
Emergency Planning College

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Dear Colleague,

Thank you for registering for the **Chief Executives: Your Role in Civil Protection** course. This course aims to explore the strategic issues that may confront a local authority in an emergency and the duties and responsibilities placed upon chief executives by the Civil Contingencies Act 2004.

In order to get the most out of the course please read the information below and prepare for the course as suggested.

1. **What to do now:** if you feel you would like to come up to speed on the context for the course you are very welcome to follow the Civil Protection pre-course work link and read the information provided, before attending this course.
2. **What to bring to the course:** delegates are encouraged to bring a copy of their authority's emergency plan. If there is any other emergency planning or civil protection documentation that you would like to reflect upon during the course, please do bring it with you.
3. **How the course is delivered:** the course will be based around presentations followed by group and individual exercises that will help you apply the concepts to your own situation. The emphasis at the College is on highly interactive courses and you will be encouraged to share experiences, ask questions and explore issues in the interests of you own learning and that of other delegates.

Please do not hesitate to contact our learning support team if you have any queries. We look forward to seeing you at the college.

Yours faithfully

Learning Support Manager