THE STANDARD RESPONSE PROTOCOL V2

An Overview of What's New in the Standard Response Protocol
The "I Love U Guys" Foundation
SRP V2 Version 1.0

LOCKOUT **LOCKDOWN** **EVACUATE** **SHELTER**

PEACE

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

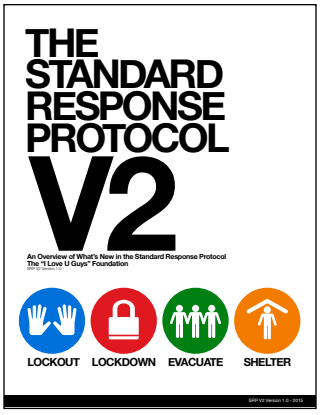
It means to be in the midst of those things and still be calm in your heart.

i love u guys FOUNDATION®

STANDARD™
RESPONSE PROTOCOL

CHANGE HISTORY VERSION 2.0

AUTHOR/CONTRIBUTOR	VERSION	REVISION DATE	REVISION COMMENTARY
John-Michael Keyes	1.0	01/08/2015	Not really confusing, this is the first version of this document. The Standard Response Protocol - V2 An Overview of What's New in the Standard Response Protocol



The Standard Response Protocol - V2
An Overview of What's New in the Standard Response Protocol
Version 1

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i love u guys FOUNDATION

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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@iloveuguys.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.

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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.

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STANDARD™
RESPONSE PROTOCOL

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 an adoption by thousands of schools.

Suggestions for modification can be made via email at srp_rfc@iloveuguys.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
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HISTORY

INTRODUCTION

Since its introduction in 2009, the Standard Response Protocol has been adopted by districts, departments and agencies across the US and Canada. The conformance to FEMA guidance about plain language and the simplicity of implementation has resulted in thousands of schools and law enforcement agencies implementing the program.

As organizations began adoption of the program, an ongoing commitment from The "I Love U Guys" Foundation has been to keep the materials relevant. In late 2014, the Foundation initiated a total refresh on the materials, practices and guidance.

The goal was to bring guidance to contemporary standards and keep the materials culturally relevant. What was gratifying from this refresh was that the general guidance has survived the test of time. It's been battle proven. And it works far beyond the original intent. Time has shown that implementing the SRP isn't simply about a standardized response, but it's a catalyst for changing a school's culture around safety.

That said, an agent of change has to be firmly settled in time. The current time. With the directive of re-evaluating everything, the Foundation began to scrutinize every aspect of guidance, premise, messaging, practices, branding, graphic standards, audience and distribution.

This is the result. SRP V2. There are some changes. Operationally, changes are modest. Tuning the guidance. Visually, there is an evolution. Our audiences live in this time. Not 2009.

IN THE BEGINNING - 04.22.2009

In April of 2009, The "I Love U Guys" Foundation introduced the Standard Response Protocol. A 30 minute presentation, a single sheet, front and back, describing the protocol, and a page on the Foundation website.

The roots of the protocol were sourced from the work of Broomfield Police Department and Adams 12 Five Star Schools in developing the "Response Action Matrix." The department and district created classroom materials, including a video, to train students and staff about what to do in a school emergency.

These core concepts became the foundation of the Standard Response Protocol. Lockout, Lockdown, Evacuate. The Foundation added "Shelter-in-Place" to the initial actions defined, and re-labeled it as the Standard Response Protocol.

The first document on the SRP was initially presented to the Colorado School Safety Resource Center. A meeting with the Director of the Center and the Director of Public Safety for the State of Colorado that resulted in a presentation to the Resource Center's board.

Standard Response Protocol

Introduction

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fires, accidents, intruders and other threats to student safety are scenarios that school and district administration plan for.

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

Standard Response Protocol

The Standard Response Protocol (SRP) 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 responses:

1. Evacuate
2. Shelter in Place
3. Lockdown
4. Lockout

These specific actions act as both a verb and a noun. If the action is Lockdown, it would be announced on public address as "Lockdown." Communication to local Law Enforcement Agency would then be "We are under Lockdown."

Each response has specific student and staff action. The Evacuate response is always followed by a location: "Evacuate to Hallway." Responses can also be chained. "Evacuate to Hallway. Shelter in Place."

Benefits

The benefits of SRP become quickly apparent. By standardizing the 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, this becomes a simpler process to train and drill. For first responders, the common vocabulary and protocols establish a greater predictability at the scene. Parents can easily understand the practices and can reinforce the protocol. 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 would assist as parts of the school go to an "Evacuate to the Gym and Lockdown," and later "Evacuate to the Bus Zone."

The differentiation between lockdown and lockout is a critical element in SRP. A Lockout recovers all students from outside the building, secures the building perimeter and locks all outside 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 a vicious dog on the playground would be examples of a Lockout response. While the Lockout response encourages greater staff situational awareness, it allows for educational practices to continue with little classroom interruption or distraction.

Lockdown is a classroom-based protocol that requires locking the classroom door, turning off the lights and placing students out of sight of any corridor windows. Student action during Lockdown is to remain quiet. It does not mandate locking outside doors. There are several reasons for not locking perimeter doors during a Lockdown. Risk is increased to students 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. "We are in Lockdown and Lockout" would be announced on public address and conveyed to emergency services or 911.

Protocol Details

Each protocol has specific staff and student actions that are unique to the action. In the event student or staff identifies the initial threat, calling 911 and administration is advised.

Evacuate

Evacuate is the protocol to orderly move students and staff from one location to a different location in or out of the building.

Students are trained to:

1. Leave stuff behind
2. Form a single file line
3. Take the hands of person in front and behind

Teachers are trained to:

1. Grab role sheet if possible
2. Lead students to Evacuation location

Shelter in Place

Shelter in place is the protocol for self protection.

Students are trained to:

1. Move away from windows if possible
2. Crouch low, head down protect back of head

Teachers are trained to:

1. Move away from windows if possible
2. Crouch low, head down protect back of head
3. Take roll, account for students

Lockdown

Lockdown is the protocol used to secure individual rooms and keep students quiet and in place.

Students are trained to:

1. Move away from sight
2. Silence

Teachers are trained to:

1. Lock classroom door
2. Move away from sight
3. Lights out
4. Silence
5. Take roll, account for students

Lockout

Lockout is the protocol used to secure the building's outside perimeter.

Students are trained to:

1. Return to inside of building
2. Business as usual

Teachers are trained to:

1. Recover students and staff from outside building
2. Increased situational awareness
3. Business as usual

Sample Response Matrix

Scenario/Hazard	Evacuate / Location	Shelter in Place	Lockout	Lockdown
Blast		❶		
Bomb Found	❶ / to Football Field	❷		
Bomb Threat		❷		❶
Dangerous Animal Outside			❶	
Fire Inside	❶ / to Playground	❷		
Fire Outside	❶ / to Auditorium	❷		
Flood	❶ / to Second Floor	❷		
Gas Odor	❶ / to Football Field			
Hazmat Inside	❶ / to Parking Lot			
Hazmat Outside		❶		
Intruder Inside Building				❶
Student with Weapon				❶
Threat Outside Building			❶	
Winter Storm			❶	

The first printed guidance for the Standard Response Protocol. Circa - Spring 2009

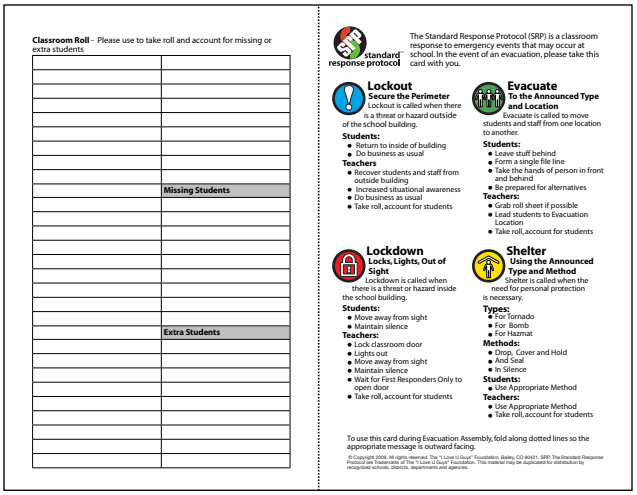
SHELTER-IN-WHAT?

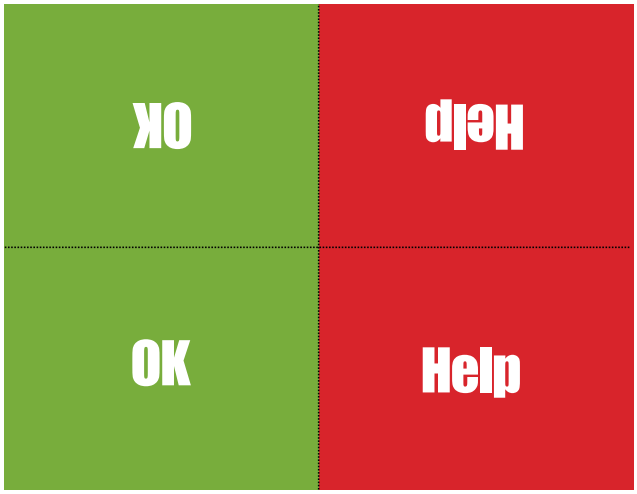
As the Foundation explored the relevance of this approach, it dove deep into best practices. One of the consistent themes was FEMA's guidance regarding the use of plain language. As the actions were developed it became apparent that "Shelter-in-place" was really a code. A code to do whatever was appropriate, without any clear guidance on what to shelter for. Or how to shelter for it.

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.

PRACTICAL ORIGAMI - 05.18.2009

The introduction of the SRP action icons appears in the first publishing of the Red Card/Green Card in May of 2009. The icons have become a symbol of the SRP but were initially an afterthought. In fact, the Red Card/Green Card folding presentation was a very exciting demonstration at a Foundation board meeting. "Oh, and by the way, there are some icons too," didn't even make the minutes.





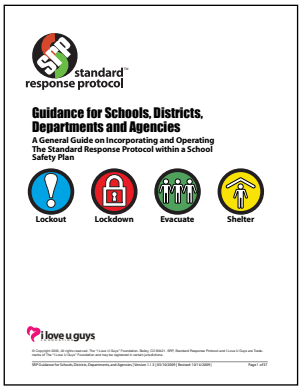
Original Red Card / Green Card / Roll Card
Circa - Spring 2009

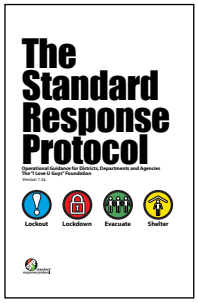
OPERATIONAL GUIDANCE - 08.09.2009

During this time, a level of effort was initiated in creating an Operational Guidance document for districts, departments and agencies.

The Change History of the document indicates that the preliminary version was released in early August of 2009. The document and practices iterated until October of 2009, when it was version locked and released. The Foundation offered it at no-cost online.

We ran into a middle school principal who told us that their district had "draconian" printing practices. Then he said, "We're a school, we can buy books. Do you have it in paperback?" That's when we discovered CreateSpace. They do on-demand publishing so we could have books available without the high up-front costs of printing thousands of books. Even better, they're an Amazon company and so the SRP was on Amazon. There was a catch though. They didn't offer an 8.5 x 11 trim size. So the book version of the SRP was 5.5 x 8.5. Two versions to maintain.

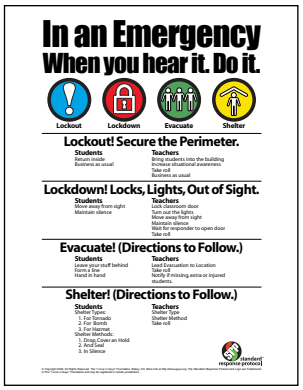


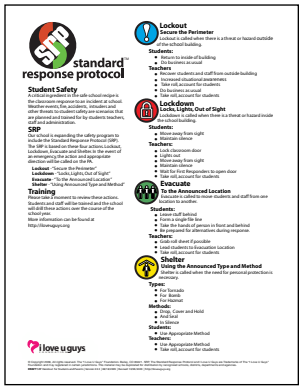


Operational Guidance the online PDF (left) and the printed book (right).

POSTERS AND HANDOUTS

Showing students and telling parents was also important. The poster and handout were created late 2009.





Classroom poster and student parent handout
Circa - Winter 2009

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

WHY CHANGE?
THOUSANDS OF SCHOOLS ARE USING IT!

The bottom line is simple. School, and community, safety is not a static model. Safety professionals should constantly scrutinize current practices. If the scrutiny reveals that change should occur, then change it. It's also important to deliver the changes with a reasonable migration path.

This is the outcome. As the five-year mark ended for the SRP, it became time to evaluate and improve on the historical standards. This is the result.

WHAT'S NEW?
NO COST. TO ANYONE.

In refreshing materials and guidance, we looked at every aspect of the SRP. The "I Love U Guys" Foundation made a profound decision. While Foundation programs were offered free of charge to Public schools, districts, departments and agencies, other organizations were asked for a modest donation to the Foundation. Across the US and Canada, Law Enforcement began expanding the recommendation of the SRP to other organizations.

While we welcome every donation, the suggested donation was occasionally a roadblock for implementation in the private sector. In 2015, the Foundation board approved providing the materials, at no cost, to any organization.

Saying it again, any School, District, Department, Agency or Organization can use the materials free of charge. All we ask is that the Foundation is notified.

DIDN'T STOP

That doesn't mean the Foundation has stopped taking donations. Like most non-profits we fill a gap between the public and private sectors. We think it's an important gap. Please take a moment to look at what we do and if it fits in your organization's philanthropic giving philosophy, please let us know how we can support your giving.

TERMS OF USE
2009 TERMS OF USE

The terms of use have been expanded. The original terms of use looked like this.

"Governmental districts, departments and agencies may freely use these materials under the following conditions:

Materials are not re-sold.
Materials are not modified.
Notification of use is provided to The "I Love U Guys" Foundation through either "Notice of Intent" or "Memorandum of Understanding."

Churches, higher education, private and parochial schools, institutions and businesses that use The Standard Response Protocol are encouraged to license use of the materials through a subscription. While the subscription is modest, grants or subsidies are available to offset the subscription costs."

2015 TERMS OF USE

The terms of use introduced in 2015 expanded the audience and allows the ability to customize materials for local conditions.

"Schools, districts, departments, agencies and organizations 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 - *To the Announced Location**
    2.4. Shelter - *Stating hazard and 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@iloveuguys.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"

INSTRUCTIONS
UPDATED AND SIMPLIFIED

Actions remained unchanged. Directives were slightly modified to be more direct.

LOCKOUT! Secure the Perimeter.
The instruction "Lock perimeter doors" was added.

LOCKDOWN! Locks, Lights out of Sight.
The instruction "Wait for responder to open door" was changed to "Do not open the door."

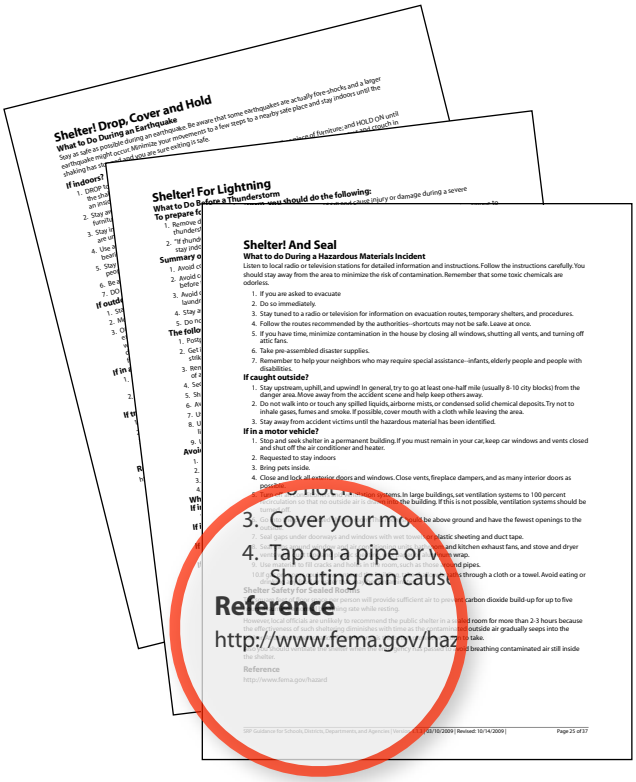
EVACUATE! followed by a location
The instruction "Hand in hand" was removed.
This instruction "Bring your phone" was added.

SHELTER! followed by the hazard and safety strategy. Removed all but two of the most common hazards and strategies. The goal is schools that chose to, could customize shelter directions to local hazards or conditions.

FEMA

FEMA SHELTER GUIDANCE REMOVED

In 2009 original operational guidance included material sourced directly from FEMA.



The materials very clearly stated that the guidance was sourced from FEMA not only in the introduction to the material, but additionally on every page.

As FEMA Guidance changed, this gave critics an opportunity to point a harsh, wagging finger at the entire program. (Yes, while they are few, there are critics of the SRP. Ironically, more often than not, they seem to be deeply invested in some code system or another.)

SRP V2 simply references that the current shelter methods are available on the FEMA website. Additionally, it recommends working with emergency management resources for localized threat mitigation and preparation.

TIME BARRIERS

INTRODUCED

After Newtown, the Foundation investigated hundreds of active shooter events. What we found was that a locked classroom door is an incredible time barrier. In fact, so far we have found only two instances (out of hundreds) where a locked classroom was entered by a gunman. In both those cases, no one was harmed. In one, as the gunman was breaking in (through a side window, by the door), the occupants of that room escaped. In the other, the school resource officer tackled the shooter before a shot was fired.

There are dozens of accounts where a shooter tried either a locked or a successfully barricaded door, and moved on. SRP V2 introduces the concept of creating time barriers. And a locked door is a proven time barrier.

GRAPHIC DESIGN CHANGES

Graphic design is important. In developing the SRP, the Foundation recognized that it is competing for the attention of people who are targeted by the largest publishers on the planet. Publishers with top notch designers. Publishers with the resources to engage focus groups and end-user studies. Publishers that have established an expectation for classroom materials. It isn't simply enough to have a good program. Without a professional presentation, chances of adoption will diminish.

FONT SELECTION

We also changed fonts. The original materials were set using the Myriad family. Both digital and print design trends in 2015 have moved to a cleaner, lighter sans-serif font and we've adjusted accordingly. New materials are set using the Helvetica Neue family.

Myriad

Helvetica Neue

Myriad

Helvetica Neue

FORM FACTORS

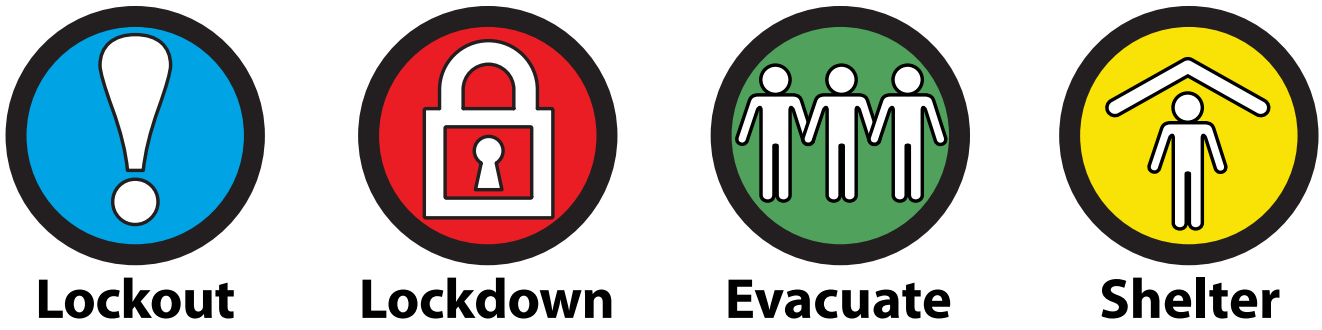
With CreateSpace supporting 8.5 x 11 trim sized books, the Foundation conformed all materials to that size. Whether an organization prints it in-house or chooses to purchase paperback versions, we don't need to maintain separate versions.

WHAT? DO WE NEED TO REPRINT EVERYTHING?

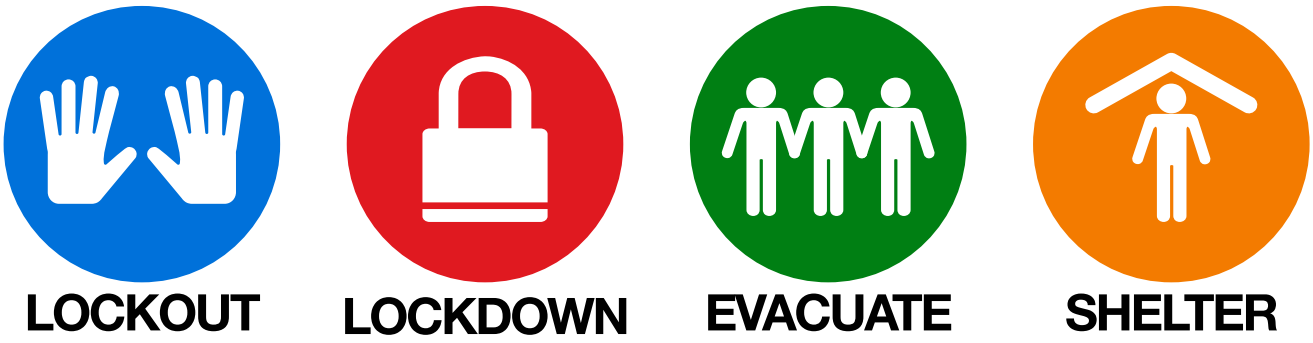
Please don't stress. The Foundation targeted an early 2015 release so that adequate time and priority planning could occur. Classroom posters and hand outs should be first on the list for 2015-2016 school year. Same with no-cost download-ables. Other internal documents that have been branded can be updated at the end of use for the materials.

ICONS
THEN AND NOW

The SRP icons are often remarked on and have been a tremendous influence in program adoption. Again in assessing current design trends, the decision was made to "flatten" the look. Additional changes were made to the Lockout icon and the Lockdown icon. The Lockout icon changed from an exclamation point to two hands. More suggestive of the action. The Lockdown icon grew a little curvier and lost the key-hole, creating greater visual simplicity.



Standard Response Protocol Icons 2009



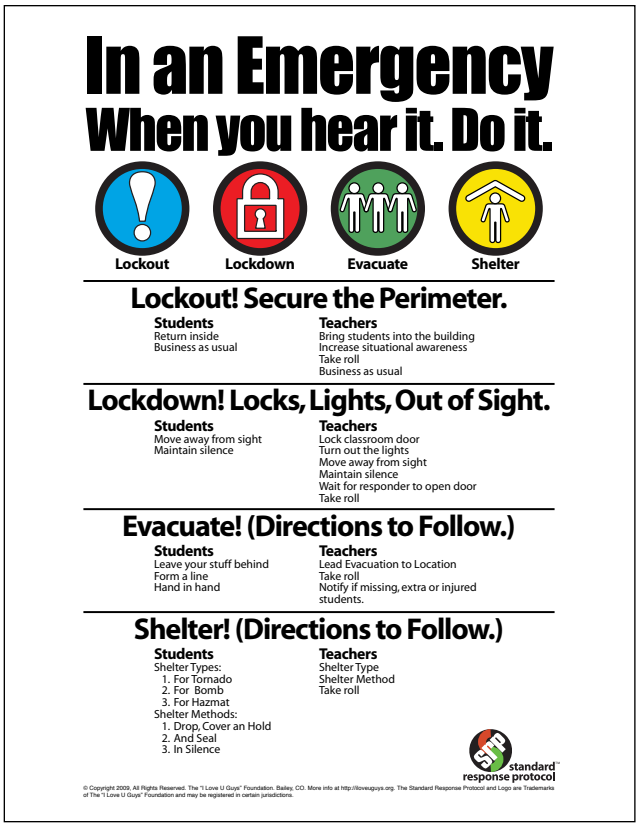
Standard Response Protocol Icons 2015

POSTERS
THEN AND NOW

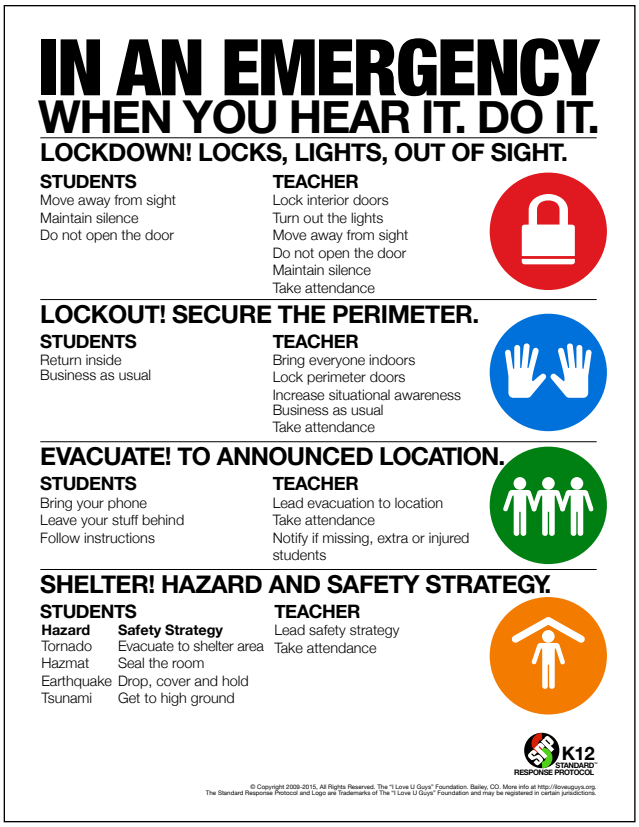
The classroom poster was originally designed for tabloid (11 x 17) sized printing. Almost universally, posters were printed at 8.5 x 11. The poster design was conformed to 8.5 x 11. It can still be printed larger, white space will be just a bit different.

Lockdown has been moved to the top of the poster for better comprehension under stress. Instructions were updated.

See full size versions for all audiences in Appendix A.



Standard Response Protocol Poster 2009



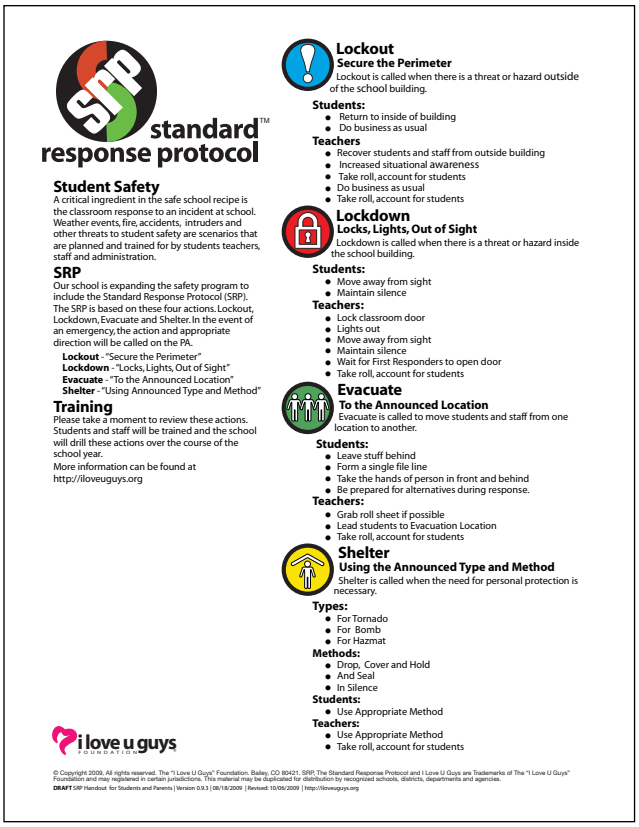
Standard Response Protocol Poster 2015

PARENT HANDOUT

THEN AND NOW

The parent handout has proven to be a valuable communication medium with parents and guardians. Changes include the verbiage modification reflected in the poster.

See full size versions for all audiences in Appendix B.



standard response protocol

Student Safety
A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students teachers, staff and administration.

SRP
Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. 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 - "Using Announced Type and Method"

Training
Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.
More information can be found at http://iloveuguys.org

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

Students:
- Return to inside of building
- Do business as usual

Teachers
- Recover students and staff from outside building
- Increased situational awareness
- Take roll, account for students
- Do business as usual
- Take roll, account for students

Lockdown
Locks, Lights, Out of Sight
Lockdown is called when there is a threat or hazard inside the school building.

Students:
- Move away from sight
- Maintain silence

Teachers:
- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students

Evacuate
To the Announced Location
Evacuate is called to move students and staff from one location to another.

Students:
- Leave stuff behind
- Form a single file line
- Take the hands of person in front and behind
- Be prepared for alternatives during response.

Teachers:
- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

Shelter
Using the Announced Type and Method
Shelter is called when the need for personal protection is necessary.

Types:
- For Tornado
- For Bomb
- For Hazmat

Methods:
- Drop, Cover and Hold
- And Seal
- In Silence

Students:
- Use Appropriate Method

Teachers:
- Use Appropriate Method
- Take roll, account for students

i love u guys FOUNDATION

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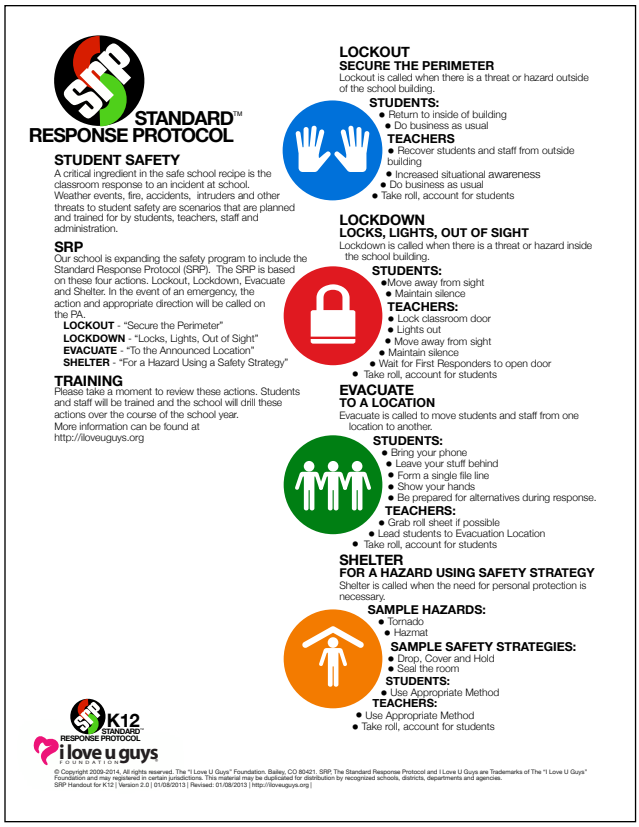
DRAFT SRP Handout for Students and Parents | Version 0.9.1 | 08/18/2009 | Revised: 10/06/2009 | http://iloveuguys.org

Standard Response Protocol Poster 2009



STANDARD™ RESPONSE PROTOCOL

STUDENT SAFETY
A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP
Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. 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"

TRAINING
Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.
More information can be found at http://iloveuguys.org

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

STUDENTS:
- Return to inside of building
- Do business as usual

TEACHERS
- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

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

STUDENTS:
- Move away from sight
- Maintain silence

TEACHERS:
- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students

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

STUDENTS:
- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:
- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

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

STUDENTS:
- Use Appropriate Method

TEACHERS:
- Use Appropriate Method
- Take roll, account for students

K12 STANDARD™ RESPONSE PROTOCOL
i love u guys FOUNDATION

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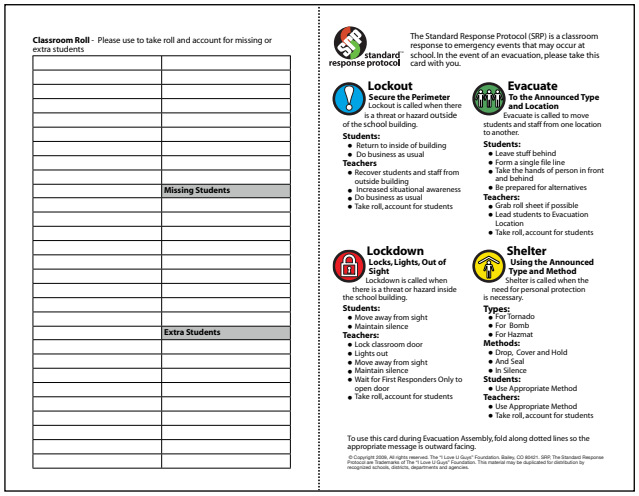
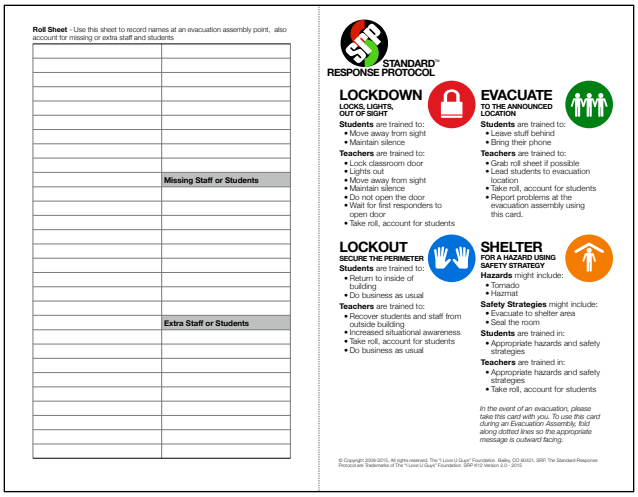
SRP Handout for K12 | Version 2.0 | 01/08/2013 | Revised: 01/08/2013 | http://iloveuguys.org |

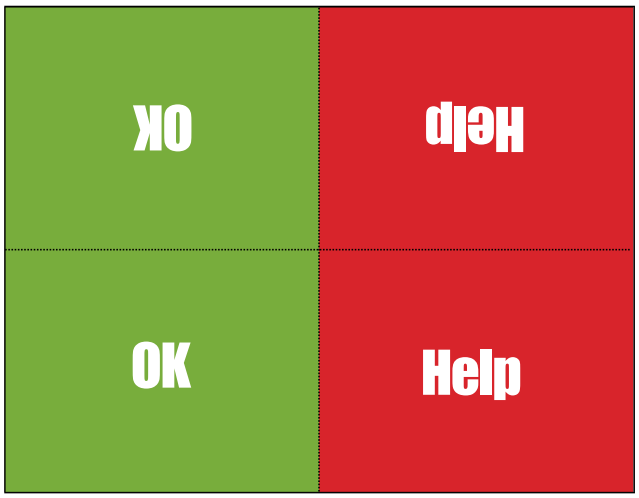
Standard Response Protocol Poster 2015

RED CARD/GREEN CARD
THEN AND NOW

Changes include the verbiage modification reflected in the poster and handout.



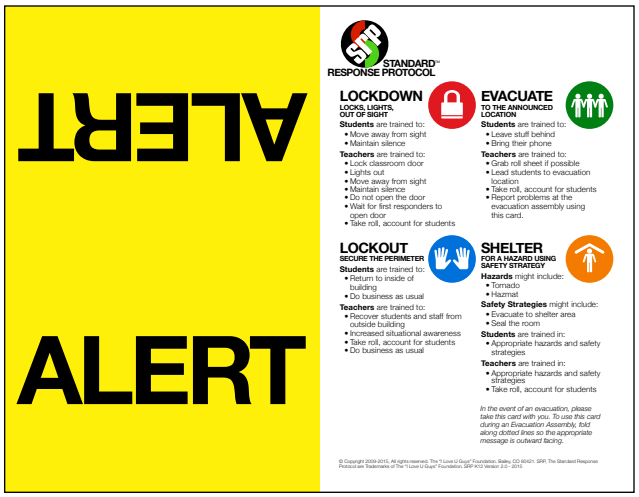




Red Card/Green Card/Roll Card 2009

Red Card/Green Card/Roll Card 2015

Red Card/Green Card/Med Card 2015



Red Card/Green Card/Alert Card 2015

AUDIENCE APPROPRIATE VERSIONING

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. These are our first four audience specific versions of Operational Guidance and associated material.

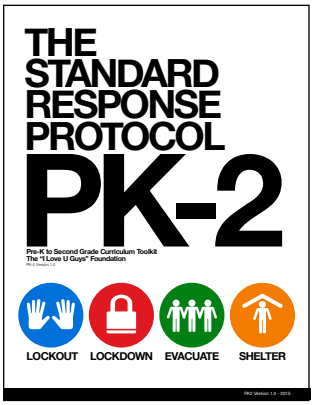
AUDIENCE APPROPRIATE TRAINING

In addition to Operational Guidance, training materials, including a presentation and discussion guide are available for Kindergarten through Adult audiences. Training materials reflect a -T after audience identifiers.

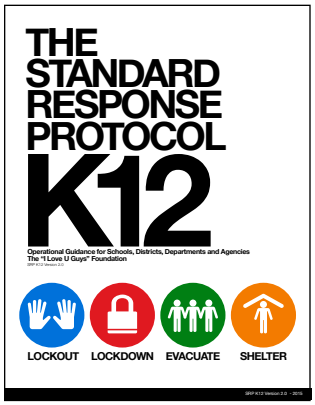
PREPARE TO EVADE OR DEFEND

SRP V2 introduces materials and resources customized to specific audiences. While the actions and directives remain the same, one new instruction and appropriate audience types have been included.

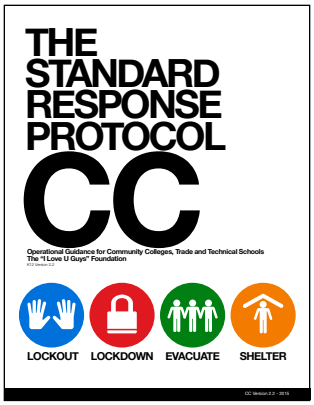
For adult audiences, the instruction “Prepare to Evade or Defend” has been added to Lockdown guidance.



Pre-K to Second Grade



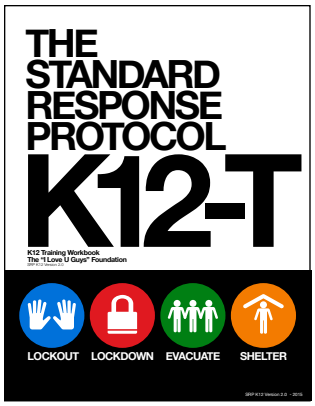
K-12 School



Community Colleges

Business and Institutions

Advanced or Basic Certification



K-12 Training

Community College Training

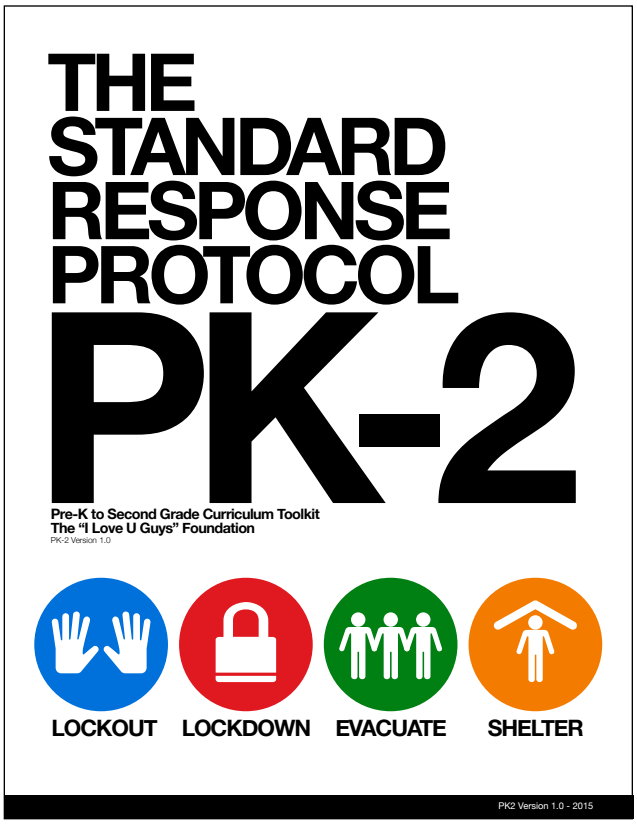
Business Training

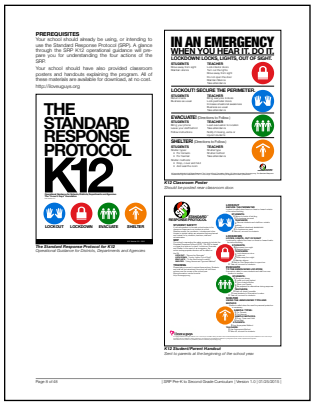
PRE-K TO SECOND GRADE
CURRICULUM WORKBOOK

Berks County Intermediate Unit, Reading, PA, developed these materials for Pre-K to second grade students.

BCIU has also developed material in discussing the Run-Hide-Fight practice with a Pre-K to 2nd grade audience. Included in that material was instructional guidance about keeping students out of sight.

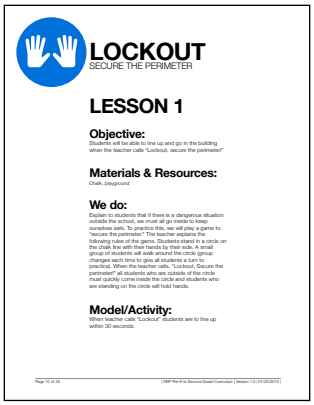
With deep gratitude the Foundation has been offered permission to include this program within the SRP. Shown below are sample pages representative of the product.



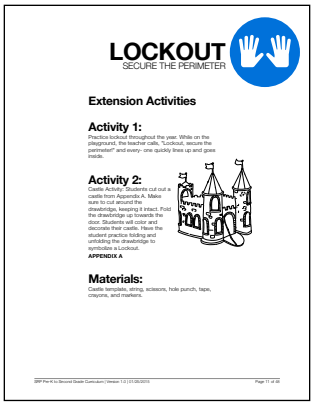


Prerequisites

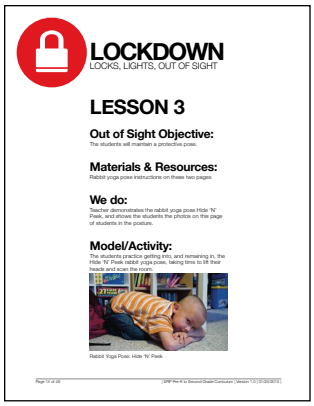
Letter to Parents



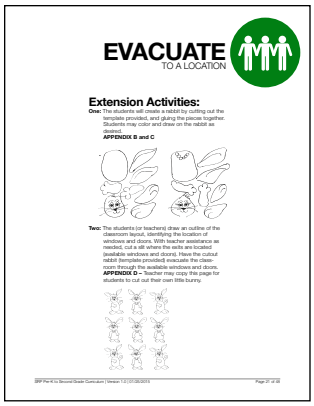
Lockout Lesson



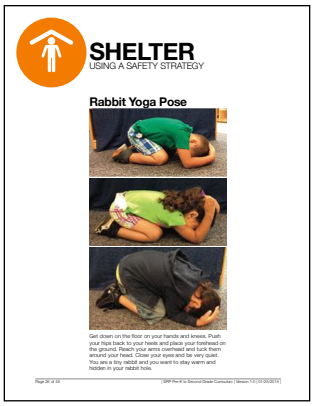
Lockout Extension Activities



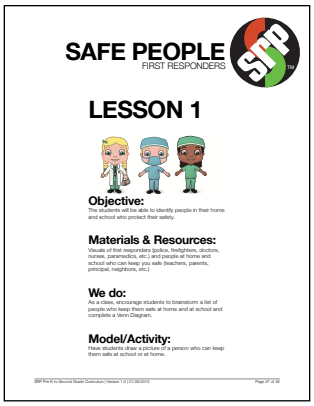
Lockdown - Out of Sight



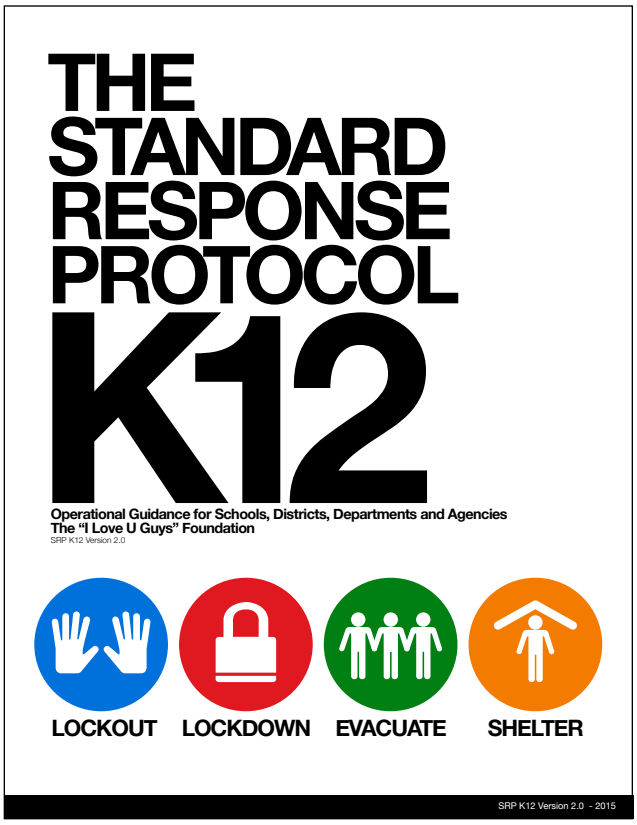
Evacuate Extension Activities



Shelter - Rabbit Yoga Pose

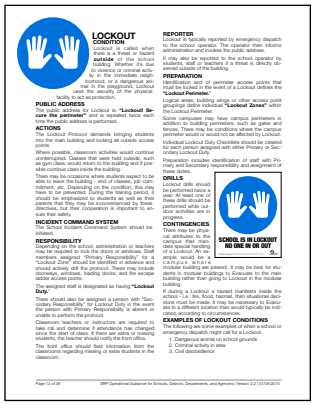


First Responders



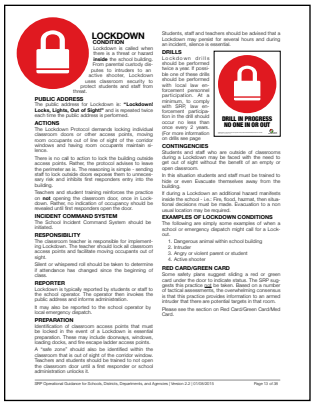
K-12 SCHOOL/DISTRICT
OPERATIONAL GUIDANCE

The next version of Operational Guidance for Schools, Districts, Departments and Agencies. Updated materials and guidance including Lockout Entry Poster, Lockdown Drill Poster, Lockdown Drill Planning and logging and a Frequently Asked Questions section.



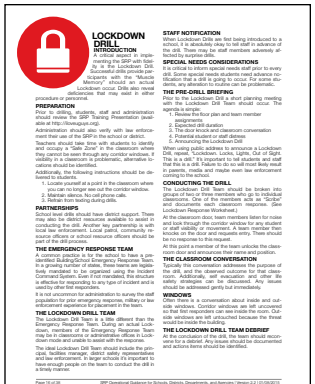
Lockout has new resources

Lockout Entry Poster

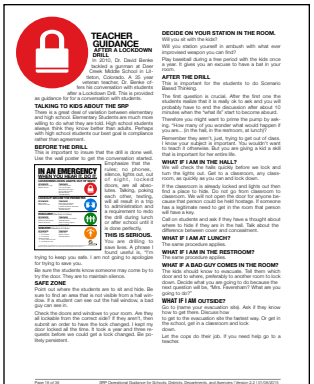


Lockdown has new resources

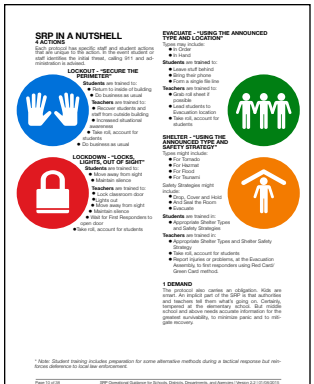
Lockdown Drill Poster



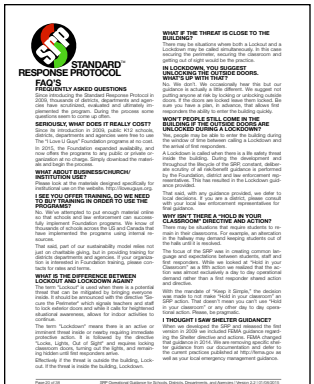
Lockdown Drill Guidance



Teacher Classroom Guide



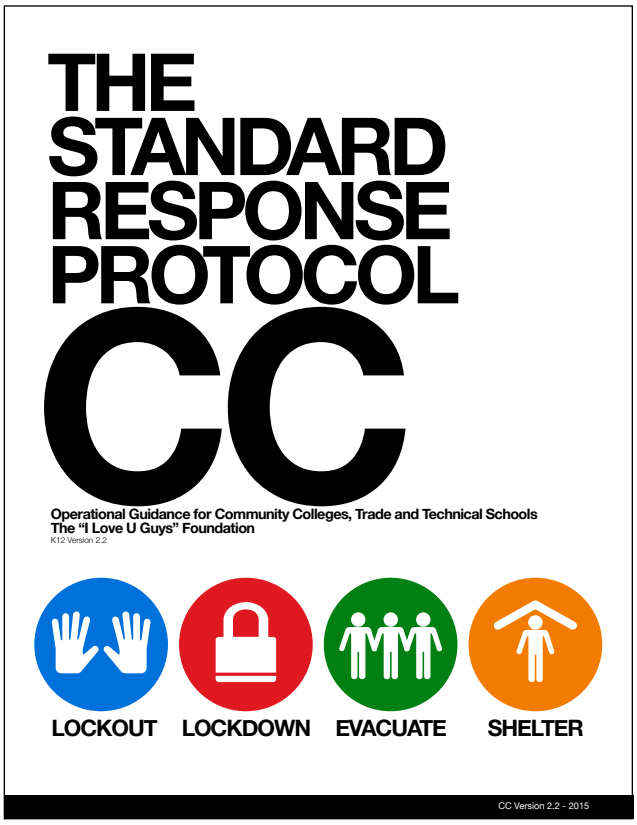
SRP in a Nutshell

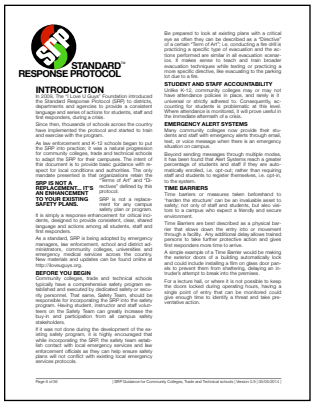


Frequently Asked Questions

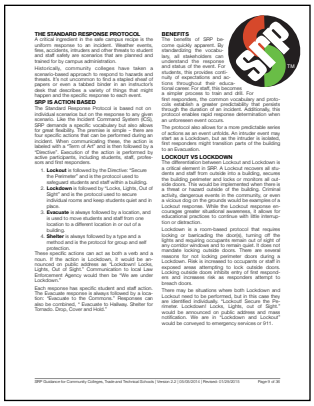
COMMUNITY COLLEGES
OPERATIONAL GUIDANCE

For community colleges, the target audience has been relabeled from Students and Teachers to Students and Staff. Additionally, “Prepare to evade or defend” has been added as a Lockdown instruction.

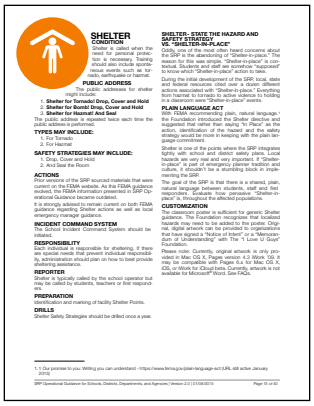




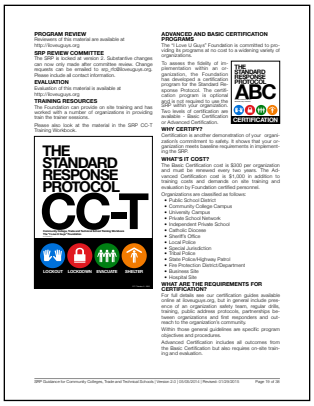
Targeted Introduction



Notification Challenges

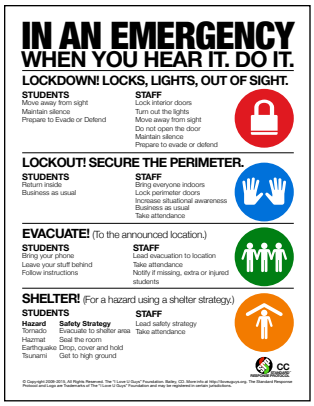


Shelter

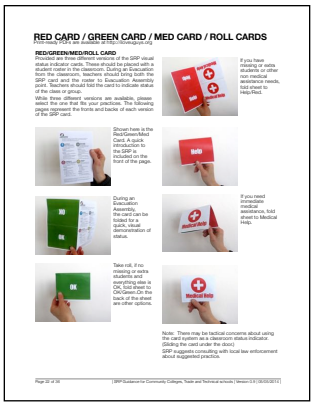


Additional Resources

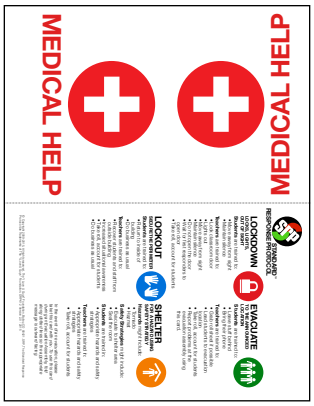
Frequently Asked Questions



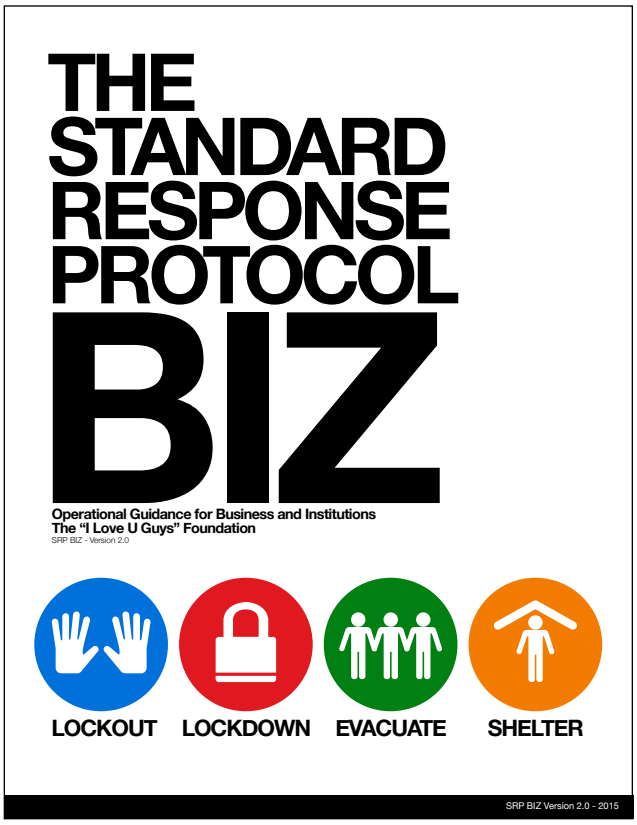
Audience Appropriate



Red Card/Green Card



Med Card

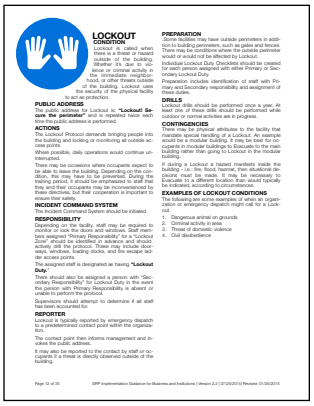


BUSINESS & INSTITUTION
OPERATIONAL GUIDANCE

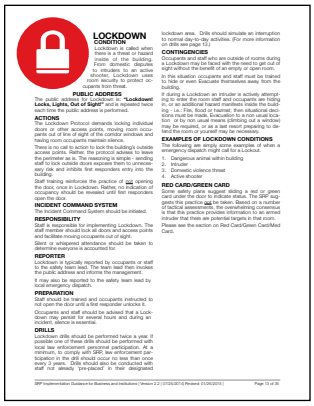
Omaha Police Department, Sarpy County and Omaha businesses provided an insightful assessment of the SRP and suggested modifications for institutional use.

The result was an extraordinary fine tuning of the SRP for an adult, business audience. In addition to the instructional additions, for businesses and institutions, the target audience has been relabeled from Students and Teachers to Occupants and Staff. Also, "Prepare to evade or defend" has been added as a Lockdown instruction.

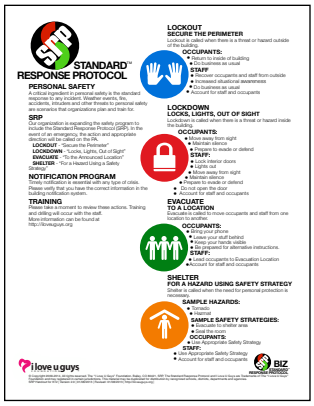
The Peace Quote



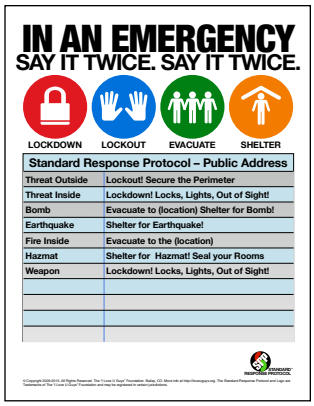
Lockout Guidance



Lockdown Guidance

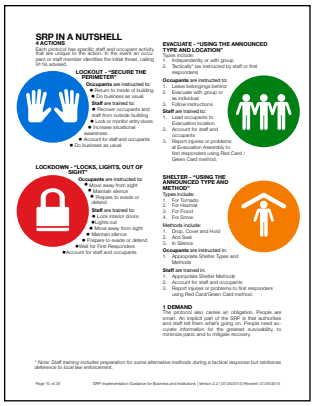


Staff Handout



Public Address Protocol

Foundation MOU



SRP in a Nutshell

Frequently Asked Questions

ON THE NEAR HORIZON

ADVANCED AND BASIC CERTIFICATION

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 - Advanced Certification and Basic Certification.

WHAT’S IT COST?

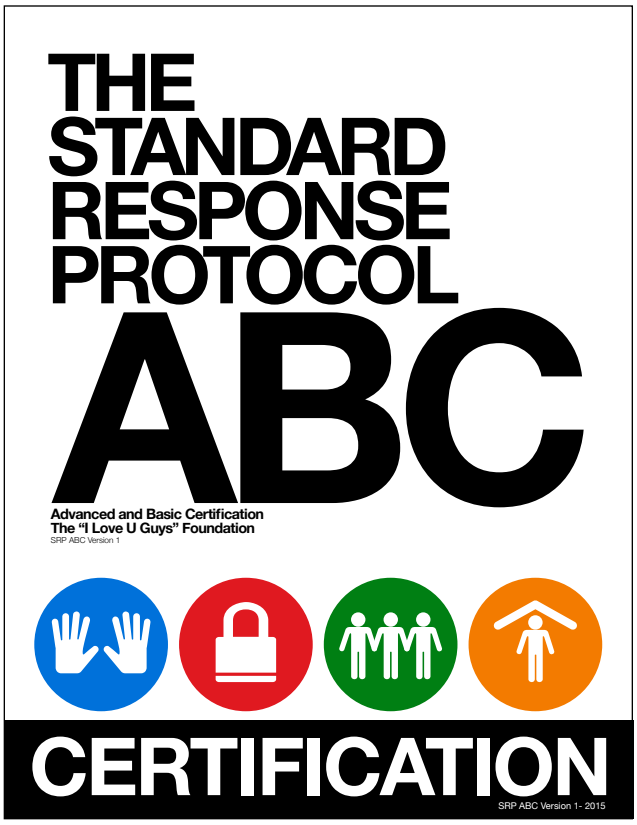
The Basic Certification cost is $300 per organization and must be renewed every two years. The Advanced Certification cost is $3,000 in addition to training costs it demands on site training and evaluation by Foundation certified personnel.

Organizations are classified as follows:

- Public School District
- Community College Campus
- University Campus
- Private School Network
- Independent Private School
- Catholic Diocese
- Sheriff’s Office
- Prosecutor’s Office (New Jersey)
- Local Police
- Special Jurisdiction
- Tribal Police
- State Police/Highway Patrol
- Fire Protection District/Department
- Independent EMS
- Business Site
- Hospital Site

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 ARE THE REQUIREMENTS FOR BASIC CERTIFICATION?

For full details see the Standard Response Protocol - ABC guide available online at iloveuguys.org, but in general Basic Certification includes the presence of an organization safety team, regular drills, training, public address protocols, partnerships between organizations and first responders and outreach to the organizations’ community.

Within those general guidelines are specific program objectives and procedures.

WHAT ARE THE REQUIREMENTS FOR ADVANCED CERTIFICATION?

Advanced Certification includes all outcomes from Basic Certification but also requires on-site training and evaluation. In some cases, a train the trainer model would demand off site training at another certified location. The Foundation offers a two day certified training, at a reduced rate, twice a year in Colorado.

ARE THERE ANY GRANTS AVAILABLE?

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

STANDARD™
RESPONSE PROTOCOL

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://iloveuguys.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 classroom 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 classroom 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.

WHY ISN'T THERE A "HOLD IN YOUR CLASSROOM" DIRECTIVE AND ACTION?

There may be situations that require students to remain in their classrooms. For example, an altercation in the hallway may demand keeping students out of the halls until it is resolved.

The focus of the SRP was in creating common language and expectations between students, staff and first responders. While we looked at "Hold in your Classroom" as a fifth action we realized that the action was almost exclusively a day to day operational demand rather than a first responder shared action and directive.

With the mandate of "Keep it Simple," the decision was made to not make "Hold in your classroom" an SRP action. That doesn't mean you can't use "Hold in your classroom" or any other day to day operational action. Please, be pragmatic.

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@iloveuguys.org.

CAN YOU SEND ME MATERIALS IN MICROSOFT WORD?

No. Retaining the graphic integrity of the materials proved beyond our capabilities using Microsoft Word. Most schools have a Mac or two around and Pages for Mac OSX has been free for a number of years.

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

Schools, districts, departments and agencies 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 school safety stakeholders that have implemented the SRP, but hadn't quite mentioned it to us. Please, please, please let us know that your school, district, department or agency is using the SRP.

It is our goal that the SRP becomes the "Gold Standard." The more schools, districts, departments and agencies that we can show are using the program, the greater the chance for achieving our goal.

CAN I PUT OUR LOGO ON YOUR MATERIALS?

Yes. But with some caveats. If you are a school, district, department or agency you may include your logo on posters and handouts.

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

In some states we have co-branding agreements with "umbrella" organizations. (Often school district self insurance pools.) In those states we ask that you also include the umbrella organizations branding.

Please see http://iloveuguys.org/cobranding for a list of current states and organizations.

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?"

In 2014, the Department of Education suggested "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.

There may be some challenges regarding training students using some of the "Run, Hide, Fight" materials available as of January 2015. The Department of Education suggests, *"These videos are not recommended for viewing by minors."*

(Citation - Circa 2015: http://rems.ed.gov/K12RespondToActiveShooter.aspx)

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

APPENDIX A
ALL VERSIONS OF THE SRP POSTER

IN AN EMERGENCY
WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

TEACHER
Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance

LOCKOUT! SECURE THE PERIMETER.

STUDENTS
Return inside
Business as usual

TEACHER
Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance

EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS
Bring your phone
Leave your stuff behind
Follow instructions

TEACHER
Lead evacuation to location
Take attendance
Notify if missing, extra or injured students

SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER
Lead safety strategy
Take attendance

K12 STANDARD™ RESPONSE PROTOCOL

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IN AN EMERGENCY
WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS
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.

STUDENTS
Return inside
Business as usual

STAFF
Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance

EVACUATE! (To the announced location.)

STUDENTS
Bring your phone
Leave your stuff behind
Follow instructions

STAFF
Lead evacuation to location
Take attendance
Notify if missing, extra or injured students

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

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

STAFF
Lead safety strategy
Take attendance

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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	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

STAFF
Lead safety strategy
Take attendance

SRP BIZ STANDARD™ RESPONSE PROTOCOL

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APPENDIX B
ALL VERSIONS OF THE SRP HANDOUT

STANDARD™ RESPONSE PROTOCOL

STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. 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"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.
More information can be found at http://iloveuguys.org

LOCKOUT

SECURE THE PERIMETER

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

STUDENTS:
- Return to inside of building
- Do business as usual

TEACHERS
- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT

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

STUDENTS:
- Move away from sight
- Maintain silence

TEACHERS:
- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students

EVACUATE

TO A LOCATION

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

STUDENTS:
- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:
- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

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:
- Evacuate to shelter area
- Seal the room

STUDENTS:
- Appropriate hazards and safety strategies

TEACHERS:
- Appropriate hazards and safety strategies
- Take roll, account for students

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K12 STANDARD™ RESPONSE PROTOCOL

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STANDARD™ RESPONSE PROTOCOL

STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our campus is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. 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. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at http://iloveuguys.org

LOCKOUT

SECURE THE PERIMETER

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

STUDENTS:

- Return to inside of building
- Do business as usual

STAFF

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT

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

STUDENTS:

- Move away from sight
- Maintain silence
- Prepare to Evade or Defend

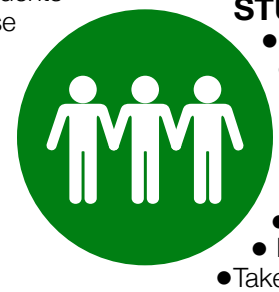
STAFF:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Do not open the door
- Take roll, account for students

EVACUATE

TO A LOCATION

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



STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternative instructions.

STAFF:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

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:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Use Appropriate Safety Strategy

STAFF:

- Use Appropriate Safety Strategy
- Account for staff and occupants

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CC STANDARD™ RESPONSE PROTOCOL

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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 building notification system.

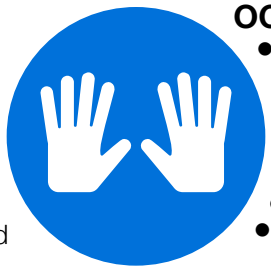
TRAINING

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

More information can be found at http://iloveuguys.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 alternative instructions.

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:
- Evacuate to shelter area
- Seal the room

OCCUPANTS:
- Use Appropriate Safety Strategy

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

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