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**Emergency Planning College**

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Dear Colleague

Thank you for registering for the **Managing High Impact Weather** course. The course is for the people who wish to know more about handling, and mitigating for, the effects of severe weather conditions.

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.

1. **What to do now:** for those of you who are new to Civil Protection or indeed those who may wish a refresher before coming on the course, please go to our Civil Protection pre-course work web link and read the information.
2. **What to bring to the course:** all course materials will be provided.
3. **How the course is delivered:** The course will be based around presentations from the Met Office, 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**