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# NOTICE OF INTENT

**Standard Response Protocol (SRP) Notice of Intent (NOI) to**

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

This Notice of Intent (“NOI”) between The Foundation (“Foundation”) and the undersigned Business (“Business”) is effective as of the date it is signed by Business. It is an indication that the Standard Response Program is being reviewed by the Business.

**Standard Response Protocol Program Description:** The Foundation created its *proprietary* Standard Response Protocol (“SRP”) for all-hazards 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 employers, employees and first responders.

**Purpose of Using Terms of Art:** By standardizing vocabulary, all stakeholders can understand the response and status of the event. For employees, this provides continuity of expectations and actions throughout their career. For employees and visitors this provides continuity of expectations and actions, and 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.

**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 people in rooms, move away from inside corridor line of sight and maintain silence until first responders release the room. It also includes the options to self-evacuate, or evade or defend as appropriate.
* 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 employees and visitors 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.

**Communication:** Communication between Business and 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 Business chooses to adopt the SRP, they will notify 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 Business or Foundation.

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**Name of Business**:

Address/City/State/ZIP:

**Authorized Representative** Name:

Signature

Title:

Date:

**Authorized Liaison** Name:

Title:

Phone:       Email Address:

**The I Love U Guys Foundation**

**Authorized Representative:** Ellen Stoddard-Keyes

Signature:

Title: Operations Director

Date:

Email to: MOU@iloveuguys.org   
or Mail to: The “I Love U Guys” Foundation, P.O. Box 489, Placitas, NM 87043