



MEMORANDUM OF UNDERSTANDING

Standard Response Protocol Memorandum of Understanding ("MOU") between [INSERT INSTITUTION NAME] ("Institution") and The "I Love U Guys" Foundation ("The Foundation")

Program Description: The Standard Response Protocol ("SRP") is an institutional 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 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 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 the Location is announced.) The action associated with Evacuate is to move staff from one location to another.

The "Term of Art" **Shelter** is followed by the Directive "**Type and Method**" (Where "Type" is the type of hazard occurring, such as: a tornado, hazardous materials incident, earthquake, or tsunami, and "Method" is the action taken in response to the hazard, such as: evacuate to shelter area, seal the room, drop, cover and hold, or get to high ground.) The action associated with Shelter is dependent on the stated Type and Method.

Communication: Communication between the Institution 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. This provides continuity of expectations and actions throughout their career with the Institution. 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. Family members can easily understand the practices and can reinforce the protocol. Additionally, this protocol enables rapid response determination when an unforeseen event occurs.

Agreement by Institution:

1. Institution agrees to incorporate SRP in its official, existing, written safety plans, either in the body of such safety plans or as an addendum or amendment.
2. Institution agrees to appoint an SRP Liaison who will act as the primary contact regarding communication with The Foundation and other SRP Liaisons.
3. Institution agrees to incorporate the SRP using the Terms of Art and the associated Directives as defined in the Program Description.
4. Institution agrees to provide all county and/or city emergency managers, law enforcement agencies, fire departments, and emergency medical services providers having jurisdiction over the Institution's facilities and within its boundaries, as applicable, with notice of compliance with SRP Terms of Art and Directives.
5. Institution agrees to provide staff with training on the SRP at least once per year.
6. Institution agrees to drill each action at least once per year.
7. Institution agrees to provide staff with either printed material or notice of online availability of material at <http://www.iloveguys.org>.

8. Institution is responsible for physical material production of any online resources provided by The Foundation. Institution is not required to utilize printing services provided by The Foundation for production of support materials.
9. Institution will provide The Foundation with one representative copy of printed or electronic materials produced from online materials provided by The Foundation.
10. Institution will engage in a best effort to provide The Foundation with contact information for other agencies, departments, and services participating with the Institution regarding the SRP.

Agreement by The Foundation:

1. The Foundation agrees to host training materials on its website available publicly at the Uniform Resource Locator <http://iloveguys.org>
2. The Foundation agrees to provide training and support materials online to Institution staff, county and/or city emergency managers, law enforcement agencies, fire departments, and emergency medical services providers at no charge.
3. The Foundation offers brokered printing services for production of printed support materials. The Foundation has no expectations that Institution will utilize The Foundation's brokered printing services for production of printed support materials.
4. The Foundation provides hands on training sessions for a suggested donation, in locations around the United States. Institution is under no obligation to attend these training sessions.
5. The Foundation will notify the SRP Liaison via written or electronic communications in the event of new or updated materials available on The Foundation's website.
6. The Foundation will maintain a record of all written or electronic communication with the Institution.

MOU Term: This MOU is effective until terminated, for all Institution facilities.

Termination: Institution may terminate this MOU via written or electronic notification at any time. Upon termination, Institution will cease use of any materials provided by The Foundation.

Name of Institution

Address: _____

Institution Representative Signature

Print Name

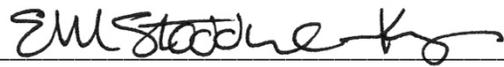
Title

Date

Mail to: The "I Love U Guys" Foundation

PO Box 1230, Bailey, Colorado 80421

Email to: MOU@iloveguys.org



The Foundation Representative Signature

Ellen Stoddard-Keyes

Print Name

President, Board of Directors

Title

Date

Additional Contact information:
