



Emergency Planning College

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Dear Colleague,

Thank-you for registering for **Public Safety at Sport and Entertainment Venues** course. We would expect delegates to have completed the **Introduction to Civil Protection and Introduction to Crowd and Public Safety Management** course(s) or at least be familiar with the requirements of Crowd and Public Safety and the Civil Contingencies Act (2004) (www.ukresilience.com.uk). This course is for the people who have events at sports and / or entertainment venues and need to develop their planning arrangements. 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 the event(s), venues you are responsible for and discuss with colleagues from various parts of your organisation and other stakeholders what they understand by event planning and public safety arrangements. 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 Pre-course work link and read the information.

There are also various supporting guidance documents which would be useful for you to review. These include:

- i. Green guide:
- ii. Primrose Guide
- iii. Purple Guide
- iv. Streets
- v. Fire safety guidance

2. **What to bring to the course:** Participants have found it helpful to bring their plans (even if in draft form) with them. It would also be beneficial if these could be given to our library, with the permission of your organisation, to be used as a national resource. When reviewing your arrangements as described above, please make notes and bring these with you.
3. **How the course is delivered:** The course will be interactive with presentations by college trainers, followed by group and individual exercises that help you apply the concepts to your own situation. You will be encouraged to share experiences and to ask questions as this helps everyone to learn.

We look forward to seeing you at the college and please do not hesitate to contact our course support team if you have any queries.

Yours faithfully

Course Support Manager

