
Emergency Planning College

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Dear Colleague

Thank you for registering for the **Emergency Management in Higher Education Institutions (Universities and Colleges)** course. This course is for staff within universities and other HEIs who have management or executive responsibility for pre-emergency risk assessment, emergency planning, managing emergencies and business continuity. This might include university senior management, heads of departments and managers of security, estates, and facilities.

We would expect delegates to be familiar with the requirements of the Civil Contingencies Act (2004) or to have completed the **Introduction to Civil Protection** course.

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:** for those of you who are new to Civil Protection, or indeed those who may need a refresher before coming on a course, please go to our Civil Protection pre-course work link and read the information provided.
2. **What to bring to the course:** delegates are encouraged to bring a copy of any emergency plans or related documents that have been, or are being, developed by your university or other HEI. It will be helpful to reflect on these documents during the course.
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