="checkbox"/>	<input type="checkbox"/> Rain Gauge	<input type="checkbox"/>
<input type="checkbox"/> River Gauge	<input type="checkbox"/>	<input type="checkbox"/> River Gauge	<input type="checkbox"/>
<input type="checkbox"/> Locally owned Radar	<input type="checkbox"/>	<input type="checkbox"/> Locally owned Radar	<input type="checkbox"/>
<input checked="" type="checkbox"/> Internet Radar Source _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Internet Radar Source	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Internet Weather Station _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Internet Weather Station	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> TV Radar Source _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> TV Radar Source	<input type="checkbox"/>
<input checked="" type="checkbox"/> Other tty, NOAA radio	<input checked="" type="checkbox"/>	<input type="checkbox"/> Other* TV page gate	<input type="checkbox"/>
<input checked="" type="checkbox"/> Other* __TV_____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Other* NOAA Radio	<input checked="" type="checkbox"/>

List any additional capabilities on a separate sheet

*Capabilities needing explanation: NAWAS LINK AT WARNING POINT; EOC HAS NOAA WEATHER RADIOS STRATIGICALLY

PLACED THROUGHOUT THE CAMPUS

Verification Team Notes:

Renewal Comments:

Date:

Initials:

Note: Please do not write in shaded areas.

Guideline 4: Local Warning Dissemination

Warning Point	# Required_1_ # Verified_5_	Verified	EOC	# Required_1_ # Verified_4_	Verified
<input type="checkbox"/> Outdoor Warning Siren(s)		<input type="checkbox"/>	<input type="checkbox"/> Outdoor Warning Siren(s)		<input type="checkbox"/>
<input type="checkbox"/> Cable TV Override		<input type="checkbox"/>	<input type="checkbox"/> Cable TV Override		<input type="checkbox"/>
<input checked="" type="checkbox"/> Plan for Sirens on Emergency Vehicles		<input checked="" type="checkbox"/>	<input type="checkbox"/> Plan for Sirens on Emergency Vehicles		<input type="checkbox"/>
<input checked="" type="checkbox"/> Telephone Tree to Critical Facilities		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Telephone Tree to Critical Facilities		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Local Alert Broadcast System*		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Local Alert Broadcast System*		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Local Pager System* (dissemination)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Local Pager System* (dissemination)		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Coordinated Area-Wide Radio Network*		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Coordinated Area-Wide Radio Network*		<input checked="" type="checkbox"/>
<input type="checkbox"/> Local Flood Warning System*		<input type="checkbox"/>	<input type="checkbox"/> Local Flood Warning System*		<input type="checkbox"/>
<input type="checkbox"/> Other* _____		<input type="checkbox"/>	<input type="checkbox"/> Other* _____		<input type="checkbox"/>
<input type="checkbox"/> Other* _____		<input type="checkbox"/>	<input type="checkbox"/> Other* _____		<input type="checkbox"/>

THE WARNING POINT AND EOC HAVE A WORKING AGREEMENT ESTABLISHED FOR THE DISTRIBUTION OF HIGH IMPACT WEATHER INFORMATION. IN ADDITION THE UNIVERSITY OF MAINE AT PRESQUE ISLE HAS AN INTERNAL DISTRIBUTION NETWORK WITHIN THE UNIVERSITY COMMUNITY. PLEASE SEE STORM READY DOCUMENTS FOR DETAILS. STATE OR COUNTY TEXT BLAST MESSAGING ARE SENT TO WARNING POINT AND EOC PERSONNEL FOR HIGH IMPACT WEATHER.

Renewal Comments:

Date:

Initials:

Note: Please do not write in shaded areas.

Local Government-Owned Buildings in Which Public Traffic is Common				
Office	Location or Address	Tone Alert NOAA Weather Radio	Verified	Comments
Warning Point	Presque Isle Police Dept	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
EOC	University of Maine @	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Support Building	UMPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Command Center	UMPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Folsom/Pullen Hall	UMPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gentile Building	UMPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
South Hall	UMPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Normal Hall	UMPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Preble Hall	UMPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Library	UMPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Campus Center	UMPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
STR Building	UMPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Emerson Hall	UMPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Park Hall	UMPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Wieden Hall	UMPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<u>Verification Team Notes:</u>				
<u>Renewal Comments:</u>				
			<u>Date:</u>	<u>Initials:</u>
<i>Note: Please do not write in shaded areas.</i>				

Guideline 5:

Community Preparedness

Annual Safety Talks

Required_1___ # Verified_4___

	Date	Topic	Location	Speaker
1	11/14/07	Winter Weather Safety Talk	Campus Center UMPI	Tony Sturey
2	04/18/07	Summer Weather Safety Talk	Campus Center UMPI	Tony Sturey
3	06/19-22/06	High Impact Weather	UMPI Campus	Team Caribou
4	01/24-25/06	Flood Safety	UMPI Campus	Mark Turner
5				

List any additional safety talks on a separate sheet

Weather Radio Purchase Program

Has your community/county developed a program to subsidize the purchase of Specific Area Message Encoder (SAME) equipped Weather Radios for its citizens?

(Not required) Yes X No

If yes, provide details: UMPI Partnered with Aroostook County EMA Director for Acquisition of NOAA Weather Radio's.

Weather Radio's to be strategically placed throughout campus.

Other Community Preparedness Activities

	Date	Activity	Location	Organizer
1	Yearly	Community Safety Meeting	Campus Center, UMPI	Carolyn Cheney
2	Yearly	President Reviews Plans	UMPI Campus	Greg Daniels
3	Yearly	County EMA Review	UMPI Campus	Vern Ouellette
4				
5				

List any additional activities on a separate sheet

Renewal Comments:

Date:

Initials:

Note: Please do not write in shaded areas.

Guideline 6: Administrative Tools/Record		Verified	Renewal Year
Formal Hazardous Weather Operations Plan	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Procedure for reporting storm damage to the local National Weather Service Office in real-time	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EOC Activation Procedures	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spotter Activation Criteria	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Local Warning System(s) Activation Criteria	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Warning Point personnel has authority to activate Warning System	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spotter Roster and Training Record	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Last Visit by Emergency Manager to NWS Office	08/21/07	<input checked="" type="checkbox"/> Biennial	<input type="checkbox"/>
Last Visit by NWS Officials to Community	11/14/07	<input checked="" type="checkbox"/> Annual	
Last NWS Spotter Training for Spotters and Dispatchers	11/14/07	<input checked="" type="checkbox"/> Biennial	
Last NWS Spotter Training Hosted/Co-Hosted (For populations	N/A	<input type="checkbox"/> Annual	
Exercises	Topic(s):	Date:	Date:
		09/07	
<i>List any additional descriptions, narratives, or documentation on a separate sheet</i>			
Verification Team Notes:			
Renewal Comments:			
		Date:	Initials:
Signature of Applying Official			
Application Submitted by: (print name): <u>Gregory C. Daniels</u>			
Office: <u>Security and Safety</u>		Title: <u>Coordinator</u>	
Signature:		Date: <u>11/30/2007</u>	
NWS Personnel Receiving Application (print name):			
Date Received:			
<i>Note: Please do not write in shaded areas.</i>			

Site Verification Team Signatures

Print Name: Anthony C. Sturey

Office: National Weather Service Caribou Maine

Title: Warning and Coordination Meteorologist

Signature:

Date: 11/30/2007

Print Name: Vernon R. Ouellette

Office: Aroostook County Emergency Management

Title: Director

Signature:

Date: 11/30/2007

Print Name:

Office:

Title:

Signature:

Date:

Print Name:

Office:

Title:

Signature:

Date:

Signature in Renewal Year

Application Submitted by: (print name):

Office:

Title:

Signature:

Date:

NWS Personnel Receiving Application (print name):

Date Received:

(Appendix A)

Emergency Procedures Guide

Purpose

To insure the orderly and safe evacuation of buildings in the event of an emergency or threat of an emergency; provide guidance on the monitoring of severe weather and safety instructions in regard to severe weather.

Scope

This guide shall relate to all employees who may be exposed to emergencies within buildings as well as the University community at large. Identified target groups:

1. Faculty/Staff
2. Student employees
3. Students

Directory of Emergency Numbers

Emergency Services 8911 (dial 8 for an outside line, then 911) POLICE, FIRE, AMBULANCE

Campus security extension 9580

Campus safety extension 9577

Facilities extension 9576

Campus Operator extension 9400

Chemical response 1-8-800-424-8802

Emergency coverage situations

Bomb Threat Procedure

Laboratory Emergencies including: spills, explosions, and radiation exposure

Fire procedures

Hazardous Waste Procedures

Utility Interruption Procedures

Violence

Severe Weather

Bomb Threat Procedures in brief

This procedure provides the University community with guidelines for action and information regarding bomb threats. It applies to all physical facilities.

Anyone Receiving a Bomb Threat Should:

1. Try to determine from the caller and write down if possible:
 - the exact location of the device
 - the time of detonation
 - any special instructions
2. Note the time of the call.
3. Make a note of the caller's: sex and approximate age speech patterns background noises
4. Notify the police immediately at 8911.
Notify the campus operator at extension 9400.
5. Notify the campus operator who will contact the following:

	<u>Name</u>	<u>Campus extension</u>	<u>Home phone</u>	<u>Cell phone</u>
	Charles Bonin	9550	8-551-6828	
2211	Dave St. Peter	9577	8-896-3447	8-551-
	Jim Stepp	9560	8-762-3135	8-551-
9150	Greg Daniels	9580	8-764-3236	8-551-3707

6. Action to be taken at the site of the bomb threat:

- Evacuate the building or buildings in question.
- Notify the Police.

The Police will direct the search of the building or buildings using available Facilities personnel, the local fire department and other designated agencies. After the appropriate search and after conferring, when possible, with the appropriate University officials, the building or buildings will be re-opened for occupancy.

Bomb Threat Procedures (in more detail)

- A. Remain calm and do not panic others.
- B. If a written message is received, keep track of the following information:
 - Who found it?
 - Who else was present?
 - Where was it found or how was it delivered?
 - When was it found or delivered?
 - Who touched it?
 - Have any previous threats been received?
- C. If the threat is received by telephone, in a calm voice, try to obtain as much information as possible about the bomb and the caller:
 - Date and exact time of the call
 - Time set to explode
 - Which building is it in?
 - Where it is
 - Type of bomb
 - Estimated age and gender of the caller
 - Emotional state: agitated, calm, excited
 - Background noises: traffic, music, voices
 - Why was it set?
 - Who is the target?
 - Who is the caller?
- D. If practical, do not hang up the phone, but phone the police from a different telephone. Call 8-911 and report the threat.
- E. Administration, with the assistance of Campus Security and other local authorities, will determine a plan of action. A decision on whether or not to evacuate will be based on all available information received.
- F. If the decision is made to evacuate, instruct occupants to take lunches, purses, personal packages (they could be mistaken for concealed explosives) and EXIT the building.
- G. If ordered to evacuate, move at least 300 feet away from the building to the designated evacuation area and wait for instructions. Stay away from glass.

Bomb Threat: Identifying Suspicious Items

- A. Look closely around area when you arrive for work. This will help you if you are called on to identify unusual or suspicious items later.
- B. Report potential safety or security problems to Campus Security (9580).
- C. Be on the lookout for anything unusual, particularly packages or large items seemingly left behind or thrown out. Note time and location of anything odd.
- D. If asked to assist in a search for a bomb:
 - Be thorough
 - DO NOT use 2-way RADIOS!
 - Do not touch anything you suspect
 - If necessary, move people away from the suspicious item
 - Look for anything and everything that might conceal a bomb
 - Do not panic persons in the area
- E. Follow all instructions from the police.

Identifying Suspicious Mail Packages

No return address

Insufficient postage

Is addressee familiar with name and address of sender?

Is addressee expecting package/letter? If so, verify contents.

Return address and postmark are not from the same area.

Wrapped in brown paper with twine

Grease stains or discoloration on paper

Strange odors

Foreign mail, air mail, and special delivery

Restrictive marking such as "confidential," "personal," etcetera

Excessive postage

Hand-written or poorly typed addresses

Incorrect titles

Titles but no names

Misspellings of common words

Excessive weight

Rigid envelope

Lopsided or uneven envelope

Protruding wires or tin foil

Excessive securing material such as masking tape, string, etcetera

Visual distractions

Laboratory Emergencies

Including Spills & Explosions

Please refer to manual in lab area for more specific instructions

In the event of spillage of hazardous chemicals, flammable liquids, acids, and biological agents:

1. If the person responsible for the spillage deems that there is danger to building occupants, etc., confine the fumes or fire by closing the doors and windows. Pull fire alarm so that evacuation can begin. Call Emergency Services at 8911 (dial 8 for an outside line then 911).

State your name, the location and the nature of the emergency and that you have activated the fire alarm.

In the event of hazardous gas leaks (flammable, toxic, corrosive, oxygen):

1. A person who notices a gas leak and deems that there is danger to building occupants, etc., must ventilate the fumes. Pull the fire alarm so that evacuation can begin. Also, report the

situation to your department/faculty person who will call Emergency Services (8911) and the Facilities Support Staff.

2. If it is reasonably safe to do so, departmental staff should attempt to shut off main gas source. With flammable gas, one should refrain from turning electrical switches on or off. If flammable gas has ignited or the leak cannot be corrected, remove other flammable or combustible materials from the area of flame. Allow the gas to burn until firefighters arrive.

How to control and extinguish a laboratory fire:

1. Confine the fire – close hood of equipment, doors and windows.
2. Pull alarm.
- A. Should fire, etc. occur, the necessary corrective action relative to firefighting, evacuation procedures and isolation techniques to prevent scavenging should be taken unless other measures have been previously identified.

Fire

What to do:

In the event that you discover the fire:

1. Alert others by pulling the fire alarm device.
2. Evacuate the building.
3. Call Emergency Services 8911 (dial 8 for an outside line then 911) by using a telephone in another building or cell phone.

In the event a fire alarm sounds:

1. Call Emergency Services 8911.
2. Close all windows and doors evacuate the building by use of stairways; do not use elevators.
3. Assist the Fire Department and Police and Safety by standing away from the building.
4. Do not re-enter the building until advised by the Fire Department or Police or Safety personnel that the building is safe to enter.

In the event of fire or smoke, but alarm has not been activated:

1. Manually activate a fire alarm pull station.
2. Follow above procedure.

For Disabled Persons:

In the event of a fire:

1. Remain Calm. Try not to panic. Inform the campus operator of the nature of the disability, any special needs you might have, and where you will wait for help. State that you are in an area of imminent danger. Remember that help is on the way.
2. When the alarm rings, disabled persons who are unable to evacuate the building should proceed to the nearest fire door stairwell and seek suitable refuge until help arrives. Personnel responding to the emergency will search these areas first.
3. The residence life director and facilities management should maintain a list of disabled individuals living in University residence halls.

Poisoning

Keep Calm - Act Quickly

Calling for Help

1. Call the safety officer at extension 9577, then the Maine Poison Control Center 8-871-2381.
2. Identify yourself and give your relationship to the victim.
3. Give your telephone number.
4. Describe the victim by name, age, and sex.
5. If possible have the container or poison in you hand and identify as best you can. What was taken?

- When was it taken?
How much was taken?
How is the victim acting?
6. Be prepared to answer any additional questions asked.
 7. Follow advice given by the Poison Control Center.

Telltale signs:

Unusual stains or odors on clothes or skin

Unusual odor on breath

Sudden changes in behavior, such as drowsiness, stomach pains,

Irritability and signs of fear

Drug or chemical containers that are open and/or out of place

The following procedures are identified for the following:

Poisonous Fumes of Gases

Immediately carry or drag the person to fresh air; be sure exposure to fumes is minimized. Start artificial respiration if person is not breathing and continue until the person resumes breathing or help arrives. Send someone for help when and if possible.

Poisons on the Skin

Brush off all dry poisons, flood involved parts with plenty of water. Then wash skin with bar soap and water and rinse well. Remove and discard all affected clothing.

Poisons in the Eye

Immediately flood the eye gently with large amounts of plain, lukewarm water for at least 15 minutes. Do not allow the victim to rub his eyes.

Swallowed poisons

Look into the victim's mouth and remove all tablets, powder, or any material that is present. Examine the mouth for cuts, burns, swelling, unusual coloring or odor. Rinse and wipe out mouth with a cloth. If the victim is awake and able to swallow, give one half glassful of water.

Note: The Office of Facilities Management has the Material Safety Data Sheets on file for information pertaining to all chemicals used on campus.

Hazardous Waste Procedures

Each department throughout the University is responsible for the correct handling, temporary storage and disposal of hazardous materials. The transporting of the waste from the University to a licensed facility is only one part of the Hazardous Waste Program. The Office of Environmental Health & Safety will administer the storing of this waste and transfer it to a licensed facility. For further information or any questions that might arise, call David St. Peter at extension 9577.

Utility Interruptions

Office of Facilities Management, extension 9576

On weekday's gas, oil, water or electric utility interruptions should be reported to the Office of Facilities Management. On nights and weekends report interruptions to maintenance staff at 8.768.9600.

If it is necessary to shut of gas, oil supply, water, or electricity to points on campus, the Facilities Management staff will give advance notice, if possible, to building managers.

When electrical power is restored to a building, voltage fluctuations may occur. Measures should be taken to protect equipment and experiments from sudden surges of electricity. Turn off as much electrical equipment to minimize the electrical load when electricity is restored.

Expect that air operated controls may also be affected. Ventilate the premises and the air becomes foul. Extinguish all open flames.

If people are trapped in elevators, use the emergency phone for assistance.

Violence

What to do:

Violence threatened or inflicted against employees, students or guests while on University property will not be tolerated and should be reported to the Coordinator of Safety & Security at extension 9580, as soon as possible. In the event that the violence or threat of violence occurs during non-business hours, Emergency Services 8911 (dial 8 for an outside line then 911).

The Coordinator of Safety & Security or the Police will be the authority to provide the necessary action and direction in response to the incident. Administrative response will conform to the UMPI Policy on Workplace Violence.

Reporting and Investigation of Incidents or Internal Violence:

It is the policy of the University that all incidents of internal workplace violence, as defined herein, should be reported. All allegations of violent acts or threats by University students or employees will be promptly and objectively addressed through alternate dispute resolution or formal investigation. Where an investigated complaint is substantiated, action will be taken by the University in accordance with the rules of disciplinary action. Acts of violence by persons who are not affiliated with the University will be reported to appropriate law enforcement authorities as quickly as practical.

Complaint Procedure

Administrative investigation of incidents shall be the responsibility of the Director of Human Resources or designee in the case of employees, and the Director of Residential Life or designee in the case of students. The investigation will occur in cooperation with Safety and Security if there is criminal activity alleged. The complainant has the option of either informal resolution process or formal investigation. A formal investigation is required prior to any disciplinary action.

Initial Reporting

Initial reports of violence that cannot be addressed directly with the offending individual shall be made to the reporting employee's immediate supervisor. If the immediate supervisor is the subject of the complaint, the initial report shall be made to the individual's supervisor. A simultaneous or subsequent report may be made to the Director of Human Resources.

Severe Weather

Storm Policy

As a rule, The University of Maine at Presque Isle campus generally does not close due to adverse weather conditions, therefore school is presumed to be in session unless an announcement is made to the contrary.

On questionable days, students are advised to call the University's general information number (768-9400) and press 3. There will be a recorded message listing all activities that have been cancelled for the day.

In case of unusually severe weather conditions, the announcement to cancel classes will be made on the following radio and television stations beginning at 6 a.m. for daytime classes and 4 p.m. for nighttime classes:

WAGM T.V. Channel 8 or 4
WCXU 97.7 FM
WTMS 96.9 FM
WOZI 101.7 FM
WHOU 1340 AM – 101.1 FM
WBPW – WTMS 96.1 FM
WUPI 92.1 FM
WCXX (Madawaska) 102.3 FM

CJCJ (Woodstock, NB) 920, 1140 AM
MPBN 106.1 FM

**University of Maine at Presque Isle
WARM SEASON WEATHER PLAN**

Because severe weather can occur with little, if any, warning, minutes and even seconds can mean lives saved. In just five minutes, a tornado may travel two to four miles on the ground. From the time the National Weather Service (NWS) issues a warning, to the time you receive that warning via radio or television, ten minutes may have elapsed. Also, you must be listening at the critical moment that the warning is announced or an even greater amount of time will pass.

NOAA Weather Radio

The **fastest, most accurate and reliable means** of receiving critical weather information is through a NOAA Weather Radio with a "tone alert" feature. Make sure your NOAA Weather Radio has a battery back-up. NOAA Weather Radio is operated directly from NWS offices and is part of our country's National Warning System. When the NWS issues a warning, a Specific Area Message Encoder (SAME) unit triggers a "tone alert" (1050 Hertz). This alert is immediately followed by warning information. The NOAA Weather Radio "tone alert" feature is used for the issuance of all weather warnings as well as severe thunderstorm, flash flood, and tornado watches. NOAA Weather Radio broadcasts 24 hours a day, seven days a week with the latest weather information from daily forecasts to special weather statements about sudden shifts in the weather patterns or the development of potentially hazardous weather.

The Weather Channel

The Weather Channel uses NWS products and broadcasts warnings immediately upon receipt from the NWS via a satellite link. They also display local radar pictures throughout the day.

Primary Emergency Alert System (EAS) Station

EAS operates on a cooperative agreement between broadcasters and federal, state, and local government agencies. Most broadcasters activate EAS for tornado, severe thunderstorm, and flash flood warnings.

Local or Cable Television

Many television stations have access to NWS products and will immediately post (i.e., scroll) a watch or warning when it is issued. Your radio or television should be located in the main office or near the person(s) responsible for enacting your plan. Main offices are good because there are people around who could hear the alert, and in an emergency, the public address (PA) system is usually close.

If using a NOAA Weather Radio, the radio should be set at all times in "Alert" mode. Some radios will automatically turn on when an alert sounds, while others must be manually turned on. It is better to have the type that automatically turns on in case you are out of the room when the tone is activated. If using NOAA Weather Radio, the information cycles every few minutes, so if you don't hear all the information you need the first time through, it will repeat shortly. Listen for the type of watch or warning and where it is in effect. The person(s)

monitoring must know what action they should take based on this information. Have a map nearby for easy reference to counties and towns to locate storms and their movement in reference to your school. There is no need to take emergency action if the warning is not for your location. It should, however, heighten your awareness to the potential for severe weather in your school district, especially if the warning is for a county next to you and the storms are moving in your direction!

In some cases, electricity may be lost during a storm. Therefore, it is critical to have a back-up alerting device such as a megaphone. Wireless communication devices are an effective means for such communication. "Walkie-talkies" may be the least expensive. Persons with disabilities may require special attention. You may want to assign a staff member to each person requiring special attention to see that the student moves to the appropriate place of safety. Students or staff that may not hear the warning must be taken into account.

The greatest *dangers from high winds* (e.g., tornado, thunderstorm downburst, etc.) are: roof failure; breaking glass; and, flying debris (airborne missiles).

The most dangerous locations are generally large rooms with big expansive roofs such as cafeterias, gymnasiums, and auditoriums. The collapse of the room's load-bearing walls may lead to the failure of the entire roof. Roofs tend to rely on gravity to keep them attached. When strong winds act on a structure, pressure differences are created, causing outward pressure forces, acting to lift the roof. Rooms with large windows that may shatter from being struck by airborne missiles or from pressure stresses are extremely dangerous. While windows on the side of the school facing the storm are most susceptible, as the storm passes, any window could potentially shatter. Once winds enter a building, additional damage can create a domino effect. This is one of the reasons that "IT IS NO LONGER ADVISED THAT WINDOWS BE OPENED!!! Greater damage may occur from this action and valuable time that should be used getting to safety is often lost. Small interior rooms, bathrooms, and windowless, interior hallways that are away from exterior doors, offer the best protection. Interior load-bearing walls (with short roof spans) provide better protection than temporary or non-load-bearing walls and structures. The lowest level is always the safest.

When activating a plan, you need as much information as possible about the type of storms, expected impact, and time of impact on your school district to assess the risk. A plan may work best with phases of activation. For instance, outdoor activities will be the most susceptible to weather hazards, with lightning being the greatest threat. As soon as thunder is heard, not when the rain begins, outdoor activities should be stopped. Outdoor activities should not be resumed until the storm has passed and thunder is no longer heard (about 15 minutes after thunder is last heard).

Lightning Safety: When Thunder Roars Go Indoors

Safe Buildings

A safe building is one that is fully enclosed with a roof, walls and floor, such as a home, school, office building or a shopping center. Even **inside**, you should take precautions. Picnic shelters, dugouts, sheds and other partially open or small structures are NOT safe.

Enclosed buildings are safe because of wiring and plumbing. If lightning strikes these types of buildings, or an outside telephone pole, the electrical current from the flash will typically

travel through the wiring or the plumbing into the ground. This is why you should stay away from showers, sinks, hot tubs, etc., and electronic equipment such as TVs, radios, and computers.

Lightning can damage or destroy electronics so it's important to have a proper lightning protection system connected to your electronic equipment. The [American Meteorological Society](#) has tips for protecting your electronics from lightning.

Safe Vehicle

A safe vehicle is a hard-topped car, SUV, minivan, bus, tractor, etc. (soft-topped convertibles are not safe). If you seek shelter in your vehicle, make sure all doors are closed and windows rolled up. Do not touch any metal surfaces.

If you're driving when a thunderstorm starts, pull off the roadway. A lightning flash hitting the vehicle could startle you and cause temporary blindness, especially at night.

Do not use electronic devices such as HAM radios during a thunderstorm. Lightning striking the vehicle, especially the antennas, could cause serious injury if you are talking on the radio or holding the microphone at the time of the flash. Emergency officials such as police officers, firefighters, security officers, etc., should use extreme caution using radio equipment when lightning is in the area.

Your vehicle and its electronics may be damaged if hit by lightning. Vehicles struck by lightning are known to have flat tires the next day. This occurs because the lightning punctures tiny holes in the tires. Vehicles have caught fire after being struck by lightning; however, there is no modern day documented cases of vehicles "exploding" due to a lightning flash.

When a Safe Location is Nearby:

- Seek safe shelter when you first hear thunder, see dark threatening clouds developing overhead or lightning. Count the seconds between the time you see lightning and hear the thunder. You should already be in a safe location if that time is less than 30 seconds.
- Stay inside until 30 minutes after you last hear thunder.

Coach of Outdoor Sports Team

You are a manager of a team and have a game this evening. The weather forecast for the day calls for a partly cloudy skies, with a chance of thunderstorms by early evening. You arrive in your vehicle while the kids arrive with their parents. Once arriving at the park, you notice the only buildings are the restrooms, an enclosed building. Shortly after sunset, the skies start to cloud up and you see bright flashes in the sky to the west. The local radio station mentions storms are on the way.

In this case, the safest locations are the [vehicles](#) the kids came in or the [rest rooms](#). You should have a choice of allowing the kids to go back to their vehicles or bring everyone into the restrooms. It is important NOT to stay in the dugouts as they are not safe place during lightning activity. Once at a safe place, wait 30 minutes after the last rumble of thunder before going back outside.

How Lightning Enters a House or Building

There are three main ways lightning enters homes and buildings: (1) a direct strike, (2) through wires or pipes that extend outside the structure, and (3) through the ground. Regardless of the method of entrance, once in a structure, the lightning can travel through the electrical, phone, plumbing, and radio/television reception systems. Lightning can also travel through any metal wires or bars in concrete walls or flooring.

Summary of Lightning Safety Tips for Inside the Home

1. Avoid contact with corded phones
2. Avoid contact with electrical equipment or cords. If you plan to unplug any electronic equipment, do so well before the storm arrives.
3. Avoid contact with plumbing. Do not wash your hands, do not take a shower, do not wash dishes, and do not do laundry.
4. Stay away from windows and doors, and stay off porches.
5. Do not lie on concrete floors and do not lean against concrete walls.

Tornado or Severe Thunderstorm Watch

In a tornado or severe thunderstorm watch, outdoor activities may need to be postponed. As a storm approaches, you may want to move students from the most susceptible areas such as mobile classrooms and gymnasiums as a precaution, even though a warning has yet to be issued. You may want to post a school official trained in spotting severe weather to watch the storm as it approaches. This person can then advise when to take special actions. For severe weather spotter training, contact the National Weather Service or your local Emergency Manager.

Severe Thunderstorm Warning

If a severe thunderstorm warning is issued, all of the above actions are warranted. In addition to strong damaging winds, severe thunderstorms may contain large hail and students should be moved out of areas with skylights. If you have areas where large exterior windows may be exposed to the storm's winds, keep students out of these areas until the storm passes.

Tornado Warning

When a tornado warning is issued and you have determined that your school is in the path of this storm, an "*immediate and complete call to action*" is needed. If the storm has not yet reached your school, begin moving students and staff from unsafe areas and post a trained teacher or school employee to keep an eye on the storm's approach. From your exercises, you should know approximately how long it will take to move students into "tornado safe areas". During the storm, ensure all students and staff are in designated areas. If winds begin to pick-up outside the school (or if a roar is heard or large hail is falling), have students and teachers drop immediately into the "tornado safe" position. Winds may increase at the onset of the storm and may or may not drop off prior to the tornado. Rain may or may not be occurring. Large hail is a signal that you are near the part of the storm in which the tornado would most likely occur. Once the storm has passed, students may return to classrooms. Stay alert for the potential for additional storms.

STAY INFORMED ABOUT THE STORM

Listen to NOAA Weather Radio, commercial radio, and television for the latest information concerning Tornado WATCHES and WARNINGS.

When conditions are favorable for severe weather to develop, a severe thunderstorm or tornado WATCH is issued.

Weather Service personnel use information from weather radar, spotters, and other sources to issue severe thunderstorm and tornado WARNINGS for areas where severe weather is imminent.

Severe thunderstorm warnings are passed to local radio and television stations and are broadcast over local NOAA Weather Radio stations serving the warned areas. These warnings are also relayed to local emergency management and public safety officials who can activate local warning systems to alert communities.

NOAA WEATHER RADIO IS THE BEST MEANS TO RECEIVE WARNINGS FROM THE NATIONAL WEATHER SERVICE

The National Weather Service continuously broadcasts updated weather warnings and forecasts that can be received by NOAA Weather Radios sold in many stores. The average range is 40 miles, depending on topography. Your National Weather Service recommends purchasing a radio that has both a battery backup and a tone-alert feature which automatically alerts you when a watch or warning is issued.

What to Listen For...

TORNADO WATCH: Tornadoes are possible in your area. Remain alert for approaching storms.

TORNADO WARNING: A tornado has been sighted or indicated by weather radar. If a tornado warning is issued for your area and the sky becomes threatening, move to your pre-designated place of safety.

SEVERE THUNDERSTORM WATCH: Severe thunderstorms are possible in your area.

SEVERE THUNDERSTORM WARNING: Severe thunderstorms are occurring.

Remember, tornadoes occasionally develop in areas in which severe thunderstorms watch or warning is in effect. Remain alert to signs of an approaching tornado and seek shelter if threatening

Tornado Safety

What YOU Can Do

If a Warning is issued or if threatening weather approaches:

- **In a home or building, move to a pre-designated shelter, such as a basement.**
- **If an underground shelter is not available, move to an interior room or hallway on the lowest floor and get under a sturdy piece of furniture.**
- **Stay away from windows.**
- **Get out of automobiles.**
- **Do not try to outrun a tornado in your car; instead, leave it immediately.**
- **Occasionally, tornadoes develop so rapidly that advance warning is not possible. Remain alert for signs of an approaching tornado. Flying debris from tornadoes causes most deaths and injuries.**

UMPI Storm Ready Buildings and Contact Information

COMMAND CENTER

Gregory Daniels
768-9580 (W)
551-3707 (C)

PREBLE HALL

1st Contact: Charles Bonin
768-9550 (W)
551-9628 (C)
2nd Contact: Ethelyn Boyd
768-9525 (W)

CAMPUS CENTER

1st Contact: Donald Sirois
768-9500 (W)
2nd Contact: Mary Lawrence
768-9502(W)
551-6277(C)

FOLSOM/PULLEN

1st Contact: Ed Dery
768-9648 (W)
2nd Contact: Dale Hudson
768-9690 (W)

GENTILE HALL

1st Contact: Richard Gardiner
768-9771 (W)
2nd Contact: Donna Underwood
768-9772 (W)

LIBRARY

1st Contact: Marteen Hester
768-9626 (W)
551-5415 (C)
2nd Contact: Gregory Curtis
768-9603 (W)
551-5416 (C)

NORMAL HALL

1st Contact: Administrative Assistant
768-9450 (W)
2nd Contact: Administrative Assistant
768-9678 (W)

SOUTH HALL

1st Contact: Administrative Assistant
768-9434 (W)
2nd Contact: Administrative Assistant
768-9615 (W)

STR BUILDING

1st Contact: Skyway Supervisor
764-0127 (W)

SUPPORT BUILDING

1st Contact: David St. Peter
768-9577 (W)
551-2211 (C)
2nd Contact: Maxine Hathaway
768-9576 (W)

WIEDEN HALL

1st Contact: Richard Ward
768-9475 (W)
227-7121 (C)
2nd Contact: Connie Levesque
768-9506 (W)

RESIDENTIAL HALLS

1st Contact: Director of Residential Life
768-9560 (W)
551-9150 (C)

EMERSON HALL

1st Contact: Area Coordinator
768-9582 (W)
551-0511 (C)

MERRIMAN HALL

1st Contact: Area Coordinator
768-9706 (W)
551-0521 (C)

PARK HALL

1st Contact: Area Coordinator
768-9706 (W)
551-0521 (C)

SHELTER IN PLACE

Shelter in Place is a method of self - protection from air borne contaminants. In the case of a release of toxic air borne material, Shelter in Place can be more effective than an evacuation. A tight building can keep 95% of the contaminants out during the first 30 minutes of an incident. The following check list should be used when a shelter in place is ordered:

1. Close all doors and lock all windows (Windows seal better when locked)
2. Seal any gaps around windows and doors with tape or wet towels. (The bottoms of doors are especially prone to leak). Close curtains and drapes.
3. Window air conditioners should be turned off, inlets switched to closed position, and vents sealed with tape and plastic sheeting, wax paper, or aluminum wrap, if possible.
4. Building ventilation systems should be turned off and vents sealed with tape and plastic sheeting, wax paper, or aluminum wrap, if possible.
5. Chemical fume hoods should be turned off after appropriate experiments are terminated then sashes should be lowered and sealed shut.
6. Extinguish any open flame such as Bunsen burners and gas stoves.
7. Turn off all exhaust fans such as bathroom and kitchen fans, then seal fan openings.
8. Turn off any appliances, such as clothes dryers, which exhaust air to the outside and seal vents.
9. Close all fireplace dampers and seal openings.
10. Do not use elevators as they can act as piston pulling air in from the outside.
11. Do not use the telephone except for emergency purposes, to avoid overloading the phone system.
12. Close as many internal doors as possible.
13. Don't worry about running out of air to breathe. This is highly unlikely.
14. If the toxic material begins to bother you, breathing through a wet cloth or handkerchief can many times offer some relief.
15. Listen to radio and television for announcements.
16. When the situation is over, open all doors and windows and place ventilation on 100% fresh air to remove any contaminants that have built up inside the building

Evacuation Procedures:

The safety of all personnel, whether from a severe climatic condition or a bomb threat, or other hazards, is of prime importance. All persons will be directed to other buildings where safety and comfort can be provided.

Emerson Hall, Merriman Hall, Park Hall and the Library should proceed to Kelly Commons.

South Hall, Preble Hall, Folsom-Pullen Hall and Normal Hall should proceed to the Gentile Building.

APPENDIX B

MEMORANDUM OF UNDERSTANDING

BETWEEN

Aroostook County Public Safety Answering Point (PSAP)

Presque Isle Police Dispatch Center

And

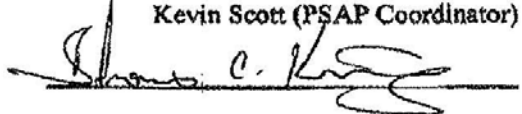
University of Maine in Presque Isle

This memorandum is between the above parties for the purpose of relaying weather related emergency warnings.

Message dissemination process: Warning is received by the PSAP then relayed to the Presque Isle Police Department which in turn will relay the information to the emergency contact at the University of Presque Isle.



Kevin Scott (PSAP Coordinator)



Tom King (Presque Isle Dispatch)



Gregg Daniels (University Point of Contact)