**Standard Response Protocol (SRP)**

**SAMPLE MOU or Addendum with Law Enforcement / Fire / EMS**

**Name of School/Division (Organization):**

**Name of Agency (Agency):**

This Memorandum of Understanding (“MOU”) between the Organization and the undersigned Agency is effective as of the date it is signed and countersigned.

**Standard Response Protocol Program Description:**

The “I Love U Guys” Foundation (The Foundation) created its Standard Response Protocol (“SRP”) for classroom response based on five actions. When communicating these actions, each is labeled with a “Term of Art” and followed by a Directive. Active participants, including students, staff, teachers, and first responders, execute the action.

**Purpose of Using Terms of Art:**

By standardizing vocabulary, all stakeholders can understand the response and status of the event. For students, this provides continuity of expectations and actions throughout their educational career. For teachers and staff, training and drilling become a more straightforward process. For first responders, the common vocabulary and protocols establish a greater predictability throughout an incident. Parents can easily understand the practices and can reinforce the protocol. Additionally, this protocol enables rapid response determination when an unforeseen event occurs.

**Terms of Art:**

* The “Term of Art” **Hold** is followed by the Directive **“In your room or area”** (or announce a location). The action is to keep halls and/or common areas clear until an incident is resolved.
* The “Term of Art” **Secure** is followed by the Directive **“Get Inside. Lock Outside Doors.”** The action associated with Secureis to bring participants into the Building, and secures 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 classroom 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 students and staff from one location to another.
* The “Term of Art” **Shelter** is followed by the Directive **“Type and Method”** (Where Type is dictated by weather and other hazards which can be present in the region, and Method is an appropriate shelter method for those weather and other hazards.) The action associated with Shelter is dependent on the stated Type and Method.

**Agreement by (insert name of**)       **(Organization)**

Organization agrees to incorporate SRP in the official, existing, written safety plans for the division or school, as applicable, either in the body or as an addendum or amendment.

1. Organization agrees to appoint an SRP Liaison who will act as the primary contact regarding communication with the Agency and other department, division or agency SRP Liaisons.
2. Organization agrees to incorporate the SRP using the terms of art and the associated directives as defined in the Program Description.
3. Organization agrees to provide Law Enforcement Agencies having jurisdiction within the division/school with notice of compliance with SRP terms of art and directives.
4. Organization agrees to provide Fire Departments having jurisdiction within the division/school with notice of compliance with SRP terms of art and directives.
5. Organization agrees to provide Emergency Medical Services having jurisdiction within the division/school with notice of compliance with SRP terms of art and directives.
6. Organization agrees to provide County and/or City Emergency Managers having jurisdiction within the School Division with notice of compliance with SRP terms of art and directives.
7. Organization agrees to provide students with training on the SRP at least once per school year.
8. Organization agrees to provide staff with training on the SRP at least once per school year.
9. Organization agrees to drill each action.

**Agreement by (insert name of**)       **(Agency)**

1. The Agency agrees to incorporate SRP in the official written response plans of the Organization, 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, division 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 having jurisdiction within the Organization’s Division with notice of compliance with SRP terms of art and directives.
5. The Agency agrees to provide Emergency Medical Services having jurisdiction within the Organization’s Division with notice of compliance with SRP terms of art and directives.
6. The Agency agrees to provide County and/or City Emergency Managers having jurisdiction within the Organization’s Division 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 School Resource Officers in The Standard Response Protocol.
9. The Agency agrees to train other appropriate personnel in The Standard Response Protocol.

**Updates to SRP:** The Foundation may update its SRPs and its Terms of Art from time to time and will notify Organization of any such updates. The Organization agrees to implement any such changes in a reasonable timeframe and communicate the changes with the Agency.

**Term/Termination:** This MOU is effective as of the date it is signed and countersigned by the Organization and the Agency and shall continue in effect for two (2) years (“Term”). Organization and Agency may agree to extend the term upon mutual written agreement. Organization may terminate this MOU via Written or Electronic notification at any time. Upon termination, Organization will cease using any Standard Response Protocol materials provided by The Foundation. The Foundation may terminate this MOU upon notice if it determines that Organization is not performing its obligations under this MOU, including using the Terms of Art as they may change from time to time.

**Notices:** All notices and other communications required or permitted under this MOU shall either be sent by certified mail, return receipt requested, by reputable overnight courier service with confirmation of delivery and addressed to the Parties at their addresses first set forth below or to the email addresses set forth below. The parties shall notify each other if such contact information changes.

**Counterparts/Electronic Execution.** This MOU may be executed in counterparts and digital copies, each of which shall be deemed an original and all of which shall constitute a single instrument.

**Name of Organization**:

Address/City/State/ZIP:

**Authorized Representative** Name:

Signature

Title:

Date:

**Organization Authorized Liaison** Name:

Title:

Phone:       Email Address:

**Name of Agency:**

Address/City/State/ZIP:

**Authorized Representative** Name:

Signature

Title:       Email Address:

Date:

**Agency Authorized Liaison** Name:

Title:

Phone:       Email Address: