

LOTUS RECOVERY HOUSE EMERGENCY, SAFETY AND PROPERTY POLICY

Purpose: To establish a policy that ensures compliance with Ohio Revised Code 340.03 A (14) and that all safety inspections and drills occur and meet required standards. All Lotus Recovery House (LRH) Staff and residents should be instructed on how to handle emergencies.

1. Policy Guidelines

The Lotus Recovery House shall be required to have the following:

- A. An initial and annual fire inspection by a certified fire authority and additional fire inspections as warranted maintaining fire safety. (Typically, this means that inspections from both a local fire protection company and the Tiffin City Fire Department must be passed.)
- B. Smoke detectors and fire extinguishers (number, type, and location) as determined by the fire inspector.
- C. Tenants shall be instructed on the proper use of a fire extinguisher and maintenance of their smoke detectors.
- D. All applicable state and/or local health codes shall be met.
- E. An initial, annual and on-going inspection of each unit used for housing to ensure health and safety standards, as outlined in the Lotus Recovery House Safety Log. This form will be completed for the initial and annual inspection. A quarterly safety and property inspection will be conducted by the LRH staff using the Lotus Recovery House Safety/Property Inspection Form.
- F. Upon move-in, initial instruction will be given on emergency protocols, as outlined and signed off on in Lotus Recovery House Safety Signature Form.
- G. Regular fire/evacuation drills will be conducted so that all tenants will be informed on how to stay safe in the event of a fire or emergency. These shall be conducted at least biannually, with the goal of conducting such drills on a quarterly basis.
- H. An outdoor fire pit can be permitted so long as the LRH residents and staff follow local fire ordinances/rules including City of Tiffin Ordinance 1511.01 Open Burning and residents follow recommendations on safety precautions (do not start fire during wind, water to extinguish an uncontrolled fire is next to the fire, only clean wood is used). This is a privilege that can be removed by LRH based on safety factors. LRH staff are to provide safety education on the fire pit to residents at minimum during orientation and during quarterly safety drills.
- I. Residents can complete and submit a Landlord Maintenance Request form to the House Manager for concerns regarding the property and the provided appliances.
- J. In the event of a suspected drug overdose, the resident should call 911 and administer Narcan. All residents are offered an opportunity to be trained on the use of Narcan when entering the recovery house. In the event of a mental health crisis, the resident should call the hotline at 1-800-826-1306 or 911.
- K. LRH staff should follow the Lotus Recovery House Reportable Incident Policy after an emergency when applicable.
- L. The Lotus Recovery House Staff will address the following with residents:

*Fire Safety Plan: will instruct the residents on proper fire extinguisher operations and fire safety and alert plans.

*Natural Disaster/Tornado Safety Plan: will instruct the residents in tornado drills and knowledge of designated shelters.

*Bomb and Mail Threats: will instruct the residents on proper procedures in the event of a bomb or mail threat.

*Power/Utility Failures: will instruct the residents of scheduled power and utility tests. In the event of an unscheduled failure, the Safety Officer will ascertain the anticipated period of time for the outage.

*Emergency Telephone Numbers: will provide emergency telephone numbers for the local sheriff's office, Tiffin City fire department, local hospital, and poison center.

*First Aid Kits: First Aid kits are available for use by the residents. These kits are located on the first and second floor. Contents of the kits will be regularly updated by the LRH Staff.

*Bloodborne Pathogen Kits are to be used by LRH staff and residents according to the instructions to effectively clean up after blood, urine, vomit and feces spills.

*Hazardous Spill Kits are to be used by LRH staff according to the instructions to effectively clean up after an oil, coolant, or solvent spill.

Approved By: 

Date Approved: April 16, 2020

Date Revised: May 28, 2020