

THE STANDARD RESPONSE PROTOCOL BIZ

Operational Guidance for Business and Institutions
The "I Love U Guys" Foundation

SRP BIZ - Version 2.0



LOCKOUT



LOCKDOWN



EVACUATE



SHELTER

PEACE

It does not mean to be in a place where there is no noise, trouble, or hard work.

It means to be in the midst of those things and still be calm in your heart.



STANDARD™ RESPONSE PROTOCOL

CHANGE HISTORY VERSION 2.0

AUTHOR/CONTRIBUTOR	VERSION	REVISION DATE	REVISION COMMENTARY
Kevin Griger Russ Deffner John-Michael Keyes	2.0	01/08/2015	Version update. See: The Standard Response Protocol - V2 An Overview of What's New in the Standard Response Protocol



The Standard Response Protocol - BIZ **Operational Guidance for Business and Institutions**

A General Guide on Incorporating and Operating
The Standard Response Protocol within a Safety Plan

Version 2.0

ISBN-13: 978-1507832752

ISBN-10: 1507832753



THE “I LOVE U GUYS” FOUNDATION

On September 27th, 2006 a gunman entered Platte Canyon High School in Bailey, Colorado, held seven girls hostage and ultimately shot and killed Emily Keyes. During the time she was held hostage, Emily sent her parents text messages... "I love you guys" and "I love u guys. k?" Emily's kindness, spirit, fierce joy, and the dignity and grace that followed this tragic event define the core of The "I Love U Guys" Foundation.

MISSION

The "I Love U Guys" Foundation was created to restore and protect the joy of youth through educational programs and positive actions in collaboration with families, schools, communities, organizations and government entities.

TERMS OF USE

Businesses and Institutions may use these materials, at no cost, under the following conditions:

1. Materials are not re-sold.
2. Core actions and directives are not modified.
 - 2.1. Lockout - "Secure the Perimeter"
 - 2.2. Lockdown - "Locks, Lights, Out of Sight"
 - 2.3. Evacuate - *followed by a Location*
 - 2.4. Shelter - *followed by a hazard and safety strategy*
3. Notification of use is provided to The "I Love U Guys" Foundation through one of the following:
 - 3.1. Email notice to srp@iloveguys.org
 - 3.2. Notice of Intent
 - 3.3. Memorandum of Understanding
4. The following modifications to the materials (Posters, handouts, cards) are allowable:
 - 4.1. Localization of evacuation events
 - 4.2. Localization of shelter events

CERTIFICATION PROGRAMS

The "I Love U Guys" Foundation is committed to providing its programs at no cost to a widening variety of organizations.

To assess the fidelity of implementation within an organization, the Foundation has developed a certification program for the Standard Response Protocol. The certification program is optional and is not required to use the SRP within your organization.

See more on page 19.

COPYRIGHTS AND TRADEMARKS

In order to protect the integrity and consistency of The Standard Response Protocol, The "I Love U Guys" Foundation exercises all protection under copyright and trademark. Use of this material is governed by the Terms of Use.

WARNINGS AND DISCLAIMER

Every effort has been made to make this book as complete and accurate as possible, but no warranty or fitness is implied. The information provided is on an "as is" basis.

AUTHOR/CONTRIBUTOR INFORMATION

John-Michael Keyes - Primary Author
The "I Love U Guys" Foundation
Executive Director
johnmichael@iloveguys.org

Russell Deffner - Contributing Author
The "I Love U Guys" Foundation
Advisor/Contractor/Volunteer
russell@iloveguys.org

Lee Shaughnessy - Reviewer
The "I Love U Guys" Foundation
Volunteer
lee@iloveguys.org

Kevin Griger - Contributing Author
Sarpy County Sheriff's Office
Lieutenant, Professional Standards Unit
kgriger@sarpy.com

SPECIAL THANKS

Joleen Reeve - City and County of Broomfield (Joleen coined the phrase, "Locks, Lights, Out of Sight.")

Pat Hamilton - Executive Director of Operations, Adams 12 Five Star Schools

Kent Davies - Emergency Manager, City and County of Broomfield

John McDonald - Executive Director, Safety, Security and Emergency planning, Jefferson County Public Schools

Sergeant Heidi Walts - Broomfield Police

CONTACT INFORMATION

The "I Love U Guys" Foundation can be reached online at <http://iloveguys.org>.

Email: srp@iloveguys.org.

The "I Love U Guys" Foundation
PO Box 1230
Bailey, CO 80421
303.426.3100

EXECUTIVE DIRECTOR

John-Michael Keyes
johnmichael@iloveguys.org

TABLE OF CONTENTS

Request for Comment	7
SRP Review Committee.....	7
Introduction	8
The Standard Response Protocol	9
SRP in a Nutshell.....	10
Protocol Details	11
Prerequisites.....	11
Lockout.....	12
Lockdown	13
Evacuate	14
Shelter	15
Lockdown Drill.....	16
Posters and Handouts.....	18
Staff Handout.....	18
FAQ's.....	20
Red/Green/Med/Roll Card.....	22
Red Card / Green Card / Roll Card Front.....	23
Red Card / Green Card / Roll Card Back.....	24
Red Card / Green Card / Med Card Front	25
Red Card / Green Card / Med Card Back.....	26
Red Card / Green Card / Orange Card Front.....	27
Red Card / Green Card / Orange Card Back.....	28
Staff Handout.....	30
Office Response Poster.....	31
Public Address Protocol Poster.....	32
SRP V2	33
SRM V2.....	33
Appendix 3 - Sample NOI and MOUs.....	34
Sample Notice of Intent.....	34
Sample MOU With The "I Love U Guys" Foundation	35
Sample MOU With Law Enforcement/Fire/EMS.....	37



REQUEST FOR COMMENT

The Standard Response Protocol is a synthesis of common practices in use at a number of districts, departments and agencies. The evolution of SRP has included review, comment and suggestion from a number of practitioners. As of 2015, the SRP has been subjected to tactical scrutiny by hundreds of law enforcement agencies and operational review and adoption by thousands of schools.

Suggestions for modification can be made via email at srp_rfc@iloveguys.org. Please include contact information, district, department or agency, including day time phone.

SRP REVIEW COMMITTEE

The "I Love U Guys" Foundation SRP Review Committee is comprised of safety stakeholders from a variety of perspectives and professions. The charter of the committee is to advise on the merits of any substantive changes to The Standard Response Protocol. This ensures that changes will not be incorporated into the SRP without consideration or deliberation.

The SRP Review Committee communicates on substantive changes to the SRP primarily through electronic means - Email or teleconference.

The following are the current members of the SRP Review Committee.

Dr. David Benke

The "I Love U Guys" Foundation
Bailey, Colorado

Sgt. AJ DeAndrea

Jefferson County Regional SWAT Team
Arvada, Colorado

Pat Hamilton

Director of Safe and Secure Environments
Adams 12 Five Star Schools
Thornton, Colorado

Steven J. Healy

Margolis, Healy & Associates, LLC
"Solutions for Safe Campuses"
Richmond, Vermont

John-Michael Keyes

Executive Director, The "I Love U Guys" Foundation
Bailey, Colorado

John McDonald

Executive Director
Safety, Security and Emergency Planning
Jeffco Public Schools
Lakewood, Colorado

Louis J. Rapoli

Emergency Preparedness Consultant
Peregrine Training Services
Former NYPD
Newburgh, New York

Lee Shaughnessy

Vice President The "I Love U Guys" Foundation
Denver, Colorado



STANDARD™ RESPONSE PROTOCOL

INTRODUCTION

In 2009, The “I Love U Guys” Foundation introduced the Standard Response Protocol (SRP) to districts, departments and agencies to provide a consistent language and series of actions for students, staff and first responders, during a crisis.

Since then, thousands of schools across the country have implemented the protocol and started to train and exercise with the program.

SRP IS NOT A REPLACEMENT... IT'S AN ENHANCEMENT TO YOUR EXISTING SAFETY PLANS.

As law enforcement and schools began to put the SRP into practice; businesses, organizations and faith based institutions began asking how to adapt

the program for their circumstance. The intent of this document is to provide basic guidance with respect for local conditions and authorities. The only mandate presented is that organizations retain the “Terms of Art” and “Directives” defined by this protocol.

SRP is not a replacement for any safety plan or program. It is simply a response enhancement for critical incidents, designed to provide consistent, clear, shared language and actions among all occupants, staff and first responders.

As a standard, SRP is being adopted by emergency managers, law enforcement, businesses, organizations, school and district administrators and emergency medical services across the country. New materials and updates can be found online at <http://iloveguys.org>.

BEFORE YOU BEGIN

Whether an organization is using the SRP as the starting point for a safety program, or well established and regularly practiced safety plans already exist, adopting the simple language defined in this guide can help evaluate facilities and equip staff with appropriate actions to take in the event of any emergency.

While developing a new safety plan, or evaluating an existing one, it is suggested to reach out to other businesses, organizations and institutions in the area to exchange ideas. Collaborating with others on safety planning can be very beneficial; especially if there are shared facilities, parking lots, or green space as those may be designated as evacuation points for multiple groups which could complicate matters if the space becomes overcrowded.

Making contact with local law enforcement and fire officials is also highly encouraged as they can help ensure safety plans meet codes and will not conflict with existing local emergency services protocol.

Be prepared to look at existing plans with a critical eye as often they can be described as a “Directive” of a certain “Term of Art”; i.e. conducting a fire drill is practicing a specific type of evacuation and the actions performed are similar in all evacuation scenarios. It makes sense to teach and train broader evacuation techniques while testing or practicing a more specific directive, like evacuating to the parking lot due to a fire.

ESTABLISHING THE SAFETY TEAM

It is a common saying that ‘safety is everyone’s responsibility’ however, someone must take the lead to establish a robust safety plan. Some organizations have security or other designated staff who would handle developing and implementing a safety plan and the SRP.

If there is no staff assigned this responsibility, most organizations recruit or appoint one person to be ultimately responsible for the safety and security of the facility and the people within.

Additional members can be identified by the safety lead or by recruiting volunteers from within the organization. The Safety Team should be kept to a small, workable size: between 4-7 members.

This will allow input from various levels of the organization and still keep the group manageable for the team lead. For your Safety Team to truly be effective, it is important to have buy-in from the highest level of your organization.

TIME BARRIERS

Time barriers or measures taken beforehand to ‘harden the structure’ can be an invaluable asset to safety; not only of staff, but also visitors to a facility who expect a friendly and secure environment.

Time Barriers are best described as a physical barrier that slows down the entry into or movement through a facility. Any additional delay allows trained staff to take further protective action and gives first responders more time to arrive.

A simple example of a Time Barrier would be making the exterior doors of a facility automatically lock and could include installing a film on glass door panels to prevent them from shattering, delaying an intruder’s attempt to break into the premises.

For a business, or where it is not possible to keep the doors locked during operating hours, having a buzzer system that allows individuals to be ‘pre-screened’ prior to being allowed access or a single point of entry that can be monitored could give enough time to identify a threat and take preventative action.

THE STANDARD RESPONSE PROTOCOL

A critical ingredient in personal safety is a standard response to any incident. Weather events, fire, accidents, intruders and other threats to personal safety are scenarios that organizations plan and train for.

Historically, business and institutions have taken this scenario-based approach to respond to hazards and threats. It's not uncommon to find a stapled sheaf of papers or even a tabbed binder in a desk that describes a variety of things that might happen and the specific response to each event.

SRP IS ACTION BASED

The Standard Response Protocol is based not on individual scenarios but on the response to any given scenario. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple – there are four specific actions that can be performed during an incident. When communicating these actions, the action is labeled with a “Term of Art” and is then followed by a “Directive”. Execution of the action is performed by active participants and first responders.

5. **Lockout** is followed by the Directive: “Secure the Perimeter” and is the protocol used to safeguard the occupants of a building.
6. **Lockdown** is followed by “Locks, Lights, Out of Sight” and is the protocol used to secure individual rooms and keep occupants quiet and in place.
7. **Evacuate** is always followed by a location, and is used to move people from one location to a different location in or out of the building.
8. **Shelter** is always followed by a type and a method and is the protocol for group and self protection.

These specific actions can act as both a verb and a noun. If the action is Lockdown, it would be announced on public address as “Lockdown! Locks, Lights, Out of Sight.” Communication to local Law Enforcement Agency would then be “We are under Lockdown.”

Each response has specific action. The Evacuate response is always followed by a location: “Evacuate to the lobby.” Responses can also be combined. “Evacuate to Hallway. Shelter for Tornado. Drop, Cover and Hold.”

BENEFITS

The benefits of the SRP become quickly apparent. By standardizing the vocabulary, all stakeholders can understand the response and status of the event. This common language is being taught to millions of students in the US and Canada. As these students enter the workforce or are in non school environments, having the same language and expectations provides a more conditioned response. Additionally, this protocol enables rapid response determination when an unforeseen event occurs.

The protocol also allows for a more predictable series of actions as an event unfolds. An intruder event may start as a Lockdown, but as the intruder is isolated, first responders might transition parts of the building to an Evacuation.

LOCKOUT VS LOCKDOWN

The differentiation between Lockout and Lockdown is a critical element in SRP. A Lockout recovers all occupants from outside the building, secures the building perimeter and locks or monitors all entry doors. This would be implemented when there is a threat or hazard outside of the building. Criminal activity, dangerous events in the community, or even civil unrest would be examples of a Lockout response. While the Lockout response encourages greater staff situational awareness, it allows for operational continuance with little interruption or distraction.

Lockdown is a room based protocol that requires locking the interior doors, turning off the lights and placing occupants out of sight of any corridor windows. Occupant action during Lockdown is to remain quiet. It does not mandate locking perimeter doors. There are several reasons for not locking perimeter doors during a Lockdown. Risk is increased to occupants or staff in exposed areas attempting to lock outside doors. Locking outside doors inhibits entry of first responders and increases risk as responders attempt to breach doors.

There may be situations where both Lockdown and Lockout need to be performed, but in this case they are identified individually. “Lockout! Secure the Perimeter. Lockdown! Locks, Lights, out of Sight.” would be announced on public address. We are in “Lockdown and Lockout” would be conveyed to emergency services or 911.



SRP IN A NUTSHELL

4 ACTIONS

Each protocol has specific staff and occupant activity that are unique to the action. In the event an occupant or staff member identifies the initial threat, calling 911 is advised.



LOCKOUT - "SECURE THE PERIMETER"

Occupants are instructed to:

- Return to inside of building
- Do business as usual

Staff are trained to:

- Recover occupants and staff from outside building
- Lock or monitor entry doors
- Increase situational awareness
- Account for staff and occupants
- Do business as usual

LOCKDOWN - "LOCKS, LIGHTS, OUT OF SIGHT"



Occupants are instructed to:

- Move away from sight
- Prepare to evade or defend
- Maintain silence

Staff are trained to:

- Lock interior doors
- Lights out
- Move away from sight
- Maintain silence
- Prepare to evade or defend
- Do not open the door
- Account for staff and occupants

EVACUATE - "TO A LOCATION"

Occupants are instructed to:

- Leave belongings behind
- Evacuate with group or as individual
- Follow instructions

Staff are trained to:

- Lead occupants to Evacuation location
- Account for staff and occupants
- Report injuries or problems at Evacuation Assembly to first responders using Red Card / Green Card method.



SHELTER - "FOR HAZARD USING A SAFETY STRATEGY"

Hazards might include:

- Tornado
- Hazmat

Safety Strategies might include:

- Drop, Cover and Hold
- Seal the Room

Occupants are instructed in:

- Appropriate Hazards and Safety Strategies

Staff are trained in:

- Appropriate Hazards and Safety Strategies
- Account for staff and occupants
- Report injuries or problems to first responders using Red Card/Green Card method.



1 DEMAND

The protocol also carries an obligation. People are smart. An implicit part of the SRP is that authorities and staff tell them what's going on. People need accurate information for the greatest survivability, to minimize panic and to mitigate recovery.

** Note: Staff training includes preparation for some alternative methods during a tactical response but reinforces deference to local law enforcement.*

PROTOCOL DETAILS SUMMARY

This section of the guidance defines conditions, actions, responsibilities and other aspects of preparing and incorporating The Standard Response Protocol within an organizational safety plan.

PREREQUISITES NIMS CERTIFICATION

For full adherence to SRP the organization's Safety Teams must certify in the following Independent Study programs offered by the National Incident Management System (NIMS):



1. **IS 100.A** Introduction to Incident Management
 2. **IS-393.a** Introduction to Hazard Mitigation
- These courses are available online at <http://training.fema.gov>. Anticipate two to three hours per course to successfully achieve certification.

The courses are offered at no charge.

(Note: The "I Love U Guys" Foundation is not affiliated with FEMA.)

ORGANIZATION SAFETY PROGRAM

Organizations incorporating the SRP must have or be working to develop written safety plans and ongoing safety programs as identified in the safety plan.

SITE SURVEY AND MITIGATION

Implementing the SRP involves some planning and perhaps some mitigating actions.

For example, one method of preparing for Lockout would be to group and number outside doors so that in a Lockout, staff with Primary Lockout Responsibility would have a known number of doors. Additionally, discreet, but visible signage could provide unique identification of the doors. "West Door 1 of 7" provides staff with a known, predictable task.

DOORS, LOCKS, STRESS AND FIRE MARSHALS

A consistent observation by first responders is that human beings, under stress, have difficulty completing even mundane tasks when they are under stress. The otherwise simple task of locking the door may become extremely difficult for a someone who has just heard a Lockdown order. Elevated adrenaline levels may result in the loss of fine motor skills and often result in extended times to insert a key and lock a door.

Keeping doors locked during operating hours, however, may prove to be impractical. Propping a locked door may violate some jurisdictions' fire code.

Adams County 12, Five Star Schools (Colorado) faced this challenge with a unique solution. Classroom doors in the district open out from the classroom. The keyed locks are in the doorknob, outside of the classroom. This means staff must stand in the hallway to engage the lock, exposing them to risk during a Lockdown.

Adams County 12, Five Star Schools is using a simple, but effective workaround to solve this challenge. Flexible magnetic sheeting (such as refrigerator magnets) 1 3/4" x 6" are placed in the door jamb to prevent the door handle latch from catching. This allows the door to remain "locked" yet still allow access. In the event of a Lockdown, even highly stressed staff can readily pull the strip from inside of the jamb allowing the door lock.

MEMORANDUMS OF UNDERSTANDING

Establishing Memorandums of Understanding (MOUs) between stakeholders is imperative. Working with first responders to formalize agreements can also provide better ongoing relationships. Sample MOUs can be found in Appendix 3 of this guide.

THE "I LOVE U GUYS" FOUNDATION NOTICE OF INTENT

Please let us know if your organization will ultimately incorporate the SRP into their safety plans. A simple email to institutional_srp@iloveuguy.org is enough.

A more formal NOI sample can be found in Appendix 3 of this guide.



LOCKOUT CONDITION

Lockout is called when there is a threat or hazard outside of the building. Whether it's due to violence or criminal activity in the immediate neighborhood, or other threats outside of the building. Lockout uses the security of the physical facility to act as protection.

PUBLIC ADDRESS

The public address for Lockout is: **“Lockout! Secure the perimeter”** and is repeated twice each time the public address is performed.

ACTIONS

The Lockout Protocol demands bringing people into the building and locking or monitoring all outside access points.

Where possible, daily operations would continue uninterrupted.

There may be occasions where occupants expect to be able to leave the building. Depending on the condition, this may have to be prevented. During the training period, it should be emphasized to staff that they and their occupants may be inconvenienced by these directives, but their cooperation is important to ensure their safety.

INCIDENT COMMAND SYSTEM

The Incident Command System should be initiated.

RESPONSIBILITY

Depending on the facility, staff may be required to monitor or lock the doors and windows. Staff members assigned “Primary Responsibility” for a “Lockout Zone” should be identified in advance and should actively drill the protocol. These may include doorways, windows, loading docks, and fire escape ladder access points.

The assigned staff is designated as having **“Lockout Duty.”**

There should also be assigned a person with “Secondary Responsibility” for Lockout Duty in the event the person with Primary Responsibility is absent or unable to perform the protocol.

Supervisors should attempt to determine if all staff has been accounted for.

REPORTER

Lockout is typically reported by emergency dispatch to a predetermined contact point within the organization.

The contact point then informs management and invokes the public address.

It may also be reported to the contact by staff or occupants if a threat is directly observed outside of the building.

PREPARATION

Some facilities may have outside perimeters in addition to building perimeters, such as gates and fences. There may be conditions where the outside perimeter would or would not be affected by Lockout.

Individual Lockout Duty Checklists should be created for each person assigned with either Primary or Secondary Lockout Duty.

Preparation includes identification of staff with Primary and Secondary responsibility and assignment of these duties.

DRILLS

Lockout drills should be performed once a year. At least one of these drills should be performed while outdoor or normal activities are in progress.

CONTINGENCIES

There may be physical attributes to the facility that mandate special handling of a Lockout. An example would be a modular building. It may be best for occupants in modular buildings to Evacuate to the main building rather than going to Lockout in the modular building.

If during a Lockout a hazard manifests inside the building - i.e.: fire, flood, hazmat, then situational decisions must be made. It may be necessary to Evacuate to a different location than would typically be indicated, according to circumstances.

EXAMPLES OF LOCKOUT CONDITIONS

The following are some examples of when an organization or emergency dispatch might call for a Lockout.

1. Dangerous animal on grounds
2. Criminal activity in area
3. Threat of domestic violence
4. Civil disobedience



LOCKDOWN CONDITION

Lockdown is called when there is a threat or hazard inside of the building. From domestic disputes to intruders to an active shooter, Lockdown uses room security to protect occupants from threat.

PUBLIC ADDRESS

The public address for Lockdown is: **“Lockdown! Locks, Lights, Out of Sight!”** and is repeated twice each time the public address is performed.

ACTIONS

The Lockdown Protocol demands locking individual doors or other access points, moving room occupants out of line of sight of the corridor windows and having room occupants maintain silence.

There is no call to action to lock the building's outside access points. Rather, the protocol advises to leave the perimeter as is. The reasoning is simple - sending staff to lock outside doors exposes them to unnecessary risk and inhibits first responders entry into the building.

Staff training reinforces the practice of not opening the door, once in Lockdown. Rather, no indication of occupancy should be revealed until first responders open the door.

INCIDENT COMMAND SYSTEM

The Incident Command System should be initiated.

RESPONSIBILITY

Staff is responsible for implementing Lockdown. The staff member should lock all doors and access points and facilitate moving occupants out of sight.

Silent or whispered attendance should be taken to determine everyone is accounted for.

REPORTER

Lockdown is typically reported by occupants or staff to the safety team lead. The team lead then invokes the public address and informs the management.

It may also be reported to the safety team lead by local emergency dispatch.

PREPARATION

Staff should be trained and occupants instructed to not open the door until a first responder unlocks it.

Occupants and staff should be advised that a Lockdown may persist for several hours and during an incident, silence is essential.

DRILLS

Lockdown drills should be performed twice a year. If possible one of these drills should be performed with local law enforcement personnel participation. At a minimum, to comply with SRP, law enforcement participation in the drill should occur no less than once every 3 years. Drills should also be conducted with staff not already 'pre-placed' in their designated lockdown area. Drills should simulate an interruption to normal day-to-day activities. (For more information on drills see page 13.)

CONTINGENCIES

Occupants and staff who are outside of rooms during a Lockdown may be faced with the need to get out of sight without the benefit of an empty or open room.

In this situation occupants and staff must be trained to hide or even Evacuate themselves away from the building.

If during a Lockdown an intruder is actively attempting to enter the room staff and occupants are hiding in, or an additional hazard manifests inside the building - i.e.: Fire, flood or hazmat; then situational decisions must be made. Evacuation to a non usual location or by non usual means (climbing out a window) may be required, or as a last resort preparing to defend the room or yourself may be necessary.

EXAMPLES OF LOCKDOWN CONDITIONS

The following are simply some examples of when an emergency dispatch might call for a Lockout.

1. Dangerous animal within building
2. Intruder
3. Domestic violence threat
4. Active shooter

RED CARD/GREEN CARD

Some safety plans suggest sliding a red or green card under the door to indicate status. The SRP suggests this practice not be taken. Based on a number of tactical assessments, the overwhelming consensus is that this practice provides information to an armed intruder that there are potential targets in that room.

Please see the section on Red Card/Green Card/Med Card.



EVACUATE CONDITION

Evacuate is called when there is a need to move occupants from one location to another.

PUBLIC ADDRESS

The public address for Evacuate is: **“Evacuate! to a Location”** and is repeated twice each time the public address is performed.

Type is added when special actions need to be taken during evacuation.

For instance **“Evacuate! To the lobby. Evacuate! To the lobby”**

ACTIONS

The Evacuate Protocol demands occupants and staff move in an orderly fashion. In a tactical response, occupants and staff should be prepared to follow specific instructions given by first responders.

First responders may ask occupants and staff to place their hands on their heads or use different evacuation methods, i.e. run, crawl, cover mouth and nose, etc.

INCIDENT COMMAND SYSTEM

The Incident Command System should be initiated.

RESPONSIBILITY

A safety team member or first responder is responsible for initiating an evacuation.

REPORTER

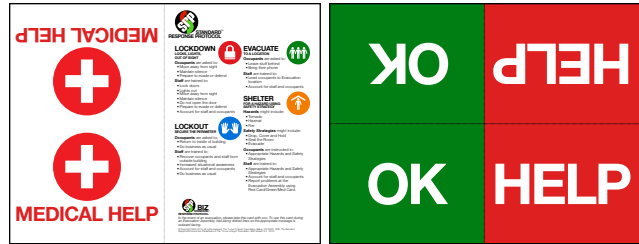
Evacuate is typically reported by the safety team lead but could be reported by staff, occupants or first responders.

EVACUATION ASSEMBLY

The Evacuation Assembly refers to gathering at the Evacuation Assembly Point. Staff are instructed to take names and account for any missing or extra staff or occupants after arrival at the Evacuation Assembly Point.

RED CARD/GREEN CARD/MED CARD

After accounting for occupants and staff, the Red/Green/Med Card system is employed by the safety team or first responders to quickly, visually identify the status of the staff and occupants.

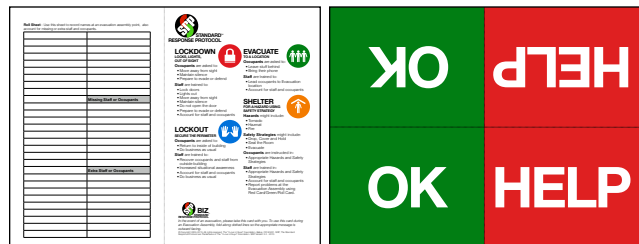


1. **Green Card (OK)** - All staff and occupants accounted for, No immediate help is necessary
2. **Red Card (Help)** - Extra or missing persons, or vital information must be exchanged
3. **Red and White Cross (Medical Help)** - Immediate medical attention is needed.

Organizations may opt to use the SRP single sheet advisory which can be folded to any visual indicator.

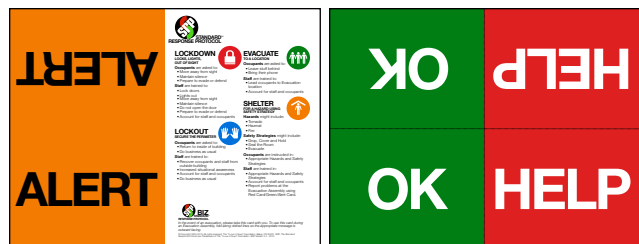
RED CARD/GREEN CARD/ROLL CARD

An alternative design to the Red/Green/Med Card is the Red/Green/Roll Card.



RED CARD/GREEN CARD/ALERT CARD

Another alternative the Red/Green/Alert Card.



DRILLS

Evacuation drills should be performed twice a year. Fire drills constitute a valid evacuation drill. (Note: Fire Codes often mandate more frequent fire drills.)

CONTINGENCIES

Occupants who become separated during an evacuation should be instructed to join the group at the Evacuation Assembly Point and identify themselves to a staff member upon arrival.

Special needs evacuation plans should be developed and drilled, including medication and pharmaceutical needs.



SHELTER CONDITION

Shelter is called when the need for personal protection is necessary. Training should also include spontaneous events such as tornado, earthquake or hazmat.

PUBLIC ADDRESS

The public addresses for shelter might include:

1. **Shelter for Tornado! Drop, Cover and Hold**
2. **Shelter for Bomb! Drop, Cover and Hold**
3. **Shelter for Hazmat! And Seal**

The public address is repeated twice each time the public address is performed.

TYPES MAY INCLUDE:

1. For Tornado
2. For Hazmat

SAFETY STRATEGIES MAY INCLUDE:

1. Drop, Cover and Hold
2. And Seal the Room

ACTIONS

Prior versions of the SRP sourced materials that were current on the FEMA website. As this FEMA guidance evolved, the FEMA information presented in SRP Operational Guidance became outdated.

It is strongly advised to remain current on both FEMA guidance regarding Shelter actions as well as local emergency manager guidance.

INCIDENT COMMAND SYSTEM

The School Incident Command System should be initiated.

RESPONSIBILITY

Each individual is responsible for sheltering. If there are special needs that prevent individual responsibility, administration should plan on how to best provide sheltering assistance.

REPORTER

Shelter is typically called by the school operator but may be called by occupants, staff or first responders.

PREPARATION

Identification and marking of facility Shelter Points.

DRILLS

Shelter Safety Strategies should be drilled once a year.

SHELTER - STATE THE HAZARD AND SAFETY STRATEGY VS. "SHELTER-IN-PLACE"

Oddly, one of the most often heard concerns about the SRP is the abandoning of "Shelter-in-place." The reason for this was simple. "Shelter-in-place" is contextual. Occupants and staff are somehow "supposed" to know which "Shelter-in-place" action to take.

During the initial development of the SRP, local, state and federal resources cited over a dozen different actions associated with "Shelter-in-place." Everything from hazmat to tornado to active violence to holding in a classroom were "Shelter-in-place" events.

PLAIN LANGUAGE ACT

With FEMA recommending plain, natural language,¹ the Foundation introduced the Shelter directive and suggested that rather than saying "In Place" as the action, identification of the hazard and the safety strategy would be more in keeping with the plain language commitment.

Shelter is one of the points where the SRP integrates tightly with an organization's safety plans. Local hazards are very real and very important. If "Shelter-in-place" is part of emergency planner tradition and culture, it shouldn't be a stumbling block in implementing the SRP.

The goal of the SRP is that there is a shared, plain, natural language between occupants, staff and first responders. Evaluate how pervasive "Shelter-in-place" is, throughout the affected populations.

CUSTOMIZATION

The classroom poster is sufficient for generic Shelter guidance. The Foundation recognizes that localized hazards may need to be added to the poster. Original, digital artwork can be provided to organizations that have signed a "Notice of Intent" or a "Memorandum of Understanding" with The "I Love U Guys" Foundation.

Please note: Currently, original artwork is only provided in Mac OS X, Pages version 4.3 iWork '09. It may be compatible with Pages 6.x for Mac OS X, iOS, or iWork for iCloud beta. Currently, artwork is not available for Microsoft® Word. See FAQs.

¹ Our promise to you: Writing you can understand - <https://www.fema.gov/plain-language-act> (URL still active January 2015)



LOCKDOWN DRILL INTRODUCTION

A critical aspect in implementing the SRP with fidelity is the Lockdown Drill. Successful drills provide participants with the “Muscle Memory” should an actual Lockdown occur. Drills also reveal deficiencies that may exist in either procedure or personnel.

PREPARATION

Prior to drilling the safety team, as well as the staff, should be thoroughly trained on the SRP Training and have time to review this material.

The safety team should notify in advance and potentially cooperate with law enforcement on their use of the SRP, date and expected duration of the drill.

Staff should take time to identify and occupy a “Safe Zone” in the room where they and any occupants cannot be seen through any corridor windows. If visibility in one location is problematic, alternative locations should be identified.

Additionally, the following instructions should be delivered to any occupants.

1. Locate yourself at a point in the room where you can no longer see out the corridor window.
2. Maintain silence. No cell phone calls.
3. Refrain from texting for at least 10 minutes.

PARTNERSHIPS

If the organization does not have many staff to conduct drills, one key partnership could be with local emergency services. Local law enforcement, firefighters or emergency medical teams may be willing to help staff and cooperatively execute a Lockdown drill.

THE EMERGENCY RESPONSE TEAM

A common practice is for an organization to have a pre-identified Emergency Response Team which can be the same as the Safety Team, but may include others who are ‘on-call’ to respond to an emergency.

It is not uncommon for the safety team to survey the staff population for prior emergency response, military or law enforcement experience for placement in the team.

THE LOCKDOWN DRILL TEAM

The Lockdown Drill Team is a little different than the Emergency Response Team. During an actual Lockdown, members of the Emergency Response Team may be in an office or other room in Lockdown mode and unable to assist with the response.

The ideal Lockdown Drill Team should include all emergency service or security staff, facilities managers and any local emergency service or law enforcement partners. For larger facilities it’s important to have enough people on the team to conduct the drill in a timely manner.

STAFF NOTIFICATION

When Lockdown Drills are first being introduced, it is absolutely okay to tell staff in advance of the drill. There may be staff members adversely affected by surprise drills.

SPECIAL NEEDS CONSIDERATIONS

It is critical to inform special needs staff prior to every drill. Some staff may need advance notification that a drill is going to occur. For some any alteration to routine can be problematic.

THE PRE-DRILL BRIEFING

Prior to the Lockdown Drill a short planning meeting with the Lockdown Drill Team should occur. The agenda is simple:

1. Review the floor plan and team member assignments
2. Expected drill duration
3. The door knock and after action conversation
4. Windows
5. Potential occupant or staff distress
6. Announcing the Lockdown Drill

When using public address to announce a Lockdown Drill, repeat, “Lockdown. Locks, Lights, Out of Sight. This is a drill.” It’s important to tell occupants and staff that this is a drill. Failure to do so could result in media and maybe even law enforcement coming to the campus unnecessarily.

CONDUCTING THE DRILL

The Lockdown Drill Team should be broken into groups of two or three members who go to individual rooms. One of the members acts as “Scribe” and documents the individual room response. (See Lockdown Response Worksheet.)

At each door, team members listen for noise and look through corridor windows for any occupant or staff visibility or movement. A team member then knocks on the door and requests entry. There should be no response to this request.

At this point a member of the team unlocks the door and announces their name and position.

THE AFTER ACTION CONVERSATION

Typically this conversation addresses the purpose of the drill, and the observed outcome for that room. Any issues should be addressed gently but immediately.

WINDOWS

Often there is a conversation about inside and outside windows. Corridor windows are left uncovered so that first responders can see inside the room. Outside windows are left untouched because the threat would be inside the building.

THE LOCKDOWN DRILL TEAM DEBRIEF

At the conclusion of the drill, the team should reconvene for a debrief. Any issues should be documented and actions items should be identified.

LOCKDOWN DRILL WORKSHEET



Organization _____

Date/Time _____

Team Members _____

Stopwatch Time _____ Occupant Population _____ Staff Count _____

Room#							
Locks	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lights	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Out of Sight	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Door Knock	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Why?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Options	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Notes _____

Room#							
Locks	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lights	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Out of Sight	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Door Knock	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Why?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Options	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Notes _____

POSTERS AND HANDOUTS


OFFICE POSTER

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

OCCUPANTS
Move away from sight
Maintain silence
Prepare to evade or defend


STAFF
Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain Silence
Prepare to evade or defend



LOCKOUT! SECURE THE PERIMETER.

OCCUPANTS
Return inside
Business as usual


STAFF
Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Account for occupants



EVACUATE! (To a location.)

OCCUPANTS
Bring your phone
Leave your stuff behind
Follow instructions


STAFF
Lead evacuation to location
Account for occupants
Notify if missing, extra or injured
occupants or staff




SHELTER! (For a hazard using a shelter strategy.)

OCCUPANTS
Hazard Safety Strategy
Tornado Drop, cover and hold
Hazmat Seal the room

STAFF
Account for Occupants






© Copyright 2009-2015. All Rights Reserved. The "I Love U Guys" Foundation, Bailey, CO. More info at <http://iloveuguy.org>. The Standard Response Protocol and Logo are Trademarks of The "I Love U Guys" Foundation and may be registered in certain jurisdictions.

STAFF HANDOUT

TELL STAFF HOW IT WORKS



**STANDARD™
RESPONSE PROTOCOL**

PERSONAL SAFETY
A critical ingredient in personal safety is the standard response to any incident. Weather events, fire, accidents, intruders and other threats to personal safety are scenarios that organizations plan and train for.

SRP
Our organization is expanding the safety program to include the Standard Response Protocol (SRP). In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKDOWN - "Secure the Perimeter"
LOCKDOWN - "Locks, Lights, Out of Sight"
EVACUATE - "To the Announced Location"
SHELTER - "For a Hazard Using a Safety Strategy"

NOTIFICATION PROGRAM
Timely notification is essential with any type of crisis. Please verify that you have the correct information in the campus notification system.

TRAINING
Please take a moment to review these actions. Training and drilling will occur with the staff. More information can be found at <http://iloveuguy.org>

**LOCKOUT
SECURE THE PERIMETER**
Lockout is called when there is a threat or hazard outside of the building.

OCCUPANTS:
• Return to inside of building
• Do business as usual

STAFF
• Recover occupants and staff from outside
• Increase situational awareness
• Do business as usual
• Account for staff and occupants

**LOCKDOWN
LOCKS, LIGHTS, OUT OF SIGHT**
Lockdown is called when there is a threat or hazard inside the building.

OCCUPANTS:
• Move away from sight
• Prepare to evade or defend

STAFF:
• Lock interior doors
• Lights out
• Move away from sight
• Maintain silence
• Prepare to evade or defend

**EVACUATE
TO A LOCATION**
Evacuate is called to move occupants and staff from one location to another.

OCCUPANTS:
• Bring your phone
• Leave your stuff behind
• Keep your hands visible
• Be prepared for alternatives during response.

STAFF:
• Lead occupants to Evacuation Location
• Account for staff and occupants


**SHELTER
FOR A HAZARD USING SAFETY STRATEGY**
Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:
• Tornado
• Hazmat

SAMPLE SAFETY STRATEGIES:
• Drop, Cover and Hold
• Seal the room

OCCUPANTS:
• Use Appropriate Safety Strategy

STAFF:
• Use Appropriate Safety Strategy
• Account for staff and occupants



i love u guys

© Copyright 2009-2014. All rights reserved. The "I Love U Guys" Foundation, Bailey, CO 80421. SRP The Standard Response Protocol and I Love U Guys are Trademarks of The "I Love U Guys" Foundation and may be registered in certain jurisdictions. This material may be duplicated for distribution by recognized schools, districts, departments and agencies. SRP Protocol for K-12, Version 2.0 (1/16/2015) (Revised 01/26/2015) (<http://iloveuguy.org>)

Placing Posters is an essential step in full implementation of the SRP. The poster should be displayed in the lobby, every office, near all entries, and near the entrances.

Downloadable templates are available for production at <http://iloveuguy.org> at no charge.

PUBLIC ADDRESS POSTER

The Public Address Protocol Poster should be modified for the school's specific hazards and responses. The template is available online in both Pages for Mac and Microsoft Word.®

PUBLIC ADDRESS PROTOCOL


The public address is repeated twice each time the public address is performed.

The following represents the Public Address for The Standard Response Protocol


1. **Lockout! Secure the Perimeter**
2. **Lockdown! Locks, Lights, out of Sight**
3. **Evacuate! To a Location**
4. **Shelter! For Hazard Using Safety Strategy**

While SRP is an all hazard approach, the protocol suggests placement of scenario, public address posters near all reasonable public address systems.

IN AN EMERGENCY SAY IT TWICE. SAY IT TWICE.



LOCKDOWN	LOCKOUT	EVACUATE	SHELTER
Standard Response Protocol – Public Address			
Threat Outside		Lockout! Secure the Perimeter	
Threat Inside		Lockdown! Locks, Lights, Out of Sight!	
Bomb	Evacuate to (location) Shelter for Bomb!		
Earthquake	Shelter for Earthquake!		
Fire Inside	Evacuate to the (location)		
Hazmat	Shelter for Hazmat! Seal your Rooms		
Weapon	Lockdown! Locks, Lights, Out of Sight!		



PROGRAM REVIEW

Reviewers of this material are available at <http://iloveguys.org>

SRP REVIEW COMMITTEE

The SRP is locked at version 2. Substantive changes can now only be made after committee review. Change requests can be emailed to srp_rfc@iloveguys.org. Please include all contact information.

EVALUATION

Evaluation of this material is available at <http://iloveguys.org>

TRAINING RESOURCES

The Foundation can provide on site training and has worked with a number of organizations in providing train the trainer sessions.

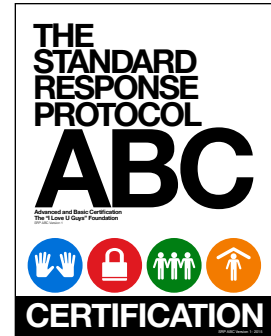
Please also look at the material in the SRP BIZ-T Training Workbook.



ADVANCED AND BASIC CERTIFICATION PROGRAMS

The "I Love U Guys" Foundation is committed to providing its programs at no cost to a widening variety of organizations.

To assess the fidelity of implementation within an organization, the Foundation has developed a certification program for the Standard Response Protocol. The certification program is optional and is not required to use the SRP within your organization. Two levels of certification are available - Basic Certification or Advanced Certification.



WHY CERTIFY?

Certification is another demonstration of your organization's commitment to safety. It shows that your organization meets baseline requirements in implementing the SRP.

WHAT'S IT COST?

The Basic Certification cost is \$300 per organization and must be renewed every two years. The Advanced Certification cost is \$1,000 in addition to training costs and demands on site training and evaluation by Foundation certified personnel.

Organizations are classified as follows:

- Public School District
- Community College Campus
- University Campus
- Private School Network
- Independent Private School
- Catholic Diocese
- Sheriff's Office
- Local Police
- Special Jurisdiction
- Tribal Police
- State Police/Highway Patrol
- Fire Protection District/Department
- Business Site
- Hospital Site

WHAT ARE THE REQUIREMENTS FOR CERTIFICATION?

For full details see our certification guides available online at iloveguys.org, but in general include presence of an organization safety team, regular drills, training, public address protocols, partnerships between organizations and first responders and outreach to the organization's community.

Within those general guidelines are specific program objectives and procedures.

Advanced Certification includes all outcomes from the Basic Certification but also requires on-site training and evaluation.

ARE THERE ANY GRANTS AVAILABLE?

While we feel both certification programs are modestly priced, there is a grant process that can reduce or eliminate the certification costs.



FAQ'S FREQUENTLY ASKED QUESTIONS

Since introducing the Standard Response Protocol in 2009, thousands of districts, departments and agencies have scrutinized, evaluated and ultimately implemented the program. During the process some questions seem to come up often.

SERIOUSLY, WHAT DOES IT REALLY COST?

Since its introduction in 2009, public K12 schools, districts, departments and agencies were free to use The "I Love U Guys" Foundation programs at no cost.

In 2015, the Foundation expanded availability, and now offers the programs to any public or private organization at no charge. Simply download the materials and begin the process.

WHAT ABOUT BUSINESS/CHURCH/ INSTITUTION USE?

Please look at the materials designed specifically for institutional use on the website. <http://iloveuguy.org>.

I SEE YOU OFFER TRAINING, DO WE NEED TO BUY TRAINING IN ORDER TO USE THE PROGRAMS?

No. We've attempted to put enough material online so that schools and law enforcement can successfully implement Foundation programs. We know of thousands of schools across the US and Canada that have implemented the programs using internal resources.

That said, part of our sustainability model relies not just on charitable giving, but in providing training for districts departments and agencies. If your organization is interested in Foundation training, please contacts for rates and terms.

WHAT IS THE DIFFERENCE BETWEEN LOCKOUT AND LOCKDOWN AGAIN?

The term "Lockout" is used when there is a potential threat that can be mitigated by bringing everyone inside. It should be announced with the directive "Secure the Perimeter" which signals teachers and staff to lock exterior doors and while it calls for heightened situational awareness, allows for indoor activities to continue.

The term "Lockdown" means there is an active or imminent threat inside or nearby requiring immediate protective action. It is followed by the directive "Locks, Lights, Out of Sight" and requires locking office doors, turning out the lights, and remaining hidden until first responders arrive.

Effectively if the threat is outside the building, Lockout. If the threat is inside the building, Lockdown.

WHAT IF THE THREAT IS CLOSE TO THE BUILDING?

There may be situations where both a Lockout and a Lockdown may be called simultaneously. In this case securing the perimeter, securing the office and getting out of sight would be the practice.

IN LOCKDOWN, YOU SUGGEST UNLOCKING THE OUTSIDE DOORS. WHAT'S UP WITH THAT?

No. We don't. We occasionally hear this but our guidance is actually a little different. We suggest not putting anyone at risk by locking or unlocking outside doors. If the doors are locked leave them locked. Be sure you have a plan, in advance, that allows first responders the ability to enter the building quickly.

WON'T PEOPLE STILL COME IN THE BUILDING IF THE OUTSIDE DOORS ARE UNLOCKED DURING A LOCKDOWN?

Yes, people may be able to enter the building during the window of time between calling a Lockdown and the arrival of first responders.

A Lockdown is called when there is a life safety threat inside the building. During the development and throughout the lifecycle of the SRP, constant, deliberate scrutiny of all risk/benefit guidance is performed by the Foundation, district and law enforcement representatives. This has resulted in the Lockdown guidance provided.

That said, with any guidance provided, we defer to local decisions. If you are a district, please consult with your local law enforcement representatives for final guidance.

I THOUGHT I SAW SHELTER GUIDANCE?

When we developed the SRP and released the first version in 2009 we included FEMA guidance regarding the Shelter directive and actions. FEMA changed that guidance in 2014. We are removing specific shelter guidance from our documentation and defer to the current practices published at <http://fema.gov> as well as your local emergency management guidance.

CAN THE SRP BE USED IN CONJUNCTION WITH OTHER SAFETY PLANS?

Yes, absolutely. The SRP is designed as an enhancement to any safety plan. It covers critical incidents by standardizing vocabulary so stakeholders can easily understand the status and respond quickly when an unforeseen event occurs. Comprehensive safety plans will include components such as communications, threat assessment, local hazards, operation continuity and reunification, amongst other items.

CAN I MODIFY MATERIALS?

That depends. The core actions and directives must remain intact. These are:

1. **Lockout** “Secure the Perimeter”
2. **Lockdown** “Locks, Lights, Out of Sight”
3. **Evacuate** followed by a location
4. **Shelter** followed by the hazard and safety strategy

Some details may need to be customized to your location. For instance, the classroom poster should include hazards and safety strategies that are specific to your location.

ARE THE SOURCE MATERIALS AVAILABLE?

Yes. Some of the materials are available. We generated all of the artwork using Pages for Mac (Version 4.3). To receive access to available source documents, please send an email with your name, title and organization to source_documents@iloveguys.org.

CAN YOU SEND ME MATERIALS IN MICROSOFT WORD?

No. Retaining the graphic integrity of the materials proved beyond our capabilities using Microsoft Word.

CAN I REALLY USE THE MATERIALS? WHAT ABOUT COPYRIGHTS AND TRADEMARKS?

Businesses and institutions are free to use the materials under the “Terms of Use” outlined on Page 5 of this document.

DO I NEED TO ASK PERMISSION TO USE THE MATERIALS?

No. You really don’t need to ask permission. But, it would be fabulous if you let us know that you’re using our programs.

DO I HAVE TO SIGN AN MOU WITH THE FOUNDATION?

It is not necessary to sign an MOU with the Foundation. But, please consider it. The Foundation is committed to providing programs at no cost. Yet, program development, enhancement and support are cost centers for us. One way we fund those costs is through private grants and funding.

An MOU is a strong demonstration of program validity and assists us with these types of funding requests.

DO I HAVE TO SEND A NOTICE OF INTENT?

In the absence of an MOU, a Notice of Intent provides similar value to us regarding demonstrations of program validity to potential funders.

DO I HAVE TO NOTIFY YOU AT ALL THAT I AM USING THE SRP?

We often speak with safety stakeholders that have implemented the SRP, but hadn’t quite mentioned it to us. Please, please, please let us know that your organization is using the SRP.

It is our goal that the SRP becomes the “Gold Standard.” The more organizations that we can show are using the program, the greater the chance for achieving our goal.

CAN I PUT OUR LOGO ON YOUR MATERIALS?

If you are a commercial enterprise, please contact us in advance with intended usage.

WE WOULD LIKE TO PUT THE MATERIALS ON OUR WEBSITE.

Communication with your community is important. While you are free to place any material on your website, it’s preferable that you link to the materials from our website. The reason for this is to allow us to track material usage. We can then use these numbers when we seek funding.

But, don’t let that be a show stopper. If your IT group prefers, just copy the materials to your site.

DOES THE SRP WORK WITH “RUN, HIDE, FIGHT?”

Some Law Enforcement agencies suggest “Run, Hide, Fight” as the preferred response to an active shooter. We don’t believe the practice is mutually exclusive to the SRP. Again, consult with local law enforcement regarding your specific active shooter response.

DOES THE SRP WORK WITH A.L.I.C.E.?

Again, we don’t believe that SRP and A.L.I.C.E. are mutually exclusive.

DOES THE SRP WORK WITH “AVOID, DENY, DEFEND?”

The SRP attempts to be an all-hazards approach to school based events. Of all of the active shooter responses, our determination is that “Avoid, Deny, Defend” from Texas State University has the best positioning, linguistics and actions.

<http://www.avoiddenydefend.org>

RED CARD / GREEN CARD / MED CARD / ROLL CARDS

Print-ready PDFs are available at <http://iloveguys.org>

RED/GREEN/MED/ROLL CARD

Provided are three different versions of the SRP visual status indicator cards. These should be placed with a staff roster. During an Evacuation, staff should bring both the SRP card and the roster to Evacuation Assembly point. Staff should fold the card to indicate status of the class or group.

While three different versions are available, please select the one that fits your practices. The following pages represent the fronts and backs of each version of the SRP card.



If you have missing or extra staff, occupants or other non medical assistance needs, fold sheet to Help/Red.



Shown here is the Red/Green/Med Card. A quick introduction to the SRP is included on the front of the page.



During an Evacuation Assembly, the card can be folded for a quick, visual demonstration of status.



If you need immediate medical assistance, fold sheet to Medical Help.



Take roll, if no missing or extra staff or occupants and everything else is OK, fold sheet to OK/Green. On the back of the sheet are other options.



Note: There may be tactical concerns about using the card system as a room status indicator. (Sliding the card under the door.)

SRP suggests consulting with local law enforcement about suggested practice.

OK

OK

HELP

HELP

PHYSICIAN MEDICAL HELP



MEDICAL HELP



STANDARD™ RESPONSE PROTOCOL

LOCKDOWN

LOCKS, LIGHTS,
OUT OF SIGHT



EVACUATE TO A LOCATION



Occupants are asked to:

- Move away from sight
- Maintain silence
- Prepare to evade or defend

Occupants are asked to:

- Leave stuff behind
- Bring their phone

Staff are trained to:

- Prepare to evade or defend
- Lock doors

- Lead occupants to Evacuation location
- Account for staff and occupants

Staff are trained to:

- Lights out
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend
- Account for staff and occupants

SHELTER FOR A HAZARD USING SAFETY STRATEGY



Hazards might include:

- Tornado
- Hazmat

LOCKOUT

SECURE THE PERIMETER



Safety Strategies might include:

- Drop, Cover and Hold
- Seal the Room
- Evacuate

Occupants are asked to:

- Return to inside of building
- Do business as usual

Occupants are instructed in:

- Appropriate Hazards and Safety Strategies

Staff are trained to:

- Recover occupants and staff from outside building
- Increased situational awareness
- Account for staff and occupants
- Do business as usual

Staff are trained in:

- Appropriate Hazards and Safety Strategies
- Account for staff and occupants
- Report problems at the Evacuation Assembly using Red Card/Green/Med Card.



STANDARD™ RESPONSE PROTOCOL

In the event of an evacuation, please take this card with you. To use this card during an Evacuation Assembly, fold along dotted lines so the appropriate message is outward facing.

© Copyright 2009-2015. All rights reserved. The "I Love U Guy's" Foundation, Bailey, CO 80421. SRP The Standard Response Protocol are Trademarks of The "I Love U Guy's" Foundation. SRP Version 2.0 - 2015

OK

OK

HELP

HELP



STANDARD™
RESPONSE PROTOCOL

DRY

ALERT



LOCKDOWN

**LOCKS, LIGHTS,
OUT OF SIGHT**

Occupants are asked to:

- Move away from sight
- Maintain silence
- Prepare to evade or defend

Staff are trained to:

- Lock doors
- Lights out
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend
- Account for staff and occupants



EVACUATE

TO A LOCATION

Occupants are asked to:

- Leave stuff behind
- Bring their phone

Staff are trained to:

- Lead occupants to Evacuation location
- Account for staff and occupants



LOCKOUT

SECURE THE PERIMETER

Occupants are asked to:

- Return to inside of building
- Do business as usual

Staff are trained to:

- Recover occupants and staff from outside building
- Increased situational awareness
- Account for staff and occupants
- Do business as usual



SHELTER

**FOR A HAZARD USING
SAFETY STRATEGY**

Hazards might include:

- Tornado
- Hazmat

Safety Strategies might include:

- Drop, Cover and Hold
- Seal the Room

Occupants are instructed in:

- Appropriate Hazards and Safety Strategies

Staff are trained in:

- Appropriate Hazards and Safety Strategies
- Account for staff and occupants
- Report problems at the Evacuation Assembly using Red Card/Green/Alert Card.



BIZ
STANDARD™

RESPONSE PROTOCOL

In the event of an evacuation, please take this card with you. To use this card during an Evacuation Assembly, fold along dotted lines so the appropriate message is outward facing.

© Copyright 2009-2015. All rights reserved. The "I Love U Guys" Foundation, Bailey, CO 80421. SRP The Standard Response Protocol are Trademarks of The "I Love U Guys" Foundation. SRP Version 2.0 - 2015

OK

OK

HELP

HELP



STANDARD™ RESPONSE PROTOCOL

PERSONAL SAFETY

A critical ingredient in personal safety is the standard response to any incident. Weather events, fire, accidents, intruders and other threats to personal safety are scenarios that organizations plan and train for.

SRP

Our organization is expanding the safety program to include the Standard Response Protocol (SRP). In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

NOTIFICATION PROGRAM

Timely notification is essential with any type of crisis. Please verify that you have the correct information in the campus notification system.

TRAINING

Please take a moment to review these actions. Training and drilling will occur with the staff.

More information can be found at <http://iloveguys.org>

LOCKOUT SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the building.

OCCUPANTS:

- Return to inside of building
- Do business as usual

STAFF

- Recover occupants and staff from outside
- Increased situational awareness
- Do business as usual
- Account for staff and occupants



LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the building.

OCCUPANTS:

- Move away from sight
- Maintain silence
- Prepare to evade or defend

STAFF:

- Lock interior doors
- Lights out
- Move away from sight
- Maintain silence
- Prepare to evade or defend
- Do not open the door
- Account for staff and occupants



EVACUATE TO A LOCATION

Evacuate is called to move occupants and staff from one location to another.

OCCUPANTS:

- Bring your phone
- Leave your stuff behind
- Keep your hands visible
- Be prepared for alternatives during response.

STAFF:

- Lead occupants to Evacuation Location
- Account for staff and occupants



SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Drop, Cover and Hold
- Seal the room

OCCUPANTS:

- Use Appropriate Safety Strategy

STAFF:

- Use Appropriate Safety Strategy
- Account for staff and occupants



IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

OCCUPANTS

Move away from sight
Maintain silence
Prepare to evade or defend

STAFF

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain Silence
Prepare to evade or defend



LOCKOUT! SECURE THE PERIMETER.

OCCUPANTS

Return inside
Business as usual

STAFF

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Account for occupants



EVACUATE! (To a location.)

OCCUPANTS

Bring your phone
Leave your stuff behind
Follow instructions

STAFF

Lead evacuation to location
Account for occupants
Notify if missing, extra or injured
occupants or staff



SHELTER! (For a hazard using a shelter strategy.)

OCCUPANTS

Hazard	Safety Strategy
Tornado	Drop, cover and hold
Hazmat	Seal the room

STAFF

Account for Occupants



IN AN EMERGENCY SAY IT TWICE. SAY IT TWICE.



LOCKDOWN



LOCKOUT



EVACUATE



SHELTER

Standard Response Protocol – Public Address

Threat Outside	Lockout! Secure the Perimeter
Threat Inside	Lockdown! Locks, Lights, Out of Sight!
Bomb	Evacuate to (location) Shelter for Bomb!
Earthquake	Shelter for Earthquake!
Fire Inside	Evacuate to the (location)
Hazmat	Shelter for Hazmat! Seal your Rooms
Weapon	Lockdown! Locks, Lights, Out of Sight!





STANDARD™ RESPONSE PROTOCOL

PERSONAL SAFETY

A critical ingredient in personal safety is the standard response to any incident. Weather events, fire, accidents, intruders and other threats to personal safety are scenarios that organizations plan and train for.

SRP

Our organization is expanding the safety program to include the Standard Response Protocol (SRP). In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard using Safety Strategy"

NOTIFICATION PROGRAM

Timely notification is essential with any type of crisis. Please verify that you have the correct information in the campus notification system.

TRAINING

Please take a moment to review these actions. Training and drilling will occur with the staff.

More information can be found at <http://iloveguys.org>

LOCKOUT SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the building.

OCCUPANTS:

- Return to inside of building
- Do business as usual

STAFF

- Recover occupants and staff from outside
- Increased situational awareness
- Do business as usual
- Account for staff and occupants



LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the building.

OCCUPANTS:

- Move away from sight
- Maintain silence
- Prepare to evade or defend

STAFF:

- Lock interior doors
- Lights out
- Move away from sight
- Maintain silence
- Prepare to evade or defend
- Do not open the door
- Account for staff and occupants



EVACUATE TO THE ANNOUNCED LOCATION

Evacuate is called to move occupants and staff from one location to another.

OCCUPANTS:

- Bring your phone
- Leave your stuff behind
- Keep your hands visible
- Be prepared for alternatives during response.

STAFF:

- Lead occupants to Evacuation Location
- Account for staff and occupants



SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat
- Fire

SAMPLE SAFETY STRATEGIES:

- Drop, Cover and Hold
- Seal the room
- Evacuate

OCCUPANTS:

- Use Appropriate Safety Strategy

STAFF:

- Use Appropriate Safety Strategy
- Account for staff and occupants



SRP V2

The old adage “Build a better mouse trap and they’ll beat a path to your door,” is apparently true. In developing the original Standard Response Protocol, The “I Love U Guys” Foundation knew that it was an all-hazards, every-age, solution to sharing common language, common actions, and common expectations of behavior, between those impacted by a crisis and first responders. But our mission was youth.

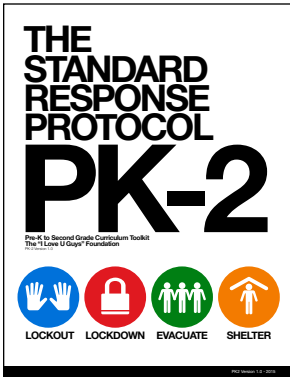
Even though the materials were geared to a K-12 environment, business and institutions made them work. From Credit Unions to Courthouses to Community Colleges to Cathedrals, the SRP has been integrated

into safety plans in business, institutions and organizations across the US and Canada.

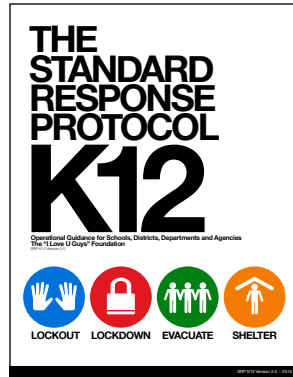
As a result, the Foundation has worked with safety professionals to create materials for all audiences. Additionally, we’ve documented “What’s New” in the Standard Response Protocol. All materials are available at no cost at <http://iloveuguy.org>. Printed materials may be purchased through Amazon or the Foundation’s eStore.

SRM V2

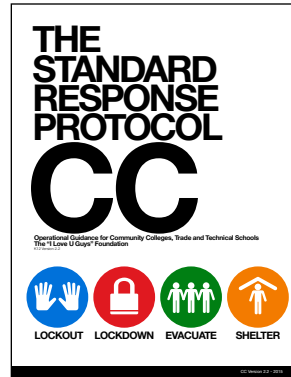
The Standard Reunification Method has also been updated.



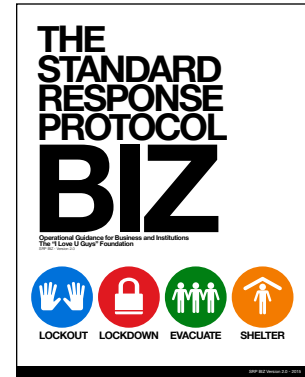
Pre-K to Second Grade



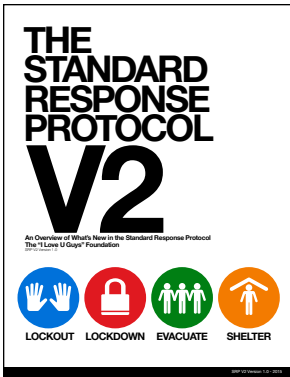
K12 Guidance



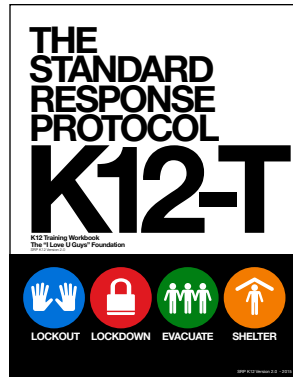
College Guidance



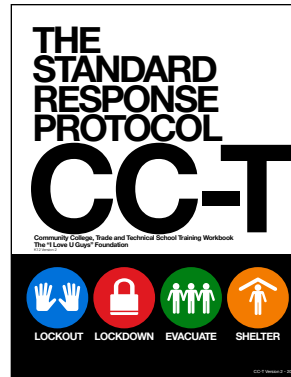
Business Guidance



What's New in SRP V2



K12 Training



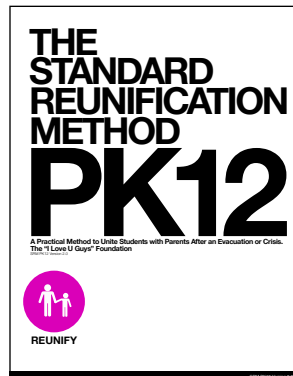
Community College Training



Business Training



Certification



Reunification

APPENDIX 3 - SAMPLE NOI AND MOUS

SAMPLE NOTICE OF INTENT

NAME OF BUSINESS/INSTITUTION (ORGANIZATION) STANDARD RESPONSE PROTOCOL (SRP) NOTICE OF INTENT (NOI) TO THE "I LOVE U GUYS" FOUNDATION (THE FOUNDATION) PROGRAM DESCRIPTION

The Standard Response Protocol (SRP) is an organized response based on four actions. When communicating these actions, the action is labeled with a "Term of Art" and is then followed by a Directive. Execution of the action is performed by active participants, including staff, occupants and first responders.

The "Term of Art" **Lockout** is followed by the Directive "**Secure the Perimeter**". The action associated with Lockout is to bring participants into the building and secure the building's outside perimeter by locking appropriate windows, doors or other access points.

The "Term of Art" **Lockdown** is followed by the Directive "**Locks, Lights, Out of Sight**". The action associated with Lockdown is to secure individual room doors, move away from inside corridor line of sight and maintain silence until first responders release the room.

The "Term of Art" **Evacuate** is followed by the Directive "**To a Location**" (Where Location is announced.) The action associated with Evacuate is to move staff and occupants from one location to another.

The "Term of Art" **Shelter** is followed by the Directive "**Type and Method**" (Where Type is one of the following: For Tornado, For Hazmat, For Bomb. Method is one of the following: And seal, In Silence, Drop, Cover and Hold.) The action associated with Shelter is dependent on the stated Type and Method.

COMMUNICATION

Communication between an organization and The Foundation may be accomplished through written correspondence delivered by the US Postal Service or other private carriers. Communication may also be accomplished through electronic mail, facsimile or other electronic text communications.

PURPOSE

By standardizing vocabulary, all stakeholders can understand the response and status of the event. For staff this becomes a simpler process to train and drill. For first responders, the common vocabulary and protocols establish a greater predictability that persists through the duration of an incident. Additionally, this protocol enables rapid response determination when an unforeseen event occurs.

AGREEMENT BY BUSINESS OR INSTITUTION

1. Business/Institution intends to incorporate SRP in the official, existing, written safety plans either in the body or as an addendum or amendment.

MEMORANDUM TERM

This Memorandum is effective until terminated.

TERMINATION

Organization may withdraw this Notice of Intent via Written or Electronic notification at any time and will thereby cease use of any materials provided by The Foundation.

Name of Organization

Address
City/State/Zip

Representative

Date

The "I Love U Guys" Foundation

PO Box 1230
Bailey, Colorado 80421

Representative

Date

SAMPLE MOU WITH THE “I LOVE U GUYS” FOUNDATION

NAME OF BUSINESS/INSTITUTION (ORGANIZATION) STANDARD RESPONSE PROTOCOL (SRP) MEMORANDUM OF UNDERSTANDING (MOU) WITH THE “I LOVE U GUYS” FOUNDATION (THE FOUNDATION)

PROGRAM DESCRIPTION

The Standard Response Protocol (SRP) is an organized response based on four actions. When communicating these actions, the action is labeled with a “Term of Art” and is then followed by a Directive. Execution of the action is performed by active participants, including staff, occupants and first responders.

The “Term of Art” **Lockout** is followed by the Directive “**Secure the Perimeter**”. The action associated with Lockout is to bring participants into the building and secure the building’s outside perimeter by locking appropriate windows, doors or other access points.

The “Term of Art” **Lockdown** is followed by the Directive “**Locks, Lights, Out of Sight**”. The action associated with Lockdown is to secure individual room doors, move away from inside corridor line of sight and maintain silence until first responders release the room.

The “Term of Art” **Evacuate** is followed by the Directive “**To a Location**” (Where Location is announced.) The action associated with Evacuate is to move staff and occupants from one location to another.

The “Term of Art” **Shelter** is followed by the Directive “**Type and Method**” (Where Type is one of the following: For Tornado, For Hazmat, For Bomb. Method is one of the following: And seal, In Silence, Drop, Cover and Hold.) The action associated with Shelter is dependent on the stated Type and Method.

COMMUNICATION

Communication between Organization and The Foundation may be accomplished through written correspondence delivered by the US Postal Service or other private carriers. Communication may also be accomplished through electronic means utilizing electronic mail, facsimile or other electronic text communications.

PURPOSE

By standardizing vocabulary, all stakeholders can understand the response and status of the event. For staff this becomes a simpler process to train and drill. For first responders, the common vocabulary and protocols establish a greater predictability that persists through the duration of an incident. Additionally, this protocol enables rapid response determination when an unforeseen event occurs.

AGREEMENT BY ORGANIZATION

1. Organization agrees to incorporate SRP in the official, existing, written safety plans of all departments, either in the body or as an addendum or amendment.
2. Organization agrees to appoint an SRP Liaison who will act as the primary contact regarding communication with The Foundation and other department or agency SRP Liaisons.
3. Organization agrees to incorporate the SRP using the terms of art and the associated directives as defined in the Program Description.
4. Organization agrees to provide Law Enforcement Agencies whose jurisdiction includes the Organization with notice of compliance with SRP terms of art and directives.
5. Organization agrees to provide Fire Departments whose jurisdiction includes the Organization with notice of compliance with SRP terms of art and directives.
6. Organization agrees to provide Emergency Medical Services whose jurisdiction includes the Organization with notice of compliance with SRP terms of art and directives.
7. Organization agrees to provide County and/or City Emergency Managers whose jurisdiction includes the Organization with notice of compliance with SRP terms of art and directives.
8. Organization agrees to provide staff with training on the SRP at least once per year.
9. Organization agrees to drill a minimum of twice per year.
10. Organization agrees to provide occupants with either printed material or notice of online availability of material at <http://www.iloveguys.org>.
11. Organization is responsible for physical material production of any online resources provided by The Foundation. The Organization is not required to utilize printing services provided by The Foundation for production of support materials.
12. Organization will provide The Foundation with 1 representative copy of printed or electronic materials produced from online materials provided by The Foundation.

13. Organization will engage in a best effort to provide The Foundation with contact information for other businesses, institutions, agencies, departments or services participating with the Organization regarding the SRP.

AGREEMENT BY THE “I LOVE U GUYS” FOUNDATION

1. The Foundation agrees to host training materials on the Website available publicly at the Uniform Resource Locator <http://iloveguys.org>
2. The Foundation agrees to provide training and support materials online at no additional charge for recognized organizations.
3. The Foundation agrees to provide training and support materials online to Law Enforcement Agencies at no charge to the Agency.
4. The Foundation agrees to provide training and support materials online to Fire Departments at no charge to the Department.
5. The Foundation agrees to provide training and support materials online to Emergency Medical Services at no charge to the Service.
6. The Foundation agrees to provide training and support materials online to County and/or City Emergency Managers at no charge to the County or City.
7. The Foundation offers brokered printing services for production of printed support materials. The Foundation has no expectations that Organization will utilize The Foundation’s brokered printing services for production of printed support materials.
8. The Foundation provides hands on training sessions for a suggested donation, in locations around the United States. Organization is under no obligation to attend these training sessions.
9. The Foundation will notify the SRP Liaison via Written or Electronic communications in the event of new or updated materials available on the Website.
10. The Foundation will maintain a record of all Written or Electronic communication with the Organization.

MEMORANDUM TERM

This Memorandum is effective until terminated

TERMINATION

Organization may terminate this Memorandum of Understanding via Written or Electronic notification at any time. Upon termination Organization will cease use of any materials provided by The Foundation.

Name of Organization

Address

City/State/Zip

Representative

Date

The “I Love U Guys” Foundation

PO Box 1230
Bailey, Colorado 80421

Representative

Date

SAMPLE MOU WITH LAW ENFORCEMENT/FIRE/EMS

NAME OF BUSINESS/INSTITUTION (ORGANIZATION) STANDARD RESPONSE PROTOCOL (SRP) MEMORANDUM OF UNDERSTANDING (MOU) WITH NAME OF LAW/FIRE/MEDICAL AGENCY (AGENCY)

PROGRAM DESCRIPTION

The Standard Response Protocol (SRP) is an organized response based on four actions. When communicating these actions, the action is labeled with a “Term of Art” and is then followed by a Directive. Execution of the action is performed by active participants, including staff, occupants and first responders.

The “Term of Art” **Lockout** is followed by the Directive “**Secure the Perimeter**”. The action associated with Lockout is to bring participants into the building and secure the building’s outside perimeter by locking appropriate windows, doors or other access points.

The “Term of Art” **Lockdown** is followed by the Directive “**Locks, Lights, Out of Sight**”. The action associated with Lockdown is to secure individual room doors, move away from inside corridor line of sight and maintain silence until first responders release the room.

The “Term of Art” **Evacuate** is followed by the Directive “**To a Location**” (Where Location is announced.) The action associated with Evacuate is to move staff and occupants from one location to another.

The “Term of Art” **Shelter** is followed by the Directive “**Type and Method**” (Where Type is one of the following: For Tornado, For Hazmat, For Bomb. Method is one of the following: And seal, In Silence, Drop, Cover and Hold.) The action associated with Shelter is dependent on the stated Type and Method.

COMMUNICATION

Communication between Organization and Agency may be accomplished through written correspondence delivered by the US Postal Service or other private carriers. Communication may also be accomplished through electronic means utilizing electronic mail, facsimile or other electronic text communications.

PURPOSE

By standardizing vocabulary, all stakeholders can understand the response and status of the event. For staff this becomes a simpler process to train and drill. For first responders, the common vocabulary and protocols establish a greater predictability that persists through the duration of an incident. Additionally, this protocol enables rapid response determination when an unforeseen event occurs.

AGREEMENT BY ORGANIZATION

1. Organization agrees to incorporate SRP in the official written safety plans, either in the body or as an addendum or amendment.
2. Organization agrees to appoint an SRP Liaison who will act as the primary contact regarding communication with The Agency and other department or agency SRP Liaisons.
3. Organization agrees to implement the SRP using the terms of art and the associated directives as defined in the Program Description.
4. Organization agrees to provide Law Enforcement Agencies whose jurisdiction includes the Organization with notice of compliance with SRP terms of art and directives.
5. Organization agrees to provide Fire Departments whose jurisdiction includes the Organization with notice of compliance with SRP terms of art and directives.
6. Organization agrees to provide Emergency Medical Services whose jurisdiction includes the Organization with notice of compliance with SRP terms of art and directives.
7. Organization agrees to provide County and/or City Emergency Managers whose jurisdiction includes the Organization with notice of compliance with SRP terms of art and directives.
8. Organization agrees to provide staff with training on the SRP at least once per year.
9. Organization agrees to drill a minimum of twice per year.

AGREEMENT BY AGENCY

1. The Agency agrees to incorporate SRP in the official written response plans, either in the body or as an addendum or amendment.
2. The Agency agrees to appoint an SRP Liaison who will act as the primary contact regarding communication with The Agency and other department or agency SRP Liaisons.
3. The Agency agrees to implement the SRP using the terms of art and the associated directives as defined in the Program Description.
4. The Agency agrees to provide Fire Departments whose jurisdiction includes the Organization with notice of compliance with SRP terms of art and directives.

5. The Agency agrees to provide Emergency Medical Services whose jurisdiction includes the Organization with notice of compliance with SRP terms of art and directives.
6. The Agency agrees to provide County and/or City Emergency Managers whose jurisdiction includes the Organization with notice of compliance with SRP terms of art and directives.
7. The Agency agrees to train dispatch personnel in The Standard Response Protocol.
8. The Agency agrees to train other appropriate personnel in The Standard Response Protocol.

MEMORANDUM TERM

This Memorandum is effective until terminated.

TERMINATION

Organization or Agency may terminate this Memorandum of Understanding via Written or Electronic notification at any time.

Name of Organization

Address
City/State/Zip

_____ Representative _____ Date _____

Name of Agency

Address
City/State/Zip

_____ Representative _____ Date _____