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**Emergency Planning College**

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Dear Colleague,

Thank you for registering for the **Communication with the Public: Warning and Informing** course. This course is for those wishing to develop their warning and informing capability.

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.

- What to do now:** review your organisation's current warning and informing arrangements and discuss with colleagues from various parts of your organisation and/or local resilience partners what they understand by the warning and informing duty. You may find it helpful to review your organisation's emergency communication plan to gain an understanding of the roles and responsibilities of your organisation. 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.
- What to bring to the course:** delegates are encouraged to bring their communication plans, together with any material such as leaflets, web pages, education packages, posters and letters. It would also be beneficial if these could be given to our library, with agreement of your organisation, to be used as a national resource. These may be peer-reviewed during the course, with your consent.
- 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**