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**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 **Creating Emergency Plans** course. This course is for those wishing to develop Emergency Plans.

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:** review your organisation's current emergency plans and discuss with colleagues from various parts of your organisation and/or Local Resilience Forum (SCG) partners what they understand by an emergency plan. 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 their emergency plans. It would also be beneficial if these could be given to our library, with the agreement of your organisation, to be used as a national resource. These materials may be peer-reviewed on the course, with your consent.
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**