



Guide to becoming an *ALICE Hosting Partner*

This guide is designed to assist the *Hosting Partner* in conducting a successful ALICE Instructor Certification Training (2 day) course. This guide outlines actions taken by the ALICE Training Institute and the *Hosting Partner* to ensure a high level of success.

ALICE Training Institute, LLC
3593 Medina Road #320
Medina, OH 44256

(330) 661-0106

www.alicetraining.com

What is ALICE

Alert, Lockdown, Inform, Counter and Evacuate

ALICE is the leading training solution that increases our children and employee's odds of survival during a violent intruder event. ALICE, which stands for Alert, Lockdown, Inform, Counter, and Evacuate, is a post Columbine, Virginia Tech, Sandy Hook strategy that goes beyond the conventional lock-down.



Endorsed by Law Enforcement across the Country

ALICE is endorsed by law enforcement across the country and in line with recommendations from the: Department of Homeland Security (DHS); Federal Emergency Management Agency (FEMA); Department of Justice (DOJ); Federal Bureau of Investigation (FBI); US Department of Education; State of Alabama; State of Massachusetts; and the Ohio Attorney General.

What Attendees can do with our Training

Upon completion of the ALICE Instructor Certification Training (2 day) course, attendees become ALICE Certified Instructors and may implement ALICE based on the chart below:

ATTENDEE TYPE:	PROVIDE:
<ul style="list-style-type: none"> • Law Enforcement 	Law Enforcement Officers may deliver training to Public entities within their jurisdiction while on duty.
<ul style="list-style-type: none"> • All Other Attendees 	Non-Law Enforcement attendees may deliver training to that attendee's home organization only.

***** Any Use that Generates Income (direct or indirect) shall be deemed a 'Commercial Use' and is Not Permitted without prior written consent from the ALICE Training Institute. *****

Why you should be a *Hosting Partner*

Leadership Role in your Region

By hosting the ALICE Instructor Certification Training (2 day) course, your organization can participate as a leader in the professional development of the attendees. Receiving participants from your local and larger geographic area provides you with the opportunity to demonstrate your commitment to professional training and to showcase your organization.

Your Community Will Thank You

Law Enforcement agencies, schools, businesses, hospitals, universities and places of worship across the USA are seeking solutions on how to respond during a violent intruder event.

“Lockdown Only” was Yesterday

Be proactive! "Lockdown Only" strategies and hiding under desks are yesterday's tactics and no longer in line with the newest federal agency recommendations. Bring proven, research based tactics to your community.

Cost Effective Training for You

Hosting our ALICE Instructor Certification Training (2 Day) course offers organizations the best of all possible worlds: Expert, up-to-date training programs at reduced cost, conducted in your own back yard.

Complimentary Seats

The *Hosting Partner* will receive two free training seats for the first fifteen paid registrants. As your class expands, the *Hosting Partner* receives one additional seat per every ten paid attendees up to a maximum of five. Example: 25 paid registrants will give your organization 3 free seats.

Bonus Seats! (25 in 25) - The *Hosting Partner* will be awarded two (2) Additional free seats if there are twenty-five paid registrants within twenty-five days of submitting the Hosting application to ATI.

Budgetary Friendly

Budgetary constraints facing most organizations negatively affect the ability to obtain quality training. The *Hosting Partner* program has been extremely beneficial in reducing costs for host organizations and agencies sending personnel to training courses, as well as regional participants.

No Travel Cost

Since the course is held at or near your organization, attendees are away from their organization for a reduced amount of time. This cuts down on travel time and hotel expenses, virtually eliminating cost.

Hosting Partner Responsibilities

*** The success of the Host Program is directly linked to the hosting partner's efforts generating local support for the training course ****

Training must be scheduled a minimum of 120 days in advance. Training will not be posted for registration until completion of the 15-minute kickoff call to discuss promotion of the class and host responsibilities.

A Classroom

Secure a classroom for the full two days that will fit at least 30 participants and include the following:

- Projector with ability to connect to a laptop (either via VGA or HDMI) which we will bring with us.
- Screen to display the laptop presentation from the projector.
- Internet access for our trainer.
- Power outlets for our trainer's laptop.
- A flip charts and/or a whiteboard is also helpful for classroom discussions.
- *Hosting Partners* should plan to provide coffee and refreshments for the class.

A Scenario Location

Secure a location for Day 1 where we can conduct scenario training to demonstrate ALICE strategies. Most participants find this to be the most meaningful portion of the class that brings the classroom training to real life. An ideal scenario location can be an empty school, church, hospital or similar type structure that has at least one hallway, several rooms and a few exit points.

Media Attendance

We receive frequent requests from both national and local media to attend our ALICE Instructor Certification Training (2 Day) course. Out of respect for you, our host, and coordinating purposes with media, the ALICE Training Institute will need to know whether or not you are willing to have media attend the class. If you are willing to have media in attendance, we will coordinate with you accordingly. Notify us of your choice by selecting from the "Media Attendance" section on the form you will receive from the ALICE Program Manager once you decide to host.

Contact Person

We request the assignment of a representative to attend the course and assist our trainer with on-site coordination of activities. This individual should be selected in the first stages of the hosting request. This will allow our staff to begin working with this person to provide information and to resolve any concerns that may arise. We realize this individual's duties may change and someone else may have to take their place as on-site coordinator, however, he or she must be able to brief the successor.

Announcements to Local Organizations

Once an agreement on training dates has been reached, the *Hosting Partner* is responsible for promoting the class by way of e-mail, personal contacts, or other methods. It's often helpful to reach out to schools, universities churches, hospitals, corporations and other regional agencies. You are the local contact in your area and we find the more personal contacts made by the host, the more successful the class. This process will assist in securing sufficient enrollment for the class. Effective promotion by the Host Partner is crucial to recruiting registrants for a training class. Advertisement should begin immediately. If any additional information is needed, we can provide course flyers to assist you in your efforts.

ATI Responsibilities

Handle all Class Registrations

We will monitor and manage all class registrations that come in through our online system. At a minimum of 14 days before a class is scheduled to run, we will either confirm or cancel a class based on the number of paid registrants. It is crucial that the *Hosting Partner* registers its individuals as soon as possible in order to have an accurate idea of total enrollment. The number of paid registrants required to confirm a class is 15. We will notify the *Hosting Partner* regarding the confirmation or cancellation, and will process refunds if necessary. Please do not make any non-refundable arrangements for the class or its attendees until the class is confirmed.

Provide all Training Materials

We will provide each registered attendee with digital and/or printed course materials. Attendees will also be provided login credential to an e-library via our website where supplemental materials may be downloaded electronically.

Provide a Trainer

We will provide an ALICE trainer who has a current and up to date training certification to teach the ALICE Instructor Certification Training (2 day) course.

Class Schedule

The class schedule is a two-day course. We ask that our trainer be granted access to the classroom at least 30 minutes prior to the beginning of class every day in order to prepare for the session. The daily class schedule is as follows:

- Day 1: 8:00 AM to 4:00 PM
- Day 2: 8:00 AM to 4:00 PM

Formal Recognition of Your Agency

By becoming a *Hosting Partner*, your organization is contributing to the professional development of the attendees. For that reason, we invite all Host Partners to speak to the participants at the opening of each training program. We would ask that the chief of police, sheriff or the designee address the opening session of the training to welcome the attendees to your community. The welcoming remarks are important to the participants. It breaks the ice and makes them feel as if they are your special guests.

Training Certificates

Certificates indicate successful completion of the in-person training program and online course and test. Each attendee will receive an email with a link to the ALICE Instructor Certification e-Learning course after the completion of the 2 day, in-person training course. Instructor Certificates are available to download and print after successfully passing the ALICE Instructor Certification e-Learning course and test.

Class Fliers – Promotional Templates

We will provide our Host Partners with a digital class flier which you may use to distribute electrically, on your website, or through traditional mail.

Contact Information

ALICE Training Institute, LLC
3593 Medina Road #320
Medina, OH 44256

Phone: (330) 661.0106

Fax: (330) 661.0111

Website: www.alicetraining.com