

---

**Emergency Planning College**

The Hawkhills  
Easingwold  
York  
YO61 3EG

**E-mail** [epc.coursesupport@cabinet-office.x.gsi.gov.uk](mailto:epc.coursesupport@cabinet-office.x.gsi.gov.uk)

**Telephone** 01347 821406

**Fax** 01347 822575

**Web** [www.epcollege.gov.uk](http://www.epcollege.gov.uk)  
[www.ukresilience.info](http://www.ukresilience.info)

Dear Colleague,

Thank you for registering for the **Developing and Embedding Your Business Continuity Management Programme**. This is our intermediate level course in Business Continuity Management and we anticipate that most delegates will have already completed the **Introduction to Business Continuity Management Methodology** course.

The aim is to review progress, increase your understanding, and identify strategies to address the areas of the BCM lifecycle where progress is slow. 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:** review your organisation's BCM arrangements and make an assessment of the progress being made. This might involve reviewing a collection of documents such as your BIA, minutes of meetings and BC Plans. It may be helpful to have discussed arrangements with managers responsible for BCM in your organisation.
2. **What to bring to the course:** delegates have found it helpful to bring their BC plans. Also, when reviewing your BC arrangements as described above, please make notes and bring these 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 your 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**