



January 12, 2009

To All HFFD Firefighters:

Hickory Flat Fire Department is committed to the safety of each and every one of you. This commitment includes providing all firefighters with the training and information needed to do their jobs safely and efficiently.

With this in mind, we have recently applied for, and received, an online training grant sponsored by TargetSafety and the Volunteer & Combination Officers Section (VCOS), a section of the International Association of Fire Chiefs (IAFC). Through this grant, we now have access to TargetSafety's PreventionLink™ online training and compliance program.

The program includes several web-based EMS and firefighter training courses that we have selected for you. So that we can begin taking advantage of this grant immediately, we kindly ask each of you to register for this new program by **January 19, 2009**. To do so, follow these simple steps:

1. Go to <http://www.targetsafety.com/hickoryflatfire>
2. Click on the "Register" button, on the left side of the page, to create your account. Answer the Enrollment Questionnaire and accept the license agreement. Use your three-digit unit number as your employee ID and create your own easily remembered user name and password.
3. When you return to the site, you will be asked to log in using the user name and password that you created.
4. A custom welcome page will open. Click on an assignment on the left to begin the training. There are fifteen assigned courses including five EMS and ten firefighter related and we strongly recommend you complete each course. Although most of you will not operate an emergency vehicle, the Driver Operator course includes training applicable to POV response, passenger conduct, on-scene operations and assisting the driver/operator.
5. When you have completed the course and passed the exam, follow the instructions to print your certificate for your training file.
6. Be sure to check the Resources files periodically for announcements, documents and useful information.

Within PreventionLink, there is a "Help" button at the bottom of every page, should you have a question about how to use the system. You can also ask questions by clicking on the "Ask a Question" link, also at the bottom of every page.

In addition, please feel free to contact TargetSafety's PreventionLink Support at **877.944.6372** for assistance completing your log in, launching your training courses or using the program.

Thank you for your participation!

Best regards,

Hickory Flat Fire Dept. Training