

EMAIL TEMPLATES TO ASSIST STATE PARTICIPANTS IN THE TRAIN-THE-TRAINER WORKSHOPS

1. PRE-WORKSHOP EMAIL INVITATION TO THE 10-HOUR TIMS TRAINING

Subject line: Invitation to Training that Can Save Your Life

You are invited to participate in a new, visionary approach to training incident responders that will be held on *(date, time, place)*. Hosted by *(name)*, the National Traffic Incident Management Responder Train-the-Trainer workshop will offer the latest techniques in traffic incident management (TIM) through a series of lectures, hands-on training and on-street demonstrations as well as the knowledge and tools to train other responders.

You have been selected to take this training because you are recognized as a proven leader in your agency. **Once you have taken the training, you will be asked to train others – in your discipline or through multi-agency, cross-training opportunities as part of our *(state)* Implementation Plan.** This train-the-trainer approach is designed to ensure that the training you receive will be shared and used by as many of your colleagues as possible.

This TIM training is unique and was created by responders *for* responders. The comprehensive curriculum **uses a common set of practices** and engages all responder disciplines – from police, fire, and emergency medical services, to towing, transportation agencies, and dispatch personnel – all being trained together during the workshop. Created through the second Strategic Highway Research Program (SHRP2) and delivered by the Federal Highway Administration (FHWA), the training will fundamentally transform traffic incident management (TIM) in *(name of state or region)* and on a national scale, bringing together for the first time a national curriculum in a standardized training format.

(INSERT DETAILS OF TRAINING HERE: ONE PARAGRAPH DESCRIPTION OF THE TYPE OF TRAINING, DURATION, CONTENT TO BE COVERED, ETC, AS NECESSARY; AS WELL AS AN AGREEMENT TO TRAIN MORE INCIDENT RESPONDERS)

We urge you to participate in this important effort, which has been endorsed by top public safety and transportation officials. Space is limited in this course *(ADD ANY DETAILS OR LINKS TO REGISTRATION.)* As you know, well-trained responders can cut accident clearance time by half and improve the safety of our responders as well as the traveling public. More information on the National TIMs training can be found at *(insert link – or attach the brochure)*.

Please contact *XXX* with any questions at *XXX*. We look forward to seeing you.

Sincerely,

ATTACHMENT: (NATIONAL BROCHURE, ANY LOCAL TRAINING DETAILS)

2. POST-WORKSHOP EMAIL THANK YOU AND FOLLOW-UP TO PARTICIPANTS OF 10-HOUR TRAINING

Subject line: Take Your Training to the Next Level

Thank you for participating in the recent National Traffic Incident Management (TIM) Responder Training at (LOCATION). Your involvement in the workshop is important step in ensuring that (state name)'s highways are safer both for our responders and the traveling public. Now we want to ensure that these life-saving techniques are put to wider use across our state (or region). You are critical to making this happen.

During the training, you were provided with training materials and an instructor guide as well as links to more information. You were also asked to register at (get name) in order to get access to updates and other information as well as to record the progress of your training outreach. In the next three weeks, we urge you to build a local training team that can assist you in taking this training to your colleagues and fellow responders. These could be other agency personnel who can assist you in training, logistics, outreach, or other activities. Then, working with our (STATE NAME) implementation team led by (NAME HERE), use the attached "Next Steps" brochure as a guide and plan and schedule two training sessions in your region within the next eight months.

(NAME of Team lead) is available to assist you with questions, additional information, and other resources, but your engagement and outreach are critical to the success of this program.

You are now part of the "pit crew" that is ready and able to make a difference in your community. But it's up to you to make sure that these life-saving techniques will be put to wide use in our state.

ATTACHMENT (NEXT STEPS BROCHURE)

3. EMAIL INVITATION FROM TRAINER TO COLLEAGUES AND OTHERS TO TAKE THE FOUR-HOUR TRAINING

Subject line: Invitation to Training that Can Save Your Life

Last week (adjust time to fit), I took the new train-the-trainer workshop for the *National Traffic Incident Management Responder Training* program, given through (NAME of Sponsor organization). This training was incredibly effective since its focus is on interdisciplinary training. The training emphasizes the importance of **training all of the on-scene responders at the same time** and allows us to share approaches and information coming from our different disciplines. I came away from the training excited to be part of this new effort.

Now that I am trained as a TIM trainer, I am writing to invite you to the four-hour training course. The shorter half-day program still provides the essentials needed to build a responder team that ensures quicker clearance. **Developed by responders for responders**, the course contains nine subject modules that range from arrival and vehicle positioning to traffic management to clean up.

The training will be held at (date, time, location). In keeping with the emphasis on multi-disciplines training together, we will have two trainers, one from (list the disciplines – fire, police, etc.) to teach the course. In addition, we have invited on-scene responders from (list the disciplines) to this session.

Knowing of your interest and your capability as a leader, I hope you will join me in this training as it is the first step to advancing this important national and state effort. Please respond by

ATTACHMENT: (NATIONAL BROCHURE, ANY LOCAL TRAINING DETAILS)