



Virginia Department of Fire Programs
Mayday Fire Fighter Down - Awareness
COURSE ADMINISTRATIVE GUIDELINES

I. Terminology:

- A. **Program Manager** - *The Virginia Department of Fire Programs' representative assigned to implement and manage a Virginia Department of Fire Programs certification and attendance programs training program.*
- B. **Instructor Trainer** - *A qualified instructor meeting the Virginia Department of Fire Programs' training program delivery requirements for certification and attendance programs.*
- C. **Mayday Awareness Instructor** - *An individual who has successfully completed the Virginia Department of Fire Programs' certificate of awareness training program*
- D. **Mayday Awareness Student/Candidate** – *An individual who has successfully completed the Virginia Department of Fire Programs pre-requisite courses qualifying them to attend this session.*

II. Instructor Trainer Qualifications/Requirements:

A. Qualifications/Requirements for Instructor Trainers:

- 1. Instructional experience and currently certified as a Virginia Department of Fire Programs' Instructor II. Completed Mayday Awareness and Operations program as a student.
- 2. An Instructor Trainer who has been approved to conduct the Virginia Department of Fire Programs' Mayday Fire Fighter Down Awareness and Operations program.

III. Mayday Awareness Instructor Qualifications / Requirements:

A. Pre-course Qualifications/Requirements

- 1. Current New Instructor Level I, or New Instructor II, or Instructor Level III or IV certification with appropriate updates which meets/exceeds one or more of the following accreditations:

Virginia Department of Fire Programs (VDFFP)

National Board on Fire Service Professional Qualification (NBFSPQ)

International Fire Service Accreditation Congress (IFSAC)

-AND-

Virginia Department of Fire Programs' recognition/certificate for Hazardous Materials Operations training certificate which meets or exceeds one or more of the following:

a. Virginia Department of Fire Programs training in

Hazardous Materials Operations

b. Virginia Department Emergency Management Hazardous Technician -OR- Specialist

2. Completed Mayday Awareness and Operations program as a student.

B. Maintaining Mayday Awareness Trainer Status

1. Mayday Awareness Trainers shall conduct, assist, and/or monitor 8-hours of an approved Mayday Awareness Certificate of Attendance training program within a 24 month period.
 - a. Mayday Awareness Trainers failing to meet the above criteria shall be required to obtain a letter of recommendation from the Division Chief and successfully complete a Mayday Awareness Train-the-Trainer to re-qualify to instruct this discipline.

C. Quality Assurance

1. The Division Chief assigned to Program Management of the Mayday Certificate of Attendance program or the specific Division Chief approving the program in their perspective Division will be responsible for ensuring the quality of Instructional Cadre within the Virginia Department of Fire Programs delivery system.
2. The Program Manager/Division Chief has the authority to assign qualified Instructor Evaluator(s) to evaluate/assess individual instructors to, during, and after the instructional delivery.
 - a. When circumstances indicate a need for an evaluation of an individual instructor or instructor cadre (I.E. poor student evaluations, student/department complaints on instructional delivery, personal performance indicators).
 - b. When an evaluation and/or assessment is required by program administrative guidelines or VDFP Policy/Procedure, selected Instructor Evaluator(s) will be assigned to complete the task and report back to the Program Manager/Division Chief.
 - c. The evaluation responsibility is inclusive of the Virginia Department of Fire Programs Policy for 5% of all programs to be evaluated annually.

IV. Mayday Awareness Student Qualifications / Requirements:

A. Pre-Course Qualifications/Requirements

1. Firefighter Qualifications: Currently enrolled in a Fire Fighter I program which meets/exceeds one or more of the following accreditations and has completed the Personal Protective Equipment (PPE), Self Contained Breathing Apparatus (SCBA), Search and Rescue, Hose and Appliances, and Communications modules. Or, Fire Attack Essentials and Intermediate courses:

Virginia Department of Fire Programs (VD FP)

National Board on Fire Service Professional Qualification (NBFSPQ)

International Fire Service Accreditation Congress (IFSAC)

V. Course Delivery

A. Instructional Hours

1. Classroom instruction contact hours: **3 Hours**
2. Controlled Practical experience **3 Hours**

B. Training Program Delivery Requirements

1. Classroom session instruction recommends two (2) qualified instructors to deliver the Virginia Department of Fire Programs' Mayday Awareness Training program.
2. Maximum number of students for the Mayday Awareness training program is not to exceed 24 students.

VI. Course Completion Requirements

A. Requirements for Instructor Trainers/ Instructors

1. Submit the following documentation to appropriate VDFP Division Office within ten (10) working days from last day of training. (As stated in the current VDFP Instructor's Manual):

Course Request/Completion - *completed form (Section "B") with all participating instructor trainers/Instructors identified and any schedule changes documented. (This form is available from any VDFP Division Offices upon request).*

Daily Attendance Sheet - *for each day of attendance, with the Lead Instructor's initial after each student's signature. (This form is available from any VDFP Division Office upon request.)*

Standard Roll Call Form - *maintained and completed by the Instructor. This form must identify each day of scheduled training and the student's presence (based on Daily Attendance Sheet). The form is not be circulated for candidate viewing. (This form is available from any VDFP Division Office upon request).*

Registration Form - *standard VDFP registration "bubble" form containing student registration information. All submitted forms must be reviewed by Instructor for accuracy and completeness (This form is available from any VDFP Division Office upon request).*

Personal Data Form - *appropriately completed form (reverse side of Registration Form). All submitted forms must be reviewed by Instructor for accuracy and completeness. (This form is available from any VDFP Division Office upon request.)*

Assignment Check Sheet - *course specific Assignment Check Sheet. To be completed by*

Lead Instructor once student has successfully completed all in-class and group assignments for the course.

In lieu of individual paperwork, the student may register on-line by traditional methods or request the assistance of their VDFP Division Office to request manual registration.

B. Requirements for Mayday Awareness Students

1. 100% attendance of classroom sessions as stipulated by the Virginia Department of Fire Programs Mayday Awareness training program approved curriculum.
 - a. Student may miss a total of one (1) hour of the course, but deficient hours must be made up prior to the last scheduled date of the course by a qualified instructor.
 - b. Candidates failing to attend/complete all classroom and practical sessions will not receive credit for attendance and will be required to retake the entire program.
 - c. Student must fully participate in the controlled practical exercise to include the Radio Educate and low impact Firefighter Down scenarios at the Awareness level.

VII. Subject/Certification Codes

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|----|--------------------------------------|-----------------|
| A. | Mayday Awareness | OD7 - 08 |
| B. | Mayday Awareness – Train-the-Trainer | XO4 - 08 |

VIII. Material Requirements

A. Instructor Trainer / Instructor Materials

1. VDFP Approved Course Administration and Instructor Resource Guide
2. Mayday Awareness Training Instructor Manual
3. Mayday Awareness PowerPoint Presentation
4. Mayday Awareness Student Manual (utilized for quick reference)

B. Student Materials

1. Mayday Awareness program Student Manual

IX. VDFP Certificate of Attendance Procedure

A. Course Recognition

1. Once the student has successfully completed the 6 hours of combined classroom and practical exercises, and submits appropriate paperwork, the Virginia Department of Fire Programs will issue a Certificate of Attendance documenting successful completion of the Mayday Awareness program. Additionally, the student's training transcript will be appropriately updated on the VDFP Fire Service Training Record System.

Curriculum

X. **Mayday Fire Fighter Down - Awareness Training curriculum**

Introduction

Orientation
VDFP Paperwork
Course Overview

- Unit 1 History of Mayday Fire Fighter Down
- Unit 2 Understanding Mayday parameters and the Psychology of Mayday
- Unit 3 Identifying L.U.N.A.R.
- Unit 4 Controlled Practical Exercise
- Radio Traffic exercise
 - Entrapment simulation
- Unit 5 Crew Resource Needs
Tribute to our Virginia Fallen Firefighters

XII. **Course Completion Requirements (Division Office)**

A. **Course Completion Documentation required by the Division Office and submitted by the Lead Instructor.**

1. The following forms and documents are required within ten (10) working days following the final day of the Mayday Awareness Program:
 - Training Request/Completion Form (Section "B" completed)
 - Daily Attendance Sheet for each day of training program
 - Course Roster/Attendance Record (Maintained & completed by the lead instructor)
 - Course/Instructor Critique Form (For each instructor candidate participating in the training program.
 - Student Registration forms
 - Any/All AV and Training Materials loaned to instructor(s)

Post Course Note:

Any questions regarding certification level or instructional privileges should be forwarded to the instructor's VDFP Division Chief for clarification. Consult the VDFP Instructor Manual for the names, address, and contact numbers for Division Offices.

XIII. **Student testing procedures**

A. **Student Knowledge Check (KC).**

1. No written examination will be given for this course.
2. Students will be evaluated during classroom Group Exercises. Students must successfully complete the classroom and practical exercises to meet minimum qualifications to be issued a Certificate of Attendance.

Support Services Availability/Disability Statement

- Questions or inquires concerning the student's rights and responsibilities regarding persons with disabilities may be directed to the VDFP Division Chief.

- "Any student with a disability or other special circumstance requiring academic accommodations or other consideration in order to successfully complete the requirements of this course is requested to identify himself/herself individually to the instructor and to discuss this matter in a private and confidential manner."