

## **Rules, Regulations and Participant Handbook**

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### **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.



**Building Men for Life Office Number: 616-393-2188**  
[buildingmenforlife.com](http://buildingmenforlife.com)



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

As a recognized member of the National Alliance of Recovery Residences, Building Men for Life, Inc. offers Certified Recovery Coaching and Safe Recovery Residences

# *Building Men for Life, Inc.*

## **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 critical 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 addiction.

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

*Proverbs 17:17 NLT*

### **Program Requirements**

With the primary focus on staying 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.

**Building Men for Life considers participation in a spiritual fellowship, like church, and support groups like AA or NA meetings, vital to maintaining a healthy way of living.**

- Participants must attend a minimum of four (4) *in-person peer and/or professional substance use disorder recovery meetings a week*, starting the first week in the program. Speak with the office about any questions about specific meetings accepted. (A Building Men for Life week starts Sunday and ends Saturday.)
- All participants must get a meeting slip signed at each recovery meeting. You cannot sign your own meeting slip. Church bulletins may be used as documentation of the required attendance at spiritual meetings.

**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 after their first 60 days in the program. The required time will be adjusted for part-time employment. If a participant cannot find a place to volunteer, Building Men for Life will assist them.

**Employment** - Employment is a mandatory requirement of 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) or retired with a pension.

Unemployed participants should be actively seeking employment, and this will be considered a “full-time” activity (e.g., 6 hours a day, at least 5 days per week). While doing so, the minimum requirement is to complete and submit two applications to prospective employers each day.

# *Building Men for Life, Inc.*

## **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 still irritate and annoy us. These are all regular 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 share YOUR story, feelings, and journey with others outside the house. It's alright to share what's going on with you. Protecting other men's stories, emotions, and actions is also your responsibility. Building Men for Life 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 Building Men for Life 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 could disclose confidential and protected information. Only the Executive Director can give permission to record videos or take photos for any reason.

### **Program Fees and Expenses**

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

**Monthly fee:** All program fees are due by the first Sunday of each month and cover up to the following month's first Sunday. If you are late on a monthly payment (after the first Sunday of the month), you will be charged the weekly fee for the remainder of the month. A Building Men for Life month is always the first Sunday of each month.

**Weekly fee:** \$200.00 per week, due every Sunday. A week runs from Sunday to Saturday, and if any day is used, you will be billed for the entire week.

*All rates are subject to change with a 30-day notice.*

You are required to choose a payment plan on the first Sunday of each month, and you cannot change it unless it is on that day.

**After the first 30 days, residents are required to pay a \$20.00 house fee.** This fee should be paid to the house manager or coordinator during the first week of each month to purchase household 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 with a past-due balance of \$400.00 or more must move out immediately unless a weekly payment plan of \$250.00 per week is agreed upon with Building Men for Life staff in advance until you are caught up with a zero balance.

To rejoin the program, pay all outstanding fees plus the \$200 first week move-in fee in advance. Exceptions to this policy will be at the discretion of the team at the Main Office.

**Missed Payments** - Missed payments will result in removal from the program unless a participant has received prior approval from the Main Office. Approval of this payment plan will be based on the participant meeting Building Men for Life program requirements. If program expectations have not been

# *Building Men for Life, Inc.*

## **Rules, Regulations and Participant Handbook**

---

met, an extension will not be granted, and the participant must leave the program. The participant must agree with Building Men for Life to pay the overdue balance in full within a specified period.

### **Refund Policy**

Refunds will be issued on a per diem basis at \$30 per day.

### **Funding Scholarship Programs**

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

#### **To qualify for scholarship funding programs, you must:**

- Be a resident of Ottawa, Allegan, or Muskegon County and have residence in that County for over 30 days.
- You must be home every day to sleep. If you fail to return home for a night, your funding will be terminated, and you will be required to start paying the program fees.
- You must sign in and out of the house when you come and go. If you do not sign in and out of the home, a \$30.00 per day fee will be charged for each day missed.
- You must enroll and be actively engaged in an outpatient substance use treatment program. If you do not make your appointments and/or cease engagement with your treatment plan, you will forfeit your funding/scholarship and be required to pay all program fees at a rate of \$30 per day.
- Participants on scholarship funding will be required to live in a Phase 1 home. Phase 2 homes do not qualify for scholarship funding programs.

### **Request to leave overnight**

Any overnight stay in a Phase 1 home must be approved at least 2 days in advance. The first 30 days in the house, overnight is not allowed unless it is a family emergency. However, special consideration can be given to clients in good standing, allowing one overnight on a national holiday.

During the second 30 days in a 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 your bed at a rate of \$30.00 per night. If you are away from home for more than 2 nights, your 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 medicines.
2. No violence, physical or verbal abuse towards oneself, others, or property.
3. No weapons of any kind are allowed in the house or on the property.
4. No illegal activities or breaking any laws.
5. No pornography (written or electronic).
6. No gambling in any form.
7. All houses are smoke and vape-free. Smoke or vape in designated areas only and dispose of smoking materials in a safe, metal container.
8. No animals/pets are permitted.

# *Building Men for Life, Inc.*

## **Rules, Regulations and Participant Handbook**

---

9. Participants may have one (1) vehicle on the property, which must be street-legal, licensed, insured, and parked in a designated area. No more than 4 vehicles per house may be parked, based on resident seniority.
10. Participants must respect the privacy of the other program participants and be considerate of house guests and neighbors by keeping noise levels to a minimum.
11. 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.
12. Participants cannot lend or borrow money, clothes, vehicles, bikes, EBT cards, or other personal property from each other.
13. No participant is allowed to enter another participant's room unless that participant is present.

### **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.

- Participants taking prescription medication must store them in lockboxes that are provided or approved by Building Men for Life.
- Any medication that may cause a participant to fail a drug screen must be approved in writing by the house manager.
- The use of marijuana is strictly prohibited, even if a participant has a prescription.
- At the discretion of the program, participants taking prescription medications that, by type or dosage, are determined to be unsafe, or who are observed exhibiting behaviors consistent with active addiction, may be removed from the program to ensure the safety and integrity of the recovery environment.
- Management must be notified of Participants who are on medication-assisted therapy (MAT), such as Methadone and Suboxone.
- Pill counts may be conducted by staff for clients with prescribed medications.

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

The primary purpose of Building Men for Life, Inc. (BMFL) is to provide our men with a home environment ideally suited to 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 medicines, 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 Building Men for Life 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 to have refused the test, resulting in immediate removal from the Building Men for Life program, and their probation/parole agent will be notified.*

# *Building Men for Life, Inc.*

## **Rules, Regulations and Participant Handbook**

---

### **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.
- ✓ Provide the urine sample within one hour of being asked.
- ✓ Allow an observed collection if required.
- ✓ Not adulterate or substitute a urine specimen.

### **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.
- ✓ Submit to a breathalyzer IMMEDIATELY.

### **Room Searches**

Room searches are distinct from cleanliness compliance checks conducted by a program staff member, house manager, or coordinator. Cleanliness checks are routine and limited to sanitation and order. Room searches may be conducted for program compliance as deemed necessary. The individual and at least two other participants and/or staff members must be present during any room search.

### **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 build group strength to develop a functional, connected, and family-oriented environment. Building Men for Life 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 fight addiction, not individuals.

In recovery, we are learning to do things differently. How we act toward others, how we treat people, and respect 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 for all participants and others coming on the Building Men for Life property. This list is not meant to cover every situation, but rather to serve as an overall guide. It includes some "hard and fast" rules, but there are also expectations of how you are to conduct yourself.

# *Building Men for Life, Inc.*

## **Rules, Regulations and Participant Handbook**

---

### **Notice of Program Violation**

The primary purpose of Building Men for Life, Inc. (BMFL) is to provide our men with a home environment ideally suited to successful recovery. With the primary focus on staying 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 Building Men for Life programs, conduct, and rules will be considered an individual's choice not to be a participant. If a resident fails to put forth reasonable effort while in the program and/or does not comply with program requirements, a documented Notice of Program Violation 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 compliance with House Operations, Conduct, and Rules. The participant should be informed that if the written violation is not corrected, it may result in a second and final written violation.

The second and final written Notice of Program Violation will be issued to the participant for noncompliance with any program requirement or policy, and will be accompanied by a strong verbal notice from the House Manager that this is the final notice and that any further occurrences of non-compliance will result in the discharge of the individual from the Building Men for Life program.

Building Men for Life recognizes growth and corrective progress. Written Notices of Program Violations remain in effect for sixty (60) days from the date of issuance. When a participant remains compliant and demonstrates corrective behavior throughout this period, the violation will expire and no longer be considered active. Continued or repeated noncompliance within the 60 days may result in further disciplinary action, up to and including discharge.

### **Exiting the Building Men for Life Program**

In such a case where a participant vacates the property or leaves the program (for any reason), you are required to take ALL your belongings with you. In the event you leave property behind, the person you identified on your Personal Property Agreement will be notified. In this case, the identified individual is allowed 24 hours to come and retrieve your property. After that, any property left will be disposed of.

### **House Meetings**

Each house has a mandatory weekly meeting. All program participants in the home must be present, and the House Manager/BMFL staff member will lead the meeting. Participants may miss only one (1) meeting per month.

This is the time to pay program fees, collect required paperwork, discuss issues related to the house, and share information to improve communication.

For a home to operate efficiently, it must have people willing to step up and serve. Each house needs men to serve as a House Manager and a Coordinator.

HOUSE MANAGER – OVERSEES HOUSE OPERATIONS AND UPHOLDS ALL BUILDING MEN FOR LIFE POLICES.

COORDINATOR - assigns weekly house chores, inspects rooms for cleanliness along with the House Manager, and makes sure the home remains clean and orderly, inside and out. Also, collect and track household expenses funds every day.

# *Building Men for Life, Inc.*

## **Rules, Regulations and Participant Handbook**

---

### **Housekeeping:**

1. The house, including all bedrooms, must be kept in a clean, orderly fashion.
2. Participants should only have two bags (i.e., a backpack, a suitcase, etc.) of clothes and toiletries and refrain from accumulating personal property, keeping in mind the 2-hour time limit to remove all personal property if asked to leave.
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 that 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 Executive Director's permission.
6. No alteration to the interior, exterior, or other part of the home is permitted.
7. No appliances, including, but not limited to, stoves, mini fridges, or space heaters, may be brought into, or removed from, the house.
8. Participants may not change or alter house thermostats. A BMFL staff member must make all adjustments to house thermostats.
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.
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. No locks on any bedroom doors except for the House Manager's bedroom.
2. Beds must be made every day when you're not in them.
3. Dirty clothes must be in a clothes hamper and not piled up on the floor.
4. Clean clothes must be put away in a dresser or hung in a closet.
5. No food in bedrooms at all.
6. Prescription meds must always be in a locked box.
7. No dirty dishes in the room at any time; use, wash, and put away dishes immediately after use.
8. No smoking in the house, immediate removal from the program if caught.
9. Doors must be able to open all the way for fire and emergency exit safety.
10. No extension cords, space heaters, candles, or incense allowed. Power strips are accepted.
11. Room must be free of clutter, easy to walk in, and the tops of dressers and desks must be clean and organized.
12. Room needs to be vacuumed or mopped once a week.

### **Bathroom Requirements:**

1. Close the shower curtain during and after the shower.
2. No personal items should be stored in the bathroom. Take everything that you brought in with you, or it will be discarded.
3. Clean up after yourself as you go along (hair in sink, toothpaste, toilet, etc.)

### **Personal Hygiene**

Personal hygiene includes maintaining the cleanliness of the body, clothing, and shared living spaces. This includes regular bathing or showering, handwashing, laundry, and keeping common areas—especially bathrooms—clean and sanitary.

Proper hygiene is essential in a shared living environment and is considered respectful and socially responsible behavior. Poor hygiene can cause discomfort for others and pose health risks.

If a participant is not maintaining appropriate hygiene, the issue may be addressed with the individual as needed to ensure a safe, healthy, and comfortable living environment for everyone.

# *Building Men for Life, Inc.*

## **Rules, Regulations and Participant Handbook**

---

### **Scent Free Environment**

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

### **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 a valid driver's license, insurance, and registration is required upon moving in and every 6 months thereafter. The term "vehicle" includes cars, motorcycles, trucks, and trailers. No vehicle repairs or maintenance are allowed on the property—no more than 4 vehicles per house, with parking permissions based on seniority in the program.

### **Guests**

- No guests and/or visitors are allowed in the house without the consent of a BMFL staff member and/or house manager. Guests are only allowed in common areas and are not permitted to stay overnight for any reason or be in any bedroom.
- All house guests must remain supervised in common areas. The maximum time a guest may spend with a participant in a house is 2 hours.
- No persons on probation or parole, other than program participants, are allowed in the house or on the property.
- All guests must be sober. No intoxicated guests are allowed in a house.
- 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**

- 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.
- When a participant moves out or is removed from the house, no other participant may tamper with or move another resident's personal property of the removed participant without authorization from a BMFL staff member.
- Building Men for Life is NOT responsible for items you do not take with you when you leave the program.
- 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.
- The typical stay in the Building Men for Life program is in the range of 6 months to 3 years. All participants must vacate their homes upon 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 Building Men for Life Board of Directors.

# *Building Men for Life, Inc.*

## **Rules, Regulations and Participant Handbook**

---

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

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

- 2-man bedroom
- No TV's allowed in bedrooms
- Residents must sign in & out and comply with the 10 pm. house curfew.
- Upon admission, participants are limited to bringing basic necessities and clothing only

**Phase 2:** Advanced housing in the Building Men for Life program.

*Phase 2 houses are typically in different locations from Phase 1 houses.*

#### **Criteria to advance to Phase 2 housing:**

- Sixty (60) days of continued residence in Phase 1 housing
- Be employed and/or on a self-pay program fee basis
- Proven ability to complete house chores and clean the bedroom
- Proven ability to get along with other housemates

#### **Living in a Phase 2 home:**

- Residents may have TVs in bedrooms
- Residents are not required to Sign Out/In, and there is no curfew
- Residents are required to sleep at the house 5 nights a week and must inform their House Manager of any nights spent outside of the house.
- Residents must attend 3 House Meetings every month, meaning they may only miss one meeting and inform the House Manager of any meeting they cannot participate in.
- Phase 2 rooms must remain clean, uncluttered, and only contain as much personal property as can be removed by the participant alone in 12 hours.

### **Media Policy**

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

*Phase II:* TVs are allowed in participants' rooms.

- Pornography is not allowed at all.
- Program participants are not permitted for any reason to call the cable or internet provider. All issues with the cable or internet must be brought to the attention of the Building Men for Life offices for necessary repairs or services.
- No video game systems are to be hooked up to common area TVs.
- 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.

# *Building Men for Life, Inc.*

## **Rules, Regulations and Participant Handbook**

---

### **Emergency Policy**

**If 911 is called for any reason, contact Keith Walters – 616-836-2896 as soon as possible.**

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

Suppose 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 emergency personnel when they arrive.

### **Severe Weather Emergencies**

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

### **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 danger 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 inside. 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
- 4. When the smoke alarm sounds, a complete evacuation is required. Walk; do not run to the nearest exit and out of the house. Meet at the designated spot, \_\_\_\_\_.
- ✓ Leave the house and move away from it, leaving the driveway, roadways, and walks open for arriving fire equipment.
- ✓ Do not return to the building until directed to do so by emergency personnel. Everyone should move to 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 emergency personnel when they arrive.
- ✓ Notify emergency personnel on the scene if you suspect someone may still be inside the house.

# *Building Men for Life, Inc.*

## **Rules, Regulations and Participant Handbook**

---

### **Severe Weather**

The basement is the house's emergency shelter. 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 routine 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, a flashlight, and a 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 violent person.* Your safety and the men in the house's safety are the primary concerns. 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 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 it is impossible to remove yourself from the threat, follow these steps:

- ✓ 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.

# *Building Men for Life, Inc.*

## **Rules, Regulations and Participant Handbook**

---

- ✓ 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 the names of people who may be involved and/or persons with injuries.
- ✓ Find a protective cover. Stay there until assistance arrives.

If you are in an area of the house where 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 the 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 the 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 immediate danger, seek help in any way possible and warn others.
- ✓ If communication is possible, call 911, providing specific information on your location, the number of armed subjects, and the 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 an armed subject catches you and is not going to fight back, do not look at 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
- Making snoring or gurgling sounds
- Blue or gray skin color

# *Building Men for Life, Inc.*

## **Rules, Regulations and Participant Handbook**

- 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 occur 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 breastbone.
- 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 administering multiple doses when attempting 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 crises such as the following:

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

### **The Guiding Rule**

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

# *Building Men for Life, Inc.*

## **Rules, Regulations and Participant Handbook**

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

Building Men for Life would not only like to support a self-reliant family of men in a self-supporting home, but also to 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 is for each Building Men for Life home to build 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 seeking support.

The start of a new home depends on the 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 Building Men for Life fundraising 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 one another 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***