

## MOU with the "Santa Barbara County Office of Emergency Management"

Santa Barbara Unified School District (SBUSD)

Standard Response Protocol (SRP)

Memorandum of Understanding with the "Santa Barbara County Office of Emergency Management (SBC-OEM)"

### Program description

The Standard Response Protocol (SRP) is a classroom 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 Students, Staff, Teachers 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 school building and secure the building's outside perimeter by locking appropriate windows, doors and 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.

You "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 "**Hazard and Safety Strategy**" (Where hazard may include: severe weather, hazardous materials, bomb threat, tsunami, Etc. Safety Strategy may include: seal the room, evacuate to shelter area, drop, cover and hold.) The action is associated with Shelter is dependent on the stated Hazard and Safety Strategy.

### COMMUNICATIONS

Communication between the School District and SBC-OEM 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. For students, this provides continuity of expectations and actions throughout their educational career. For teachers and staff this becomes a simpler process to train and drill. For First Responders, the common vocabulary and protocols establish a greater predictability that persist through the duration of an incident. Parents can easily understand practices and can reinforce the protocol. Additionally, this protocol enables rapid response determination when an unforeseen event occurs.

## **AGREEMENT BY SCHOOL DISTRICT**

1. School district agrees to incorporate SRP in the official written safety plans of all schools in district, either in the body or as an addendum or Amendment.
2. School District agrees to appoint an SRP liaison who will act as the primary contact regarding communications with SBC-OEM and other department, district or agency SRP Liaisons.
3. School District agrees to implement the SRP using the terms of art and associated directives as defined in the Program Description.
4. School District agrees to provide law enforcement agencies having jurisdiction within the school district with notice of compliance with SRP terms of art and directives.
5. School District agrees to provide Fire Departments having jurisdiction within the School District with notice of compliance with SRP terms of art and directives.
6. School District agrees to provide Emergency Medical Services having jurisdiction within the School District with notice of compliance with SRP terms of art and directives.
7. School District agrees to provide County and/or City Emergency Managers having jurisdiction with the School District notice of compliance with SRP terms of art and directives.
8. School District agrees to provide students with training on the SRP at least once per year

9. School District agrees to provide staff with training on the SRP at least once per year.
10. School District agrees to drill each action at a minimum of twice per year per action.

## **AGREEMENT BY THE SANTA BARBARA COUNTY OFFICE OF EMERGENCY MANAGEMENT**

1. The SBC-OEM agrees to incorporate SRP in the official written plans of all schools in the district, either in the body or as an addendum or amendment.
2. SBC-OEM agrees to appoint an SRP liaison who will act as the primary contact regarding communications with SBC-OEM and other department, district or agency SRP Liaisons.
3. SBC-OEM agrees to implement the SRP using the terms of art and associated directives as defined in the Program Description.
4. SBC-OEM agrees to provide law enforcement agencies having jurisdiction within the school district with notice of compliance with SRP terms of art and directives.
5. SBC-OEM agrees to provide Emergency Medical Services having jurisdiction within the School District with notice of compliance with SRP terms of art and directives.
6. SBC-OEM agrees to provide County and/or City Emergency Managers having jurisdiction with the School District notice of compliance with SRP terms of art and directives.
7. SBC-OEM to train dispatch personnel in The Standard Response Protocol.
8. SBC-OEM agrees to train School Resource Officers in The Standard Response Protocols.
9. SBC-OEM agrees to train other appropriate personnel in The Standard Response Protocol.

## **MEMORANDUM TERM**

This Memorandum is effective until terminated, for all schools in the district.

## **TERMINATION**

School District or SBC-OEM may terminate this Memorandum of Understanding via Written or Electronic notification at any time.

Santa Barbara Unified School District

720 Santa Barbara Street  
Santa Barbara, California, 93101

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

Santa Barbara County Office of Emergency Management  
4408 Cathedral Oaks Road  
Santa Barbara, CA 93110

\_\_\_\_\_  
OEM Director

\_\_\_\_\_  
Date