
Emergency Planning College

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Dear Colleague

Thank you for registering for the **Health Emergency Planning Fast Track** course. In order to comply with the requirements of the Diploma status, you must complete the work detailed below. Please read the information carefully and prepare for the course accordingly.

1. **What to do now:** You will find it helpful to review your organisation's emergency plans to gain an understanding of the roles and responsibilities of your organisation. You should go to the Civil Protection pre-course work link and read the information provided. You will also find a PowerPoint presentation that will help you to complete your work. You will have been sent a letter asking you to submit an executive summary of your emergency planning experience, you should return this to the College at least 2 weeks before the event start date.
2. **What to bring to the course:** You are required to bring with you a copy of your Trust's emergency plan. As part of this Fast track course, you will be reviewing and commenting on a pre-existing plan. You will undertake this review during the week and will need to hand in your completed review on the final day of the event. It is important that you bring a copy and **not** the original.
3. **How the course is delivered:** The course will be based around presentations by college trainers followed by group and individual exercises that 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.

There will be some evening work. The training environment within the college supports "wi-fi" connections for laptops, so you may find it useful to bring one with you, however, this is not essential. All supporting materials used on this course will be provided for you on a USB memory stick, therefore there will be no paper handouts.

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