

Notification Of Training Event

To: _____

From: _____

This is to inform you that _____

will be conducting a Reality Based Training Exercise on: _____

between the hours of: _____ and _____

The location of this training event will be:

Participants will be in full duty gear and Role Players will be utilized. Due to the realistic nature of this training event, it is necessary to provide you with this notification in the event that an observer believes the exercise is an actual crisis and requests that your agency respond to the above location. Please inform your dispatch center of this event including the location, date and times. We will contact your dispatch center just prior to the commencement of this event and will contact them again at the conclusion of the training. If you require any additional information regarding this event, please contact the undersigned at any time prior to the event.

Sincerely,

(Name)

(Phone)

Please complete this section and FAX entire form to: _____

I acknowledge the receipt of your Training Event Notification and will inform the necessary personnel within our Agency. Thank you.

(Name)

Title

Signature

Phone