

# Rules, Regulations and Participant Handbook

---

## EXHIBIT A

### **Building Men for Life, Inc. - The Organization**

Many times, in early recovery, we find that we have burned all our bridges with the devastating effects of addiction and bad choices. We find that we have no safe place to go that is free of drugs or alcohol after we have completed a treatment center; and all our friends and old support systems are unhealthy for us. Now that we are ready to start the journey of recovery, we need help with using the tools that we have been learning to stay sober; we need a safe sober place to live, and a new support network of friends.

#### **Executive Director:**

Randy Brouwer

616-218-8735

handyrandyb1@sbcglobal.net

#### **Housing Director:**

Keith Walters

616-836-2896

keithwalters4@gmail.com

#### **BMFL OFFICE**

370 Country Club Road Suite 50  
Holland, MI 49423

**Phone:** 616-393-2188

**Fax:** 616-393-2182

**On the Web:** [buildingmenforlife.org](http://buildingmenforlife.org)



Building Men for Life, Inc. is a 501(c) (3) corporation and a member of Michigan Association of Recovery Residences (MARR), and a member of the National Alliance of Recovery Residences (NARR). Our homes are inspected and certified yearly.



As recognized members of the National Alliance of Recovery Residences, Building Men for Life, Inc. offers Certified Recovery Coaching and Safe Recovery Residences filled with peer support, with like-minded people, walking the same journey.

# *Building Men for Life, Inc.*

## Rules, Regulations and Participant Handbook

---

### Table of Contents

|  |    |
|--|----|
| EXHIBIT A.....   | 1  |
| Building Men for Life, Inc. - The Organization .....                 | 1  |
| <i>Opportunity</i> .....   | 4  |
| New Life for Men in Recovery: Housing, Fellowship, Self-Respect..... | 4  |
| Rules and Regulations & Program Requirements .....                   | 4  |
| 1. Spiritual Growth, Life Skills and Recovery Plan.....              | 4  |
| 2. Community Service .....   | 4  |
| 3. Employment.....   | 4  |
| Confidentiality.....   | 5  |
| Program Fees and Expenses.....                                       | 5  |
| Past Due Program Fees .....  | 5  |
| Missed Payments .....  | 5  |
| Refund Policy .....  | 6  |
| Funding Scholarship Programs .....                                   | 6  |
| Rules .....  | 6  |
| Medication Policy .....  | 7  |
| Drug/Alcohol Use, Testing Policy & Agreement .....                   | 7  |
| Drug Test.....   | 7  |
| Alcohol Breathalyzer Test.....                                       | 8  |
| House Operations, Conduct, and Rules .....                           | 8  |
| Notice of Program Violation.....                                     | 8  |
| House Meetings .....   | 9  |
| Housekeeping .....   | 9  |
| Bedroom Requirements.....  | 9  |
| Bathroom Requirements.....   | 9  |
| Personal Hygiene .....   | 10 |
| Scent Free Environment .....   | 10 |
| Vehicle Policy.....  | 10 |
| Guests.....  | 10 |
| General .....  | 11 |
| Building Men for Life Phase 1 & Phase 2 Housing.....                 | 11 |

# Rules, Regulations and Participant Handbook

---

|   |    |
|---|----|
| Media Policy .....                                      | 11 |
| Emergency Policy.....                                   | 12 |
| Medical Emergency .....                                 | 12 |
| Evacuation Procedures.....                              | 12 |
| Severe Weather Emergencies .....                        | 12 |
| Other Emergencies.....                                  | 12 |
| Fire and Explosion .....                                | 12 |
| Severe Weather.....                                     | 13 |
| Severe Thunderstorm Watch.....                          | 13 |
| Severe Thunderstorm Warning.....                        | 13 |
| Tornado Watch .....                                     | 13 |
| Tornado Warning.....                                    | 13 |
| Violence Threat.....                                    | 13 |
| Overdose .....  | 14 |
| Behavioral Concerns .....                               | 15 |
| The Guiding Rule .....                                  | 16 |
| Build Something Bigger Than Ourselves: Giving Back..... | 16 |
| Signature Page of EXHIBIT A .....                       | 17 |

# Rules, Regulations and Participant Handbook

---

## ***Opportunity..***

***Passing up an opportunity to build something bigger than yourself is a vision that only a few can find to be more important than today.***

***- Randy Brouwer***

## **New Life for Men in Recovery: Housing, Fellowship, Self-Respect**

Our primary purpose is to provide a safe, sober, supportive, affordable, community-based living environment for people in recovery who have a desire to live drug and alcohol free. At times, a living situation may threaten a person's ability to maintain a clean and sober lifestyle. The environment we provide is conducive to building a solid foundation for a new way of life. Our goal is to facilitate a way of life for people whose lives have been devastated by the disease of addiction.

***“A friend is always loyal, and a brother is born to help in a time of need.”***

*Proverbs 17:17 NLT*

## **Rules and Regulations & Program Requirements**

With the primary focus to stay clean and sober, Building Men for Life, Inc. (BMFL) has implemented required programs to help participants with their recovery. We feel these programs are vital for healthy living. Participants will be held accountable for participating in all programs.

1. **Spiritual Growth, Life Skills and Recovery Plan** - BMFL considers participation in a spiritual fellowship, like church, and support groups like AA or NA meetings, vital to maintaining a healthy way of living.
  - a. Participants must attend a minimum of four (4) peer recovery meetings a week starting the first week of being in the program. Two (2) of those meetings can be substituted for church services or bible study will proof of attendance. (A BMFL week starts Sunday and ends Saturday.)
  - b. Participants must participate in the MARR (Michigan Association of Recovery Residences) Recovery Capital (REC-CAP) program as part of their stay in the sober living homes.
  - c. Any group meetings scheduled by a recognized organization (courts, parole/probation agent) will count toward the four (4) meetings.
  - d. Participants are strongly encouraged to have both a spiritual mentor and a program sponsor and meet with him at least once a week.
  - e. Participants are required to have a meeting slip signed at all recovery meetings. The slip cannot be signed by another BMFL participant or yourself. Church bulletins may be used as documentation of required attendance of spiritual meetings.
2. **Community Service** - All participants not employed full time, or who are disabled, will be required to do community service work sixteen (16) hours a week. The required time will be adjusted for part-time employment. If a participant cannot find a place to volunteer, BMFL will assist them.
3. **Employment** - Employment is a mandatory condition for the program and if not employed must be actively seeking work, unless disabled (having applied for or determined to be disabled by the Social Security Administration).
  - Unemployed participants should be looking for employment and this will be considered a “full-time” activity (e.g. 6 hours a day), at least five days per week doing so. The minimum requirement is for two applications to be filled out and turned in to the prospective employers each day.

# Rules, Regulations and Participant Handbook

---

## **Confidentiality**

Living in a shared house, you will hear things from other men that may be very personal and private. Part of recovery is learning to share our feelings and thoughts in a safe environment. There are also day-to-day interactions that go on without much thought but can cause us to be irritated and annoyed. These are all normal occurrences. However, while living with others, you need to respect and protect each other's privacy. No participant should ever share another man's stories, faults, or feelings with anyone.

You are encouraged to tell others outside the house about YOUR story, feelings, and journey. It's alright to share what's going on with you. Protecting other men's story, feelings, actions is also your responsibility. BMFL expects each participant to respect one another and not share what is heard.

To protect everyone's privacy and confidentiality, taking pictures and videos is prohibited on any BMFL house or property. This applies to participants, guests, and anyone coming on the property. It doesn't matter what you are taking video/pictures of since this has the potential of disclosing confidential and protected information. Only the Executive Director or Housing Director can give permission to record videos or take pictures for any reason.

## **Program Fees and Expenses**

All Program Fees are prepaid with a minimum of \$200.00 to move in. However, if you do not stay the first week, the \$200.00 move in fee is nonrefundable.

- A) Monthly fee: All program fees paid by the first Sunday of each month is \$750.00 and will cover up until to the following month's first Sunday. If you are late on a monthly payment (After first Sunday of the month) you will be charged the weekly fee for the remainder of the month. A BMFL month is always first Sunday to First Sunday of each month.
- B) Weekly fee: The weekly fee is \$200.00 per week due every Sunday. A week is considered Sunday to Saturday, and if any day of the week is used you will be billed for the entire week.
- C) All rates are subject to change with a 30-day notice.
- D) You are required to choose a payment plan on the first Sunday of each month and cannot change the plan unless it is on the first Sunday of each month.

A \$20.00 house fee is paid to the house manager or coordinator the first week of every month to buy house supplies such as toilet paper and cleaning supplies. All receipts for expenditures out of the house fund will be posted in the common area.

## **Past Due Program Fees**

Participants who have a past due balance at or over \$400.00 must move out immediately unless a weekly payment plan of \$250.00 per week is agreed upon with BMFL staff in advance until you are caught up with a zero balance.

To re-enter the program after you leave all past due program fees must be paid in full, in addition to the first week \$200.00 to move in, in advance. Exceptions to this policy will be at the discretion of the Executive Director or Housing Director.

**Missed Payments** - Missed payments will result in removal from the program unless a participant has received prior approval from the Housing Director/Executive Director. Approval of this payment plan will be based on the participant meeting BMFL program requirements. If program expectations have not been met, an extension will not be granted, and the participant must leave the program. The participant must enter an agreement with BMFL to pay off the overdue balance over a specified period.

# Rules, Regulations and Participant Handbook

---

## **Refund Policy**

Refunds will be paid based on the payment plan you have chosen to pay your fees. Monthly payment plan refunds are paid on any unused weeks in the month. Used weeks will be billed the weekly rate of \$200.00 and weekly fees are not refunded if any portion of the week has been used.

## **Funding Scholarship Programs**

New participants who are actively engaged in outpatient drug treatment may qualify for funding scholarship programs with Building Men for Life for 30-60 days depending on participation. To maintain a funding scholarship program, the following is required:

- You must be home every day to sleep.
- You must sign in and out of the house when you come and go.
- You must be actively enrolled in an outpatient treatment program.
- You will be required to participate in the Recovery Capital (REC-CAP) program.
- If at any point you drop out of outpatient treatment or do not return home for a night, the funding is terminated, and you will be required to start paying the program fees.
- If you do not sign in and out of the home a fee of \$25.00 per day will be charged for each day missed.
- Participants on scholarship funding programs will be required to live in a phase 1 home. Phase 2 homes do not qualify for scholarship funding programs.
- To qualify for scholarship funding programs, you must be from Ottawa, Allegan or Muskegon County and have residence in that County for over 60 days. You are required to be on Medicaid in your County and actively enrolled in an outpatient drug treatment program.

## Request to leave overnight:

Any overnight stay in a Phase 1 home needs to be approved two days in advance. The first 30 days in the home, overnights are not allowed unless it is a family emergency.

The second 30 days in the home we do allow overnights with the following conditions:

- If your program fees are paid by scholarship funding, you will need to pay for any days not in the bed at a rate of \$25.00 per night. If you are gone from the home for more than two nights your funding scholarship program will be terminated.
- If you are out longer than requested, you will have chosen to move out and your bed space will be filled with a new participant.

Please see your House Manager for a Request to Leave Overnight form.

## **Rules**

1. No alcohol, drugs, or the misuse of prescribed and over-the-counter drugs.
2. No violence, physical or verbal abuse towards one's self, others, or property.
3. No weapons of any kind are allowed in the house or on the property.
4. No illegal activities or the breaking of any laws.
5. No pornography (written or electronic).
6. No gambling in any form.
7. All houses are Smoke Free. Smoke in designated areas only and dispose of smoking materials in a safe container.
8. No animals/pets are permitted to live in the house without BMFL approval.
9. No overnight absences without permission from the Housing Director.
10. Participants may have one (1) vehicle on the property, which must be street-legal, licensed, insured, and parked in a designated area.
11. Participants must respect the privacy of the other program participants be considerate of house guests and neighbors by keeping noise levels to a minimum.
12. No fire or open flame of any kind within the home, including but not limited to, cigarette lighters, candles, hot wax, incense, or heated air fresheners.

# Rules, Regulations and Participant Handbook

---

13. Participants may not loan or borrow from another participant, money, clothes, vehicles, bikes, or other personal property.
14. No participant is allowed into another participant's room unless that participant is present.
15. Use of the house phone or house computer is limited to 30 minutes.

## **Medication Policy**

Do not misuse prescribed or over-the-counter drugs while in the program. As such, we have a zero-tolerance policy for drug use and any participant who violates this policy will be immediately removed from the program.

1. Participants taking prescription medication must store them in lock-boxes that are provided or approved by BMFL.
2. Any medication that may cause a participant to fail a drug screen must be approved in writing by the Housing Director.
3. The use of marijuana is strictly prohibited, even if a participant has a prescription.
4. Participants who are over-medicated on prescription drugs or are prescribed a type or level of drug, which makes it unsafe for him to live in the house, may be removed from the program.
5. Management must be notified of Participants who are on medication assisted therapy (MAT), such as Methadone and Suboxone.

## **Drug/Alcohol Use, Testing Policy & Agreement**

The primary purpose of Building Men for Life, Inc. (BMFL) is to give our men a home environment that is ideally suited for successful recovery. When a participant chooses to use drugs and/or alcohol, he threatens the recovery of everybody in his home.

The number one rule for BMFL participants is: No one may use alcohol and/or drugs, including the misuse of prescribed or over-the-counter drugs, and ALL mind-altering substances, whether legal or illegal, while in the program. The use of marijuana is strictly prohibited, even if a participant has a prescription. As such, we have a zero-tolerance policy for drug and alcohol use and any participant who violates this policy will be immediately removed from the program.

Upon entering the BMFL program, new participants will be required to undergo a drug screen. To be approved for entry into our program, this test must show a "negative" result for all drugs that are not prescribed by a physician.

Participants are subject to drug and alcohol testing at any time and for any reason. Once informed that an alcohol and/or drug test will be administered, participants must stay within the staff member's sight and follow all directions and instructions given.

Any participant who refuses to submit to a drug and/or alcohol test; has an adulterated or substituted drug test result or has a positive test result will be immediately removed from the BMFL program. In addition, any participant who does not fully cooperate or follow directions in any way during the testing process, will be considered a refusal of the test resulting in immediate removal from the BMFL program and his probation/parole agent will be notified.

## **Drug Test**

If you are asked to take a drug test you must:

- ✓ Stay within the House Manager's or a BMFL staff member's sight until you are told the testing is finished.
- ✓ Provide enough urine to test.
- ✓ Allow an observed collection if required.
- ✓ Not adulterate or substitute a urine specimen.

# Rules, Regulations and Participant Handbook

---

## Alcohol Breathalyzer Test

If you are asked to take an alcohol breathalyzer test you must:

- ✓ Stay within the House Manager's or a BMFL staff member's sight until you are told the testing is finished.
- ✓ Provide an adequate amount of breath.

## House Operations, Conduct, and Rules

The fundamental principle of the home is to follow the rules and live a life in recovery. The goal is to form strength in the group to develop a functional, connected, and family environment. BMFL is a non-profit organization, and the houses are not institutions. It is our hope that a family of men will unite to build a healthy and functional community.

*The number one rule of the program is to stay clean, sober and addiction free.*

When a man brings drugs/alcohol into a house or is under the influence, not only is he hurting himself, but he is threatening other participants' recovery. A participant bringing drugs or alcohol into the house may trigger another participant to relapse.

As a matter of self-preservation, a participant who knows of another man who has or is using alcohol/drugs, needs to **immediately** report this to the House Manager or a BMFL staff member. This often goes against how we may have handled situations in the past. The difference today, is that you may be saving someone's life while protecting yourself and others in the house from relapse.

This is about "Principles over Personalities." Recovery is about doing the next right thing. We are fighting the disease of addiction—not the person.

In recovery, we are learning to do things differently. How we act toward others, how we treat people, and respecting others and our living environment. In our addiction, we often did not follow rules or treat people very well. Today we are learning to live differently and to look outside of ourselves.

Because of this, we have rules and expectations of all participants and others coming on the BMFL property. This list is not meant to cover every situation, but rather an overall guide. It includes some "hard and fast" rules, but there are also expectations of how you are to conduct yourself.

## Notice of Program Violation

The primary purpose of Building Men for Life, Inc. (BMFL) is to give our men a home environment that is ideally suited for successful recovery. With the primary focus to stay clean and sober, BMFL has implemented required programs to help participants with their recovery. We feel these programs are vital for healthy living. Participants will be held accountable for participating in all programs.

Failure to comply with BMFL programs, conduct, and rules will be considered as an individual's choice not to be a participant. If a reasonable effort is not seen in working the programs, conduct, and rules, a written Notice of Program Violation notice will be issued to the participant.

The first written Notice of Program Violation will be issued to the participant for failure to comply with any of the programs (including attending four (4) life skills/spiritual meetings each week (AA, NA, Church, and other recovery related meetings), weekly House Meetings, and the compliance with House Operations, Conduct, and Rules. The participant should be informed that if the written violation is not corrected, it can lead to a second and final written violation.

The second and final written Notice of Program Violation will be issued to the participant for noncompliance of any of the above-mentioned criteria and will be accompanied with a strong verbal notice from the House Manager that this is not only the final notice, but any further occurrences of non-compliance, for **any** of the above will result in the discharge of the individual from the BMFL program.



# Rules, Regulations and Participant Handbook

---

## House Meetings

Each house has a weekly meeting. All program participants in the house must be present, and the House Manager/BMFL staff member will lead the meeting.

This is the time to pay program fees, collect required paperwork, discuss issues relating to the house, and pass on information to help improve communication.

For a home to operate efficiently, it must have people who are willing to step up and be of service. Each house needs men to serve as House Manager, Secretary and Coordinator. These service positions are program participants of the home and are appointed by a BMFL staff member.

The two service positions are:

**SECRETARY** - records the house meeting minutes and gives a final copy to the House Manager.

**COORDINATOR** - assigns weekly house chores, inspect rooms for cleanliness along with the House Manager, and make sure the home remains clean and orderly, inside, and out. Also, collects and tracks funds for the household common expenses.

## Housekeeping

1. The house, including all bedrooms, must be kept in a clean orderly fashion.
2. Participants may have only two bags (i.e., backpack, suitcase, etc.) of clothes and toiletries.
3. Participants' rooms may be inspected at any time by a BMFL staff member and will be at least once a week.
4. The yard and exterior are part of the property must be kept in a clean and orderly fashion, and up to community standards.
5. The house and any outbuildings must be kept locked. No locks may be changed or added without the permission of the Housing Director or Executive Director.
6. No alteration to the interior, exterior, or other part of the home is permitted.
7. No appliances, including, but not limited to stoves, air conditioners, or space heaters may be brought into, or removed from the house without the prior approval of the Housing Director. All such appliances must be inspected for safety by the Housing Director, or his designee, prior to bringing into the home.
8. Participants may not change or alter house thermostats. All adjustments of house thermostats must be done by a BMFL staff member.
9. Participants may not move, rearrange, or remove any house or room furniture, audio/video equipment, or appliances without the prior approval of the Executive Director or Housing Director.
10. All participants will be required to perform daily/weekly house cleaning chores as assigned by the House Manager or House Coordinator.

## Bedroom Requirements

1. Beds must be made every day when you're not in them.
2. Dirty clothes must be in a clothes hamper and not piled up on the floor.
3. Clean clothes must be put away in a dresser or hanging in closet.
4. Prescription meds must always be in a locked box.
5. No dirty dishes in the room at any time, use, wash, put away dishes immediately after use.
6. No smoking in the house, immediate removal from the program if caught.
7. Doors must be able to open all the way for fire exit safety.
8. No extension cords, space heaters, candles or incense allowed. Power strips are accepted.
9. Room must be free of clutter, easy to walk in and the tops of dressers and desks clean and organized.
10. Room needs to be vacuumed or mopped once a week.

## Bathroom Requirements

1. Close shower curtain *during* and *after* shower.
2. NO personal items left in the bathroom. Take everything that you brought in out with you or it will be discarded.

# Rules, Regulations and Participant Handbook

---

3. Clean up after yourself as you go along (hair in sink, toothpaste, etc.)

## Personal Hygiene

**Personal hygiene** refers to maintaining the body's cleanliness. Hygiene activities can be grouped into the following: home and everyday hygiene, personal hygiene, medical hygiene, sleep hygiene, and food hygiene. Home and every day hygiene includes hand washing, respiratory hygiene, food hygiene at home, hygiene in the kitchen, hygiene in the bathroom, laundry hygiene, and medical hygiene at home.

Many people equate hygiene with "cleanliness", but hygiene is a broad term. It includes such personal habit choices as how frequently to take a shower or bath, wash hands, trim fingernails, and wash clothes. It also includes attention to keeping surfaces in the home and workplace clean, including bathroom facilities. Adherence to regular hygiene practices is often regarded as a socially responsible and respectable behavior, while neglecting proper hygiene can be perceived as unclean or unsanitary, and may be considered socially unacceptable or disrespectful, while also posing a risk to public health in group environments, gatherings and living situations.

At times, a participant may not have the best cleanliness. This can cause an uncomfortable situation with other participants, yourself and any other people in and around the house. This should be addressed with the individual when necessary.

## Scent Free Environment

When we talk about scents, we usually mean the smells or odors from ingredients and chemicals in cosmetics (perfume, make-up, shampoo, deodorant, etc.) or from other products such as air fresheners, cleaners, etc. When exposure to the ingredients or chemicals in scented products has been blamed for adversely affecting a person's health, some or all of the following symptoms are typically reported: headaches, dizziness, light-headedness, nausea, fatigue, weakness, among others. Occasionally, a participant may have an overwhelming scent from a personal product that may have a negative effect on another person.

## Vehicle Policy

All vehicles on the property must be titled, insured and licensed in the participant's name (Not your family or friends name). Proof of valid driver's license, insurance and registration is required upon moving in and every 6 months. The term Vehicle includes cars, motorcycles, trucks and any trailers. No vehicle repairs or maintenance are allowed on the property.

## Guests

1. No guests and/or visitors are allowed in the house without the consent of a BMFL staff member. Guests are only allowed in common areas and are not permitted to stay overnight without the prior written approval of a BMFL staff member.
2. The Housing Director must approve all house guests. This may include an interview with the guest(s). All house guests must remain supervised in common areas. The maximum time a guest may visit a participant (except in cases where the guest has received the prior written consent of the Housing Director) within a house is 2 hours.
3. No persons on probation or parole, other than program participants, are allowed in the house or on the property.
4. All guests must be sober. No intoxicated guests are allowed in a house.

# Rules, Regulations and Participant Handbook

---

5. The participant shall be financially responsible for any conduct by his guest causing damage to the house, the contents of the house, the participant, or the guest.

## General

1. If a participant is on probation or parole, their agent will be notified if they leave the program, are terminated from the program, fail a drug test, are intoxicated, or break any laws while in the program.
2. When a participant moves out or is removed from the house, no other participant may tamper with or move the personal property of the removed participant without authorization from a BMFL staff member.
  - a. If asked to pack up the personal property of a participant who has been removed, two (2) participants or a BMFL staff member must be present. If a BMFL staff member is not present during such packing, a written inventory of all packed personal property must be completed and signed by those responsible for packing the items.
3. The typical stay in the BMFL program is in the range of 6 months to 3 years. All participants must vacate their home after graduation. Upon graduation from the program, successful program graduates are encouraged to apply at that time to serve as mentors and sponsors, House Managers, or sit on the BMFL Board of Directors.

## Building Men for Life Phase 1 & Phase 2 Housing

Phase 1: Entry level housing into the Building Men for Life program.

- 2 man bedrooms
- No TV's in bedrooms
- Residents must Sign Out/In and comply with House Curfew

Phase 2: Advanced housing in the Building Men for Life program. Phase 2 houses are specifically different houses compared to Phase 1 and you will be required to move to that house. Criteria to advance to Phase 2 housing:

- Sixty (60) days continued residence in Phase 1 housing
- Be employed and on self-pay program fee basis
- Proven ability to complete house chores and clean bedroom
- Proven ability to get along with other house mates
- Residents may have TV's in bedrooms
- Residents are not required to Sign Out/In and there is no curfew
- Required to be home 5 days per week.

## Media Policy

*Phase I:* TV's are not allowed in participants' rooms.

*Phase II:* TV's are allowed in participants' rooms.

1. Pornography is not allowed on TV's.
2. Program participants are not permitted for any reason to call the cable or internet provider. All issues that arise with the cable or internet must be brought to the attention of the BMFL offices for needed repairs or services.
3. If you have a BMFL provided Dish box or equipment in your room, this equipment must remain in the room. It can not be moved room to room or BMFL house to house. You are responsible for any lost or damaged boxes or remotes. Remotes cost \$40.00 and Dish Boxes are \$100.00 for replacement. Stolen Dish equipment will be reported to the Police and charges will be filed.
4. No video game systems are to be hooked up to common area TV's.

# Rules, Regulations and Participant Handbook

---

5. No illegal downloading (also known as piracy) of paid content for free without permission from the owner, including music, TV shows, movies, video games, audiobooks, ebooks and sports broadcasts. The Internet Service Provider (ISP) will know which customer by your IP address and will file a claim.

## Emergency Policy

In each house, there are postings for “In Case of Emergency” and evacuation routes for your house. Please locate and become familiar with both postings.

If you need emergency services of any kind: **CALL 911 IMMEDIATELY**. If you’re not sure if the situation is an emergency, call 911 anyway and let them decide what help is needed. It is better to err on the side of caution and call 911, than to need help and not have it.

## Medical Emergency

In a medical emergency, **CALL 911**. State you have a medical emergency and give the following information:

- ✓ Your name and phone number.
- ✓ House address.
- ✓ What happened – How many people, nature of injury(s) or illness.
- ✓ Give as much information about the victim(s) (like diabetes, allergies, health issues, etc.)
- ✓ Follow the directions of the 911 Dispatcher.

## Evacuation Procedures

- ✓ Evacuate the house along evacuation routes that are posted.
- ✓ Meet at the Designated Evacuation Location: \_\_\_\_\_
- ✓ Follow the orders of the emergency personnel when they arrive.

## Severe Weather Emergencies

During severe weather, you should tune into a local TV or radio channel for information. If a **Tornado Warning** has been issued, go to the designated emergency spot, which is the center of the basement, away from windows. Monitor other weather Watches and Warnings and follow the directions of the National Weather Service.

## Other Emergencies

If for any reason, you feel there is a threat to the house, the property, or the people in the house get away from the threat as quickly and safely as possible, then **CALL 911**. Explain the situation and follow their directions.

## Fire and Explosion

- ✓ Upon discovering a fire, explosion, smoke, or hearing a smoke alarm in the house, call 911. Exit the house first if the fire is in the house. Use a cell phone instead of a house phone. Provide the following information:
  - House address
  - Description of fire/explosion
  - Report if everyone is out of the house or someone is still inside
- ✓ When the smoke alarm sounds, complete evacuation is required. Walk; do not run to the nearest exit and out of the house. Meet at the house’s designated spot, \_\_\_\_\_.
- ✓ Leave the house and move away from it, leaving driveway, roadways, and walks open for arriving fire equipment.

# Rules, Regulations and Participant Handbook

---

- ✓ Do not return to the building until directed to do so by emergency personnel. All people should move a safe distance from the building. If you cannot move far enough away from the building on your own, request assistance from emergency personnel.
- ✓ Everyone must follow the orders of the emergency personnel when they arrive.
- ✓ Notify emergency personnel on the scene if you suspect someone may still be inside the house.

## **Severe Weather**

The basement is the emergency shelter for the house. You should use the center of the basement, away from the windows.

## **Severe Thunderstorm Watch**

(Weather conditions are right for a severe thunderstorm.)

- ✓ Continue with normal activities but continue to monitor the situation.

## **Severe Thunderstorm Warning**

(Severe thunderstorms are occurring.)

- ✓ Remain indoors and away from windows until the severe storm passes.
- ✓ Report any injuries by calling 911.
- ✓ Be prepared to give the following information:
  - Your name
  - Building name
  - Type of injury or damage
  - The location of any injured person(s) or building damage

## **Tornado Watch**

(Weather conditions are right for a tornado.)

- ✓ Continue with normal activities but continue to monitor the situation.

## **Tornado Warning**

(Radar or weather spotters have identified a tornado.)

Once a tornado warning has been issued take the following actions:

- ✓ Immediately go to the center of the basement away from the windows. Cover yourself, when possible, to protect against flying debris. Take a portable radio, flashlight and cell phone if you can.
- ✓ After the storm passes, if the house is badly damaged, leave only if it is safe to do so.
- ✓ If it is not safe or possible to leave the house, stay and wait for assistance.
- ✓ Do not attempt to return to a damaged house unless directed to do so by emergency personnel.
- ✓ Do not turn on or off any utilities or other equipment.
- ✓ Call 911 if anyone is injured and give the following information:
  - Your name
  - Address
  - Type of injury or damage
  - The location of any injured person(s) in the house or house damage

## **Violence Threat**

*Do not confront a person who is violent.* Your safety and the safety of the men in the house are the main concern. Get away from the person and find a safe place.

Any person in possession of a gun, knife, blunt object, or other potentially dangerous object and who intends to cause harm to others. A person can be a threat even without weapons.

If an armed subject is actively or imminently causing death or serious physical injury, the following actions are recommended:

If you are located in a house and it is possible to *exit safely*, follow these steps:

# Rules, Regulations and Participant Handbook

---

- ✓ Exit the house as quickly as possible and away from the immediate path of danger.
- ✓ Notify anyone you may encounter to exit immediately.
- ✓ While exiting, do not run in a straight line. If possible, use walls, furniture or other objects to block you from the armed subject.
- ✓ Once outside, use trees, vehicles, or other objects to block you from view.
- ✓ When you are away from the immediate area of danger, summon help in any way possible and warn others.
- ✓ If communication is possible, 911 provides specific information on your location, the number of armed subjects, and names of persons who may be involved and persons with injuries.
- ✓ Take protective cover. Stay there until assistance arrives.

If you are located in a house and exiting the house is not possible, the following actions are recommended:

- ✓ Go to the nearest room. Do not stay in an open hallway.
- ✓ Do not sound the fire alarm as this may signal occupants to evacuate the house and thereby be put in harm's way.
- ✓ Close and lock the door.
- ✓ Turn off the lights.
- ✓ Barricade yourself in the room with furniture or anything else to secure the door
- ✓ Seek protective cover. Stay low to the floor.
- ✓ Stay away from windows.
- ✓ Keep quiet and act as if no one is in the room.
- ✓ Do not answer the door.
- ✓ If communication is possible, call 911, providing specific information on your location, the number of armed subjects, and names of persons who may be involved and persons with injuries.
- ✓ Silence your cell phone to avoid detection in the event of a call.
- ✓ Wait for the police to assist you outside the house.

If you are located outside the house and it appears that you can get away safely, follow these steps:

- ✓ Run away from the threat as fast as you can.
- ✓ Do not run in a straight line. Use buildings, trees, vehicles, or other objects to block you from view.
- ✓ When you are away from the immediate area of danger, summon help any way possible and warn others.
- ✓ If communication is possible, call 911, providing specific information on your location, the number of armed subjects, and names of persons who may be involved and persons with injuries.
- ✓ Take protective cover. Stay there until assistance arrives.

If you are located outside a house and running away is not a safe option, consider one of the following recommendations:

- ✓ Quickly assess the area and find a good place to hide.
- ✓ If death or serious physical injury is being caused to others and you are unable to run or hide, you can choose to "play dead" among the victims.
- ✓ You can fight back. This is dangerous, but in some situations, it might be the only option. Look for objects you might use as a weapon to defend yourself.  
If you are caught by an armed subject and are not going to fight back, do not look your captor in the eyes. Obey all commands.
- ✓ Once the police arrive, follow their instructions.

## Overdose

### Symptoms and Indications of an Overdose:

- Respiratory depression: slow and shallow breathing or cessation of breathing

# Rules, Regulations and Participant Handbook

- Making snoring or gurgling sounds
- Blue or gray skin color
- Dark lips and fingernails
- Unable to talk
- Disorientation
- Pinpoint pupils
- Decreased level of consciousness, can't be woken up
- No response to stimuli
- Drug paraphernalia in the vicinity
- Note: If you can't get them to respond, don't assume they are asleep. Not all overdoses happen quickly and sometimes it can take hours for someone to die. Taking action in those hours means you could save a life.

## **What to Do:**

- This is a medical emergency: Call 911 for a first responder immediately.
- Try to get the person to respond.
- Administer CPR if you are qualified.
- Rub knuckles on the breast bone.
- If they respond, keep them awake and breathing.
- If their skin is blue, perform mouth to mouth rescue breathing.
- Stay with the person. If you must leave, place the person in a recovery position (on their left side).
- Look around the victim to see if they are carrying NARCAN® (Naloxone), or have it in the vicinity, or if anyone in the area has it... and administer it! Keep in mind, it can take more than one dose of naloxone to revive a person who has overdosed. There is no harm in giving multiple doses to a person in an attempt to revive them. [Learn more about Naloxone.](#)

## **What Not to Do:**

- Do not put the person in a cold bath.
- Do not inject them with saltwater or stimulant drugs (methamphetamine).
- Do not try to have them walk it off or sleep it off.
- Do not induce vomiting.

## **Behavioral Concerns**

Call 911, in the event of crisis situations such as the following.

- ✓ Mental health/behavioral incidents or concerns
- ✓ Suspicious activity of a concerning nature
- ✓ Threats to participant's welfare
- ✓ Threats of suicide

***Once emergency responders are on the scene and if the House Manager is not there, immediately contact:***

- ✓ Randy Brower – 616-218-8735, or

# Rules, Regulations and Participant Handbook

---

✓ Keith Walters – 616-836-2896, and

✓ House Manager Phone # \_\_\_\_\_

## **The Guiding Rule**

The most important rule is to remain clean and sober always: any violation of this rule may result in immediate removal from the program.

## **Build Something Bigger Than Ourselves: Giving Back**

BMFL would not only like to support a self-reliant family of men in a self-supporting home, but also, we have a vision that the same group of men who were once in need, can also pass on the gift of a safe, sober, and supportive living environment.

The goal we have is that each BMFL home builds a small surplus of income through program fees and fundraising to start another home, and pass on their experience, strength, and hope to the next group of men looking for support.

The start of a new home depends on first and last month's rent, security deposit, and the purchase of furniture.

We would also like to maintain a surplus of funds to help men who fall on hard times and may need a hand with food, clothes, program fees, and/or toiletries.

We encourage each man to look outside himself to help a brother in need. We encourage men to participate in BMFL fund-raising efforts, become sponsors or mentors to new residents, and volunteer in the local community. Each man has his own gifts, and together, we can share our time, talents, and treasures to build a loving community, helping each other, and expecting nothing in return.

***“As iron sharpens iron, so a friend sharpens a friend” Proverbs 27:17***

***“A friend loveth at all times, and a brother is born for adversity” Proverbs 17:17***



# Rules, Regulations and Participant Handbook

---

## Signature Page of EXHIBIT A

I have read and fully understand the contents of the pages included in this document titled **EXHIBIT A**. By signing this document, I agree to the terms, conditions and policies stated within and I will participate and abide by these rules and regulations at all times.

Participant Printed Name: \_\_\_\_\_

Participant Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

BMFL Staff Signature \_\_\_\_\_

Date: \_\_\_\_\_