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**Emergency Planning College**

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Dear Colleague

Thank you for registering for the **Emergency Evacuation and Shelter Planning** course which aims to establish a foundation for the development and implementation of evacuation and shelter 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, Creating Emergency Plans and Validating Emergency Plans** courses.

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 pre-course work.
2. **What to bring to the course:** delegates are encouraged to bring a copy of any existing evacuation and shelter plans. Please also feel free to bring along any additional materials that you think would be of relevance or use 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 delegate.

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**