

---

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

Dear Colleague,

Thank you for registering for the **Working in Safety Advisory Groups** course. This course is for those involved in Safety Advisory Groups, or those in legal departments who have to provide advice to Safety Advisory Groups.

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

In order to get the most out of the course please read the information below.

1. **What to do now:** review your organisation's current emergency communication plan and strategy. Discuss with colleagues from various parts of your organisation and local resilience partners what they understand by media management. For those of you who are new to Crowd and Public Safety Management or indeed those who may need a refresher before coming on a course, please go to our Public Safety pre-course work link and read the information. There is no need to complete the associated task sheet.
2. **What to bring to the course:** all course materials will be provided.
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**