



Emergency Planning College

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Dear delegate,

Thank you for registering for the **Health Emergency Planning Fastrack** 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. Complete your self assessment of the questions posed in the task sheet accompanying this letter. You will also find a powerpoint presentation that will help you to complete your work.
- 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 Fastrack course, you will be reviewing and commenting on a pre-existing plan. Each delegate on the course will take away another Trusts plan for this element of the work. The plan will be returned to the College for scrutiny. It is important that you bring a copy and **not** the original. You should also bring a copy of the pre-course self assessment, described in paragraph 1, above.
- 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 you 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.

I look forward to meeting you and please do not hesitate to contact our course support team if you have any queries.

Yours faithfully

Rob Ellett
Course leader

