

---

**Emergency Planning College**

The Hawkhill  
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 **Business Continuity Promotion**. This is a specialist course for people who have responsibility for promoting BCM arrangements within their community.

We would expect delegates to have completed the **Introduction to BCM Methodology** course, be familiar with the requirements of the Civil Contingencies Act (2004) or 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:** review your organisation's current arrangements for promoting BC. This might involve liaising with different parts of your organisation such as your communications team, emergency planners and corporate services. It might also involve you talking to other organisations that may collaborate with you to promote business resilience in your local community.
2. **What to bring to the course:** delegates have found it helpful to bring examples of promotional material developed as part of this CCA duty. 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**