



2022

**Drug and Alcohol Abuse
Prevention
Policy and Procedures**

A Guide for Beal University Students, Faculty and Staff
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Table of Contents

PURPOSE OF DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM.....	1
DRUG AND ALCOHOL ABUSE POLICY	1
STUDENTS.....	2
<i>Beal University Student Code of Conduct.....</i>	<i>2</i>
<i>Student Alcohol Violations</i>	<i>2</i>
<i>Student Illegal Drugs, Drug Paraphernalia and Substance Abuse Violations.....</i>	<i>3</i>
<i>Sanctions Imposed on Students for Violations</i>	<i>3</i>
EMPLOYEES	4
<i>Beal University Employee Conduct Code.....</i>	<i>4</i>
<i>Violations by Employees</i>	<i>4</i>
<i>Sanctions Imposed on Employees for Violations.....</i>	<i>4</i>
<i>Drug and Alcohol Testing for Employees</i>	<i>4</i>
Reasonable Cause	4
Post-accident.....	5
Follow-up.....	5
Consequences	5
Confidentiality.....	5
Inspections	5
ANNUAL DISSEMINATION.....	6
ANNUAL REVIEW	6
DRUG AND ALCOHOL HEALTH RISKS.....	7
<i>Alcohol</i>	<i>7</i>
<i>Marijuana</i>	<i>7</i>
<i>Inhalants</i>	<i>7</i>
<i>Cocaine.....</i>	<i>7</i>
<i>Other Stimulants</i>	<i>8</i>
<i>Depressants.....</i>	<i>8</i>
<i>Hallucinogens.....</i>	<i>8</i>
<i>Narcotics</i>	<i>8</i>
<i>Bath Salts or Designer.....</i>	<i>8</i>
<i>Drugs.....</i>	<i>8</i>
FEDERAL TRAFFICKING PENALTIES	9
MAINE UNIFORM CONTROLLED SUBSTANCE ACT	9
CODE OF ORDINANCES	9
REFERRAL INFORMATION FOR STUDENT AND EMPLOYEE ASSISTANCE.....	9
<i>Bangor Campus.....</i>	<i>9</i>
<i>Wilton Campus.....</i>	<i>10</i>
SELF-HELP AND INFORMATIONAL RESOURCES.....	11

Purpose of Drug and Alcohol Abuse Prevention Program

In an effort to maintain a campus environment that supports and encourages the dissemination of knowledge, the University will provide a drug and alcohol abuse prevention program in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendment of 1989. All students and employees share in the responsibility for protecting our environment and are expected to exemplify high standards of professional and personal conduct. The unlawful manufacture, distribution, dispensation, possession or use of alcohol; illegal drugs; or controlled substances by members of the Beal University community adversely affects the educational environment. Therefore, the University is committed to having a drug-free campus.

The following material will provide you with information concerning:

- Standards of conduct that clearly prohibit the unlawful use of alcohol, illegal drugs or controlled substances by students and employees on its property or any University activity.
- A description of applicable legal sanctions under law for the unlawful possession or distribution of illegal drugs or alcohol.
- A description of health risks associated with the use and/or abuse of illegal drugs or the abuse of alcohol.
- And a clear statement that Beal University will impose disciplinary sanctions on students and employees for violations of this policy.

All employees and students are expected to adhere to this policy during the course of employment and/or enrollment at Beal University.

Drug and Alcohol Abuse Policy

In accordance with the Drug-Free Schools and Communities Act Amendment of 1989 and Drug-Free Workplace Act of 1988, Beal University supports and maintains a drug-free living and learning environment and workplace for its students, faculty and staff. As a result, the University strictly prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol; illegal drugs; and controlled substances, and possession of drug paraphernalia by students and employees, including volunteers and guests, on University property or at any University-sponsored event on or off campus. Alcohol may be served at University events with prior authorization. The consumption of alcohol at events when the University has authorized such use is permitted only by individuals of legal drinking age.

Any student failing to comply with the policy constitutes a violation of the Beal University Student Code of Conduct and offenders will be subject to sanctions, consistent with local, state, and federal law, up to and including suspension or dismissal.

Any employee in violation of the policy will be subject to disciplinary action up to and including termination of employment. Employees are required to report any drug- or alcohol-related convictions occurring in the workplace to the University no later than five (5) days after such conviction. Such conviction may also result in termination of employment.

The University reserves the right to pass on information regarding possession, use and/or distribution of illegal drugs and drug paraphernalia by any member of its community to local, state, and federal authorities as required.

STUDENTS

Beal University Student Code of Conduct

Upon enrollment to Beal University, students pledge to uphold and abide by the Student Code of Conduct. All students are bound under this code and any violation of the Student Code of Conduct will be dealt with accordingly. The Student Code of Conduct has been established in an effort to promote a balance between the interests of the individual and those of the Beal University community. The regulations contained within the Student Code of Conduct regarding alcohol, drugs, paraphernalia and controlled substances apply to all students, faculty, staff, alumni, and visitors or guests of the University.

Student Alcohol Violations

Beal University recognizes that some responsible individuals consume alcohol and realizes that there are members of the Beal University community of legal drinking age, the following policy has been established.

Any failure to comply with the following policy constitutes a violation of the Beal University Student Code of Conduct.

1. Age limitations. The laws of the state of Maine pertaining to the possession and use of alcoholic beverages shall be followed specifically. It is illegal for persons under the age of 21 to consume or possess alcohol or for persons of legal drinking age to supply alcoholic beverages to those who have not reached the age of 21. Alcohol may not be consumed or possessed in a room where either student is under the legal drinking age.
2. Closed containers. Students may not loiter in public areas while in possession of alcoholic beverages. (A closed container is one on which the seal has not been broken).
3. Public display of alcoholic beverages on campus or University property. Alcoholic beverages may not be possessed or consumed by persons of any age outside on University property, unless at an approved, University-sponsored event.
4. Purchase of alcohol with University funds. Neither the University nor any group, which owes its existence to Beal University, whether officially or unofficially, formally or informally, will be permitted to use any organizational funds derived from or held by the institution for the purchase of any kind of alcoholic beverage.
5. Social functions. Beal University does not permit alcoholic beverages at student- sponsored events on or off campus. All members of the Beal University community are responsible for abiding by this policy and the enforcement thereof.
6. Alcohol abuse. Unbecoming behavior or any conduct violation committed by a student under the influence of alcohol is not acceptable in the Beal University community. Alcohol abuse is considered any use of alcohol by a student which leads to medical consequences or inappropriate behavior. Examples of such include but are not limited to: alcohol poisoning, blackouts, gastritis (vomiting), alcohol-related physical injuries, verbal abuse, physical abuse, property damage, failure to comply with University officials, reoccurring episodes of intoxication or a single episode of intoxication in which the Chief Operating Officer/Campus Director or his/her designee believes that the level of intoxication posed a risk to the student's or other students' health or well-being.

7. Binge drinking. Any drinking game or common container found on campus or at a University sponsored off campus event shall be considered to be used for binge drinking. Pong tables/set ups, Beer kegs, bongos/funnels and other common containers are considered a violation.
8. Off-campus violations. Although Beal University cannot and does not accept responsibility for the conduct of students while they are off University property and cannot regulate the sale of alcoholic beverages to members of the Beal University community by the management of off-campus businesses, the University reserves the right to make off-campus conduct by its students a matter of the judicial policy under the Student Code of Conduct.

Student Illegal Drugs, Drug Paraphernalia and Substance Abuse Violations

1. Substance abuse. Beal University has a zero-tolerance policy for the use of illegal drugs, drug paraphernalia, and substance abuse of any type. Therefore, any substance, legal or otherwise, that is used for the intention of intoxication/impairment, or misused regardless of intent, and is deemed harmful or potentially harmful to self or others, will be considered substance abuse.
2. Illegal drugs. The possession, use and/or distribution of illegal drugs and drug paraphernalia.
3. Drug paraphernalia. Prohibited and illegal items include, but are not limited to: any amount of an illicit drug (including seeds), bongos, pot pipes (bowls), rolling papers, scales (electronic or hand-held), blow tubes, etc.

* While the use of marijuana is legal in the state of Maine, it is not federally legal and not allowed on our campus.

Sanctions Imposed on Students for Violations

1. Disciplinary reprimand
2. Educational sanction
3. Community restitution
4. Required substance abuse assessment and/or counseling
5. Disciplinary/Social Probation
6. Suspension or dismissal

Violation of the rules with the Drug Free Schools and Communities Act Amendment of 1989 may lead to dismissal from the University. All disciplinary matters will come before the Administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, disciplinary reprimand, educational sanction, community restitution, required substance abuse assessment and/or counseling, disciplinary/social probation, suspension or dismissal. The finding will become part of the student's permanent file, possibly affecting a recommendation from Beal University to future employers. Beal University reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students, and/ or the University.

EMPLOYEES

Beal University Employee Conduct Code

Upon employment to Beal University, employees pledge to uphold and abide by the Employee Conduct Code. All employees are bound under this code and any violation of the Employee Conduct Code will be dealt with accordingly. The Employee Conduct Code has been established in an effort to promote a balance between the interests of the individual and those of the Beal University community. The regulations contained within the Employee Conduct Code regarding alcohol, drugs, paraphernalia and controlled substances apply to all students, faculty, staff, alumni, and visitors or guests of the University.

Violations by Employees

All employees of Beal University are responsible for compliance with the Drug-Free Workplace Policy as a condition of continued employment. Violations will be subject to discipline, up to and including immediate termination of employment.

Sanctions Imposed on Employees for Violations

1. Disciplinary reprimand
2. Community restitution
3. Required substance abuse assessment and/or counseling
4. Disciplinary/Social Probation
5. Suspension or dismissal

Violation of the rules with the Drug Free Schools and Communities Act Amendment of 1989 may lead to dismissal from the University. All disciplinary matters will come before the Administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, disciplinary reprimand, community restitution, required substance abuse assessment and/or counseling, disciplinary/social probation, suspension or dismissal. The finding will become part of the employee's permanent file.

Drug and Alcohol Testing for Employees

Reasonable Cause

Employees who are reasonably suspected of using alcohol or illegal drugs or of abusing controlled substances in the workplace or of performing official duties while under the influence of alcohol, illegal drugs, or abused controlled substances will be required to undergo an alcohol and/or drug test. "Reasonable cause" exists when an employee exhibits behavior that suggest impairment from drug or alcohol use or when job performance or safety is affected. An employee may be requested to take a drug or alcohol test if management officials or supervisors have a reasonable belief that the employee's faculties are impaired while at work due to drug or alcohol use.

Post-accident

Employees may be subject to drug and/or alcohol testing when he/she cause or contribute to accidents that seriously damage a Beal University vehicle, equipment or property or result in an injury to himself/herself or another employee requiring offsite medical attention. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner.

Follow-up

Employees who have tested positive for drug and/or alcohol, or otherwise violated this policy, are subject to discipline, up to and including termination. Depending on the circumstances and the employee's work history/record, Beal University may offer an employee who violates the policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by Beal University for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee does not comply with the agreed upon terms and conditions, the employee will be subject to immediate termination from employment.

Consequences

Employees who refuse to cooperate in required tests, who use, possess, buy, sell, manufacture or dispense any illegal drug in violation of this policy, or who tests positive for alcohol or illegal drug use under this policy, will be disciplined, up to and including termination. Employees will be paid for time spent in alcohol or drug testing and then subject to unpaid suspension pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include the supervisor and Human Resources. Should the results prove to be negative the employee will receive back pay for the times/days of suspension.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to Human Resources will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee.

Inspections

Beal University reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to disciplinary action, up to and including termination.

Annual Dissemination

The Office of Student Services will provide all Beal University students an electronic copy annually. A link to the Drug and Alcohol Abuse Prevention Policy and Procedures is available on the Beal University website.

An electronic copy of the Drug and Alcohol Abuse Prevention Policy and Procedures is provided during the onboarding process to each newly hired employee at the beginning of their employment. Annually the policy is distributed via electronic copy to all Beal University employees.

Additionally, a hard copy of the Drug and Alcohol Abuse Prevention Policy and Procedures will be available upon request to students and employees.

Annual Review

In an effort to comply with Drug-Free Schools and Campuses Regulations an annual review will be conducted by Beal University. The purpose of the review is to:

- Determine the effectiveness and implement changes to the program if needed
- Ensure that the disciplinary sanctions described in the program are consistently enforced

The Chief Operating Officer, Campus Director, VP-Finance/Human Resources, and Compliance Officer will meet biennially to discuss documented instances where the Drug and Alcohol Abuse Policy has been violated. They will submit their findings to the President and present improvements and/or changes to the program. A report of the biennial review will be available in the Office of Human Resources and the Office of Student Services.

Drug and Alcohol Health Risks

Informational links on health risks

- [Alcohol Use and Your Health](#) – from the Centers for Disease Control and Prevention website
- [Commonly used drugs charts](#) - from the National Institute on Drug Abuse website
- [Drugs of Abuse Resource Guide](#) – from the U.S. Drug Enforcement Administration (DEA) website
- [Drug Fact sheets](#) – from Campus Drug Prevention website

	Signs & Symptoms	Health Effects
<p>Alcohol Alcohol is a depressant that may affect judgment and decision- making abilities, slow down the central nervous system and brain functions, and reduce coordination and reflex actions.</p>	<p>Dulled mental processes Lack of coordination Slowed reaction time Poor judgment Reduced inhibitions</p>	<p>Liver cancer, fatty liver, hepatitis, cirrhosis Increased risk of cancer Kidney disease Ulcers Increased acid in the stomach High blood pressure and strokes Heart muscle disease or heart failure</p>
<p>Marijuana Marijuana is a derivative of the cannabis sativa plant and is illegally used for its intoxicating effects and dreamy state of relaxation and euphoria</p>	<p>Bloodshot eyes Dry mouth and throat Increased appetite Impaired or reduced short-term memory and comprehension Altered sense of time Alter ability to perform tasks requiring concentration and coordination</p>	<p>Emphysema-like symptoms Respiratory track and sinus infections Lowered immune system response Damage to lungs and pulmonary system</p>
<p>Inhalants Inhalants are mood paltering substances that are voluntarily inhaled. Most substances used are commercial and household products, such as solvents and aerosols, which are easily obtained and are not harmful, if used for the purpose intended and as directed.</p>	<p>Nausea Sneezing Coughing Nosebleeds Fatigue Poor Coordination Loss of appetite Decrease heart and respiratory rates</p>	<p>Hepatitis Brain damage Debilitating effects on the central nervous system Weight loss Fatigue and Muscle fatigue Electrolyte imbalance Permanent damage to nervous system Disorientation, violent behavior, unconsciousness or death</p>
<p>Cocaine Cocaine is the most potent stimulant of organic origin and the most widely used of the stimulants. Crack is a form of cocaine.</p>	<p>Dilated pupils Insomnia Loss of appetite Tactile hallucinations Paranoia Seizures Anxiety, agitation Wide mood swings Difficulty in concentration</p>	<p>Elevated blood pressure Elevated heart rate Elevated respiratory rate Elevated body temperature Death by cardiac arrest or respiratory failure</p>

	Signs & Symptoms	Health Effects
<p>Other Stimulants Stimulants are drugs that stimulate the central nervous system and excite bodily activity. Examples are amphetamines, khat or methamphetamine.</p>	<p>Mood changes Impaired concentration Impaired mental functioning Swings between apathy and alertness Restless, anxious and moody behavior Poor coordination Sleeplessness and anxiety</p>	<p>Increased heart and respiratory rates Elevated blood pressure Sweating, headaches, dizziness Blurred vision Rapid or irregular heartbeat Tremors Physical collapse</p>
<p>Depressants Depressants are drugs that depress the central nervous system, resulting in sedation and a decrease in bodily activity. Examples are barbiturates, GHB, rohypnol® or benzodiazepines.</p>	<p>Slurred Speech Staggered walk Altered perception Mental clouding and drowsiness Respiratory depression</p>	<p>Physical and psychological dependence Tolerance to the drug, leading the user to increase the quantity consumed Coma and death</p>
<p>Hallucinogens Hallucinogens are drugs that distort the senses and often produce hallucinations—experiences that depart from reality. Examples are Ecstasy/MDMA, K2/Spice, Ketamine, LSD, Peyote & Mescaline, Psilocybin, Marijuana/Cannabis, Steroids or Inhalants.</p>	<p>Impaired concentration Confusion and agitation Muscle rigidity Profuse sweating A sense of distance and estrangement Muscular coordination worsens Blocked and incoherent speech Dilated pupils Elevated body temperature Loss of appetite Sleeplessness Tremors</p>	<p>Persistent memory problems Speech difficulties Mood disorders—depression, anxiety and violent behavior Paranoid and violent behavior Hallucinations Increased heart rate and blood pressure Convulsions and coma Heart and lung failure</p>
<p>Narcotics Narcotic analgesics are the most effective compounds used for pain relief. Examples are Opium, Opiates (morphine, codeine, percodan, heroin and dilaudid) and Opioids (Vicodin, Darvon, demerol and methadone).</p>	<p>Feeling of euphoria Drowsiness Nausea and vomiting Constricted pupils Watery eyes and itching Low and shallow breathing Clammy skin Impaired respiration Convulsions</p>	<p>Coma Possible death</p>
<p>Bath Salts or Designer Drugs Bath Salts are a synthetic stimulant made up of chemicals that stimulate the central nervous system. These substances are usually marketed with the warning “not intended for human consumption.”</p>	<p>Agitation, irritability Insomnia, depression and dizziness Paranoia, delusions Nausea and vomiting Sweating Suicidal thoughts Panic attacks Impaired perception of reality Reduced motor control Decreased ability to think clearly</p>	<p>Nosebleeds Chest pains Rapid heart rate Heart attack Seizures Stroke</p>

Federal Trafficking Penalties

Federal penalties for drug trafficking in the United States can be found on the U.S. Drug Enforcement Administration (DEA) and the campus drug prevention website here:

[Federal Drug Trafficking Penalties](#)

Maine Uniform Controlled Substance Act

<https://legislature.maine.gov/statutes/22/title22ch1603sec0.html>

Code of Ordinances

Bangor, Maine

<https://www.bangormaine.gov/content/2037/1885/1915/default.aspx>

Wilton, Maine

<https://wiltonmaine.org/town-services/town-ordinances/>

Referral Information for Student and Employee Assistance

Bangor Campus

<p>Bangor Area Homeless Shelter</p> <ul style="list-style-type: none"> Emergency Shelter with a vision of moving all guests into stable housing in 30 days or less 	<p>263 Main St, Bangor, ME 04401 (P) 207-947-0092 Email: info@bangorareashelter.org Bangorareashelter.org</p>
<p>PCHC- Hope House and Living Center</p> <ul style="list-style-type: none"> Emergency low barrier emergency shelter for adults Transitional Housing to help residents move towards independent living Health Center offering regular medical care, sick care, lab services, psychiatric med management, therapy for individuals and groups and care management services. 	<p>179 Corporate Drive, Bangor, ME 04401 (P): 207-217-6713 HopeHouse.pchc.com</p>
<p>Wellspring</p> <ul style="list-style-type: none"> Residential and outpatient Substance Abuse Treatment Services 	<p>255 Hammond St, Bangor, ME 04401 (P) 207-941-1612 Wellspringmaine.com</p>
<p>BARN (Bangor Area Recovery Network)</p> <ul style="list-style-type: none"> Provides recovery resource and support to those in Eastern and Central Maine 	<p>142 Center St, Brewer, ME 04412 (P) 207-561-9444 Bangorrecovery.org</p>
<p>211- Maine</p> <ul style="list-style-type: none"> Offers resources, helpline, and referral services for variety of Health and Human Services programs throughout the state 	<p>(P) 2-1-1 211maine.org</p>

<p>Good Shephard Food Bank</p> <ul style="list-style-type: none"> • Mission to eliminate hunger in Maine by improving access to nutritious food 	<p>11 Penobscot Meadow Dr, Hampden, ME 04444 (P) 207-989-4672 Gsfb.org</p>
<p>The Salvation Army</p> <ul style="list-style-type: none"> • Christian faith-based human services committed to serving the whole person, body, mind and spirit • Offering services to include: soup kitchen, food pantry, holiday assistance, youth programs, and direct assistance 	<p>65 South Park Street, Bangor, ME 04401 (P) 207-941-2990 Nne.salvationarmy.org/bangor</p>

Wilton Campus

<p>MAS Community Health</p> <ul style="list-style-type: none"> • Offering behavioral and mental health services for both children and adults. MAS Community Health envisions a statewide presence focused on helping individuals and families build natural supports to enhance life and a positive future. We provide innovative behavioral Health therapies and exceptional service by listening and adapting to the needs we see in the Maine communities we proudly serve. 	<p>284 Main St. Suite 210, Wilton, ME 04294 (P) 207-645-7070 mascommunityhealth.com</p>
<p>Western Maine Community Action Program</p> <ul style="list-style-type: none"> • Social service agency that has been providing assistance to low- and mid-income families living in the western mountain region of Maine for over 50 years. Services include: Energy & Utilities, Cell Phone Assistance, Health& Nutrition, and Housing Service 	<p>20 Church St., East Wilton, ME 04234 (P) 207-645-3764 wmca.org</p>
<p>Safe Voices</p> <ul style="list-style-type: none"> • The Mission of Safe Voices is to support and empower those affected by Domestic Violence and engage the community in creating social change in Androscoggin, Oxford and Franklin counties. 	<p>200 Livermore Falls Rd., Farmington, ME 04938 (P) 207-778-6107 safevoices.org 24/7 Hotline 1-800-559-2927</p>
<p>Care and Share Food Closet</p> <ul style="list-style-type: none"> • Serves – residents from the towns of Farmington, West Farmington, Farmington Falls, New Sharon, Chesterville, Temple, New Vineyard, New Portland and North New Portland who meet federal eligibility guidelines for food insecurity. • Provides – a 4-5 day supply of food per household once a month. 	<p>508 Fairbanks Rd., Farmington, ME 04938 (P) 207-778-0508 faemchurches.org/care-and-share-food-closet</p>
<p>United Way of the Tir-Valley Area</p> <ul style="list-style-type: none"> • United Way of the Tri-Valley Area seeks solutions to meet immediate basic human needs, and create long lasting positive change. 	<p>218 Fairbanks Rd., Farmington, ME 04938 (P) 207-778-5048 uwtva.org</p>
<p>Rumford Family Shelter</p>	<p>346 Pine St., Rumford, ME 04276 (P) 207-364-4474</p>

<p>Rumford Group Homes</p> <ul style="list-style-type: none"> • RGH is a community-based non-profit social service agency. We serve abused, neglected, and homeless youth and their families from throughout the state of Maine with an emphasis on the tri-county region of Oxford, Androscoggin, and Franklin Counties. Founded by locals with a sincere interest in the welfare of children at risk, RGH has continued to grow and respond to the changing needs of the State of Maine and our local community. • Services include: Housing, Emergency Shelters, Children & Adolescents, and Adult Case Management 	<p>201 Knox St., Rumford, ME 04276 (P) 207-364-3551 rumfordgrouphomes.org</p>
<p>211-Maine</p> <ul style="list-style-type: none"> • Offers resources, helpline, and referral services for variety of Health and Human Services programs throughout the state. 	<p>(P) 2-1-1 211maine.org</p>
<p>Maine Behavioral Healthcare – Farmington</p> <ul style="list-style-type: none"> • Provides case management services to the Farmington community as well as emergency department crisis assessment services at Franklin Memorial Hospital. 	<p>131 Franklin Health Commons #A, Farmington, ME 04938 (P) 207-779-2398 mainehealth.org/Maine-Behavioral-Healthcare/Hospitals-Locations/Farmington</p>

Self-Help and Informational Resources

<p>AA - Alcoholics Anonymous</p>	<p>24 Hour Helpline 207-479-1779</p>
<p>NA – Narcotics Anonymous</p>	<p>1-800-974-0062 Namine.org</p>
<p>AI – Anon Family Groups</p>	<p>1-800-498-1844 Email: als@maineafg.org Maineafg.org</p>
<p>Maine Crisis Line</p>	<p>711 1-888-568-1112 Maine.gov/suicide</p>
<p>Maine Hotlines/Crisis Numbers</p>	<p>Hotlines/Crisis Numbers</p>
<p>National Institute on Drug Abuse</p>	<p>drugabuse.gov</p>
<p>SAMHSA – Substance Abuse and Mental Health Services Administration</p>	<p>800-662-4357 (24-hour Helpline) samhsa.gov</p>
<p>National Suicide Prevention Hotline</p>	<p>988 1-800-273-TALK (8255) 988lifeline.org</p>