# NOTICE OF INTENT

**Standard Response Protocol (“SRP”)**

**Memorandum of Understanding (“NOI”) with**

**The “I Love U Guys” Foundation (“The Foundation”)**

This Notice of Intent (“NOI”) between The Foundation and         
(collectively, the “Organization”) is effective as of the date it is signed by Organization.

**Standard Response Protocol Program Description:**

The Foundation created its *proprietary* Standard Response Protocol (“SRP”) for classroom and campus response based on five 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 students, staff, faculty and first responders.

**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 faculty and 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. 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 for the purpose of keeping 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 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, private carriers, or through electronic means utilizing electronic mail, facsimile or other electronic text communications.

**Agreement by Organization:**

If Organization chooses to adopt the SRP, they will notify The Foundation with a Memorandum of Understanding in order to be officially counted, and notified of new materials and changes.

**Notification Term:** This Notification is effective until terminated by the Organization or The Foundation.

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**Name of Organization**:

Address/City/State/ZIP:

**Authorized Representative** Name:

Signature

Title:

Date:

**Authorized Liaison** Name:

Title:

Email Address:       Phone:

**The I Love U Guys Foundation**

**Authorized Representative:** Ellen Stoddard-Keyes

Signature:

Title: Operations Director

Date:

Email to: MOU@iloveuguys.orgor Mail to: The “I Love U Guys” Foundation, PO Box 919, Conifer, CO 80433