

How To Apply For SCEMD or FEMA Training

South Carolina Emergency Management (SCEMD) Training ---

Most of the courses listed in this training calendar are available to all persons involved in emergency management activities at the local, state, or federal levels. Attendees include policy makers, managers, response team leaders, and first responders from the public and private sectors. In general, there is no charge for tuition or materials, and authorized students are reimbursed for hotel and per diem expenses in accordance with state fiscal policy.

Anyone wishing to attend a class listed in the calendar should complete a SCEMD Course Application Form*, and forward it through your county emergency management office to the state training office in Columbia. Applications for first responder hazmat courses listed in the S.C. Fire Academy brochure should be sent directly to the S.C. Fire Academy in accordance with instructions printed in their brochure. TRAININGRAMS (flyers describing the course) are published approximately twelve weeks prior to class start date and distributed through county emergency management offices. The TRAININGRAM will provide details concerning class location, start time, and unique requirements or prerequisites.

Three weeks prior to the start of class, students will be notified of their acceptance into the course. Applicants needing to enhance their skills while performing assigned duties have priority.

All sessions of each training activity must be attended in order for certificates of completion and reimbursement to be issued.

In the event of an emergency, exceptions should be brought to the attention of the course manager and/or training officer at the earliest opportunity so that make-up sessions can be scheduled.

*A copy of the SCEMD application form can be found on the last page of this calendar or attached to any Trainingram, or may be downloaded from our website: <http://www.scmd.org/>.

FEMA Training---

The Federal Emergency Management Agency offers additional training through the Emergency Management Institute (EMI) in Emmitsburg, Maryland. EMI is co-located with the National Fire Academy on the campus of FEMA's National Emergency Training Center. It covers a wide sweep of disaster topics for emergency managers, elected officials, emergency response personnel and others. Contact the SCEMD Training Office for information on EMI Courses.

Applications to EMI Courses should be made on FEMA Form 75-5, *General Admission Application* and forwarded to the S.C. Emergency Management Division through your local emergency management director. For most FEMA courses, you should apply during the appropriate open enrollment period, May 1 - June 30 for courses scheduled October 1 - March 31, and November 1 - December 31 for courses scheduled April 1 - September 30. Application forms are available from the SCEMD website or may be downloaded from the EMI website:

<http://training.fema.gov/EMIWeb/StudentInfor/application.asp>

In addition, FEMA also offers Independent Study Courses, which can be completed at home. Those courses and the method of obtaining them are described in this calendar under "Independent Study Courses" in "Course Descriptions."

Training teleconferences are also available from FEMA by way of its satellite television network, National Preparedness Network (PREPNET). The programming is normally broadcast monthly and can be received free-of-charge via most satellite dish setups. Dates, times and satellite coordinates are supplied through your emergency management director, or the South Carolina Emergency Management Division Training Section.