



Virginia Department of Fire Programs
Mayday Firefighter Down
COURSE ADMINISTRATIVE GUIDELINES

I. Terminology:

- A. Mayday Firefighter Down Candidate** - *A registered student in the Virginia Department of Fire Programs' Mayday Firefighter Down certificate of attendance program who meets all pre-course requirements and is currently in the process of completing the following: the successful completion of 4 hours of classroom instruction and; the successful completion of 12 hours of practical skills.*
- B. Mayday Firefighter Down Instructor Trainer** - *A qualified instructor meeting the Virginia Department of Fire Programs training program delivery requirements for Mayday Firefighter Down.*
- C. Mayday Firefighter Down Instructor Evaluator** - *A qualified Mayday Firefighter Down Trainer (Instructor II, III, or IV) responsible for the quality assurance component (evaluation) of instructional cadre delivering the Mayday Firefighter Down certificate of attendance program.*
- D. Program Manager** - *The Virginia Department of Fire Programs' representative assigned to develop, implement, and manage the Mayday Firefighter Down certificate of attendance program.*
- E. Mayday Firefighter Down Certificate of Attendance Course** - *A Virginia Department of Fire Programs' certificate of attendance training program designed to meet the Virginia Department of Fire Programs training needs as approved by the Virginia Fire Services Board.*

II. Mayday Firefighter Down Instructor Qualifications and Requirements:

A. Pre-Course Qualifications:

1. Minimum 3 years experience as having completed the Mayday Firefighter Down Attendance Course or validated and approved by the appropriate VDFP Division Chief.
2. 1 year experience as an Instructor II, III, or IV or validated and approved by the appropriate VDFP Division Chief.
3. Documented experience as an accomplished instructor, supported by a letter of reference from the candidate's VDFP Division Chief.
4. Prior (documented) monitoring or completion of a current 16 hours Mayday Firefighter Down certificate of attendance training program.
 - a. *Mayday Firefighter Down Instructors previously approved and current in the delivery of the Mayday Firefighter Down Certificate of Attendance Program will not be required to shadow or complete the Mayday Firefighter Down Certificate of Attendance Program. Current Mayday Firefighter Down Instructors are required to show proficiency by completing all classroom and practical skills.*

b. Mayday Firefighter down Trainer “candidates”, not previously approved to conduct a Mayday Firefighter Down Certificate of Attendance Program will be required to monitor or complete the current 16-hour Second Edition Mayday Firefighter Down Certificate of Attendance Program.

B. Course Completion Requirements (Recognition as a New Mayday Firefighter Down Instructor)

1. Successful completion of the Mayday Firefighter Down certification program. Successful completion of a Mayday Firefighter Down T-t-T, with the addition of shadowing 4 hours of classroom and 12 hours of practical training. The required Field Instruction which includes:
 - a. *Successful completion of an Instructor 2, 3 or 4 “Update” training program after July 1, 2004.*
 - b. *Serving as an assistant or lead instructor during the delivery of a Mayday Firefighter Down certificate of attendance training program to include 4 hours of classroom and 12 hours of practical training.*

C. Maintaining Mayday Firefighter Down Trainer Status

1. Mayday Firefighter Down Trainers shall conduct, assist, and/or monitor 16-hours of an approved Mayday Firefighter Down Certificate of Attendance training program within a 24 month period
 - a. *Mayday Firefighter Down Trainers failing to meet the above criteria shall be required to obtain a letter of recommendation from their VDFP Division Chief and successfully complete a Mayday Firefighter Down “Train-the-Trainer”.*

D. Quality Assurance

1. The Division Chief assigned to Program Management of the Mayday Firefighter Down Certification programs 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 Mayday Firefighter Down Evaluator(s) to evaluate/assess individual instructors prior to, during, or after instructional delivery.
 - a. *When circumstances indicate a need for an evaluation of an individual instructor or instructional cadre (I.E. poor student evaluations, student/department complaints on instructional delivery, and/or written and performance test 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/Review Committee.

- 1. Respective Division Chiefs may/may not be notified of evaluations/assessments.*
 - 2. Instructors/Instructional Cadre may/may not be informed by the Division Chief of a scheduled evaluation.*
 - 3. Instructor Evaluators will be trained by a representative of the Instructor Review Committee and approved by the Instructor Certification Program's Manager.*
- c. The evaluation responsibility is inclusive of the Virginia Department of Fire Programs Policy for 5% of all programs to be evaluated annually.*

III. Mayday Firefighter Down Candidate Pre-Course Qualifications and Requirements:

A. Pre-Course Qualifications and Requirements for Mayday Firefighter Down Candidates

Junior Firefighters must have completed the Firefighter I certification course and have Parental and Fire Department VDFP Consent Form prior to attending the course. Forms must be forwarded to the appropriate VDFP Office for approval. The Junior Firefighter must present picture ID and a copy of the original VDFP Consent Form to the Lead Instructor at the beginning of the class.

1. Current Firefighter I certification which meets/exceeds one or more of the following accreditations:

Virginia Department of Fire Programs (VDFP)

National Board on Fire Service Professional Qualification (NBFSPQ)

International Fire Service Accreditation Congress (IFSAC)

- Or -

- a. To have completed the (3) three VDFP Fire Attack Modules. Fire Attack Essentials, Fire Attack Intermediate and Fire Attack Evolutions.

- AND -

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

Virginia Department of Fire Programs (VDFP)

National Board of Fire Service Professional Qualification (NBFSPQ)

International Fire Service Accreditation Congress for Hazardous Materials Operations (IFSAC)

- b. Virginia Department of Fire Programs training in Hazardous Materials Operations
- c. Virginia Department of Emergency Management as a Hazardous Materials Technician -
or - Specialist

B. Course Completion Requirements for Mayday Firefighter Down Candidates

1. Mayday Firefighter Down Candidates are required to attend 100% of classroom and practical sessions to meet all of the standards set forth in the course curriculum.
2. Mayday Firefighter Down Candidates are required to satisfactorily complete assigned evolutions as identified in the course curriculum, and by the Mayday Firefighter Down Trainer.

IV. Course Curriculum and Delivery

A. Course Curriculum

1. Classroom instruction of 4 hours and 12 hours of practical sessions.

B. Course Delivery

1. Classroom instruction requires one (1) qualified instructor to deliver the training program. Class size is not to exceed 24 students.
2. Practical Sessions
 - a. *Instructor/Student ratio is not to exceed one (1) instructor for every five (5) students.*
 - b. *A minimum of four (4) Mayday instructors is required for program delivery.*

C. Student Load/Registration

1. Maximum number of students for the Virginia Department of Fire Programs' Mayday Firefighter Down Certification Course is not to exceed 24 Mayday Firefighter Down Candidates
 - a. *Classroom Instructor/Student ratio is:* 1:24
 - b. *Practical Sessions ratio is:* 1:5

V. Course Completion Requirements

A. Mayday Firefighter Down Trainer Course Completion Requirements

1. Mayday Firefighter Down Trainers are to submit the following documentation to the governing VDFP Division Office within 10 working days from last day of training. (as stated in the VDFP Instructor's Manual, current edition):

Course Request/Completion - Form - *completed form to include section "B" (submitted and VDFP approved) with the schedule identifying the dates, time, location, subject and instructor. (This form is available from the Program Manager upon request.)*

Daily Attendance Sheet - *for each day of attendance, with columns for the students printed name, student's signature, student's FDID, and Instructor II Trainer's Initials. (This form is available from the Program Manager upon request.)*

Mayday Roll Call Form - *maintained and completed by the Mayday Firefighter Down Trainer. This form must identify each day of scheduled training and is completed by use of the Daily Attendance Sheet. Students failing to appear on the Daily Attendance Sheet WILL NOT RECEIVE CREDIT on the Mayday Roll Call Form for that day's attendance.*

Blue/Green Data Forms - *appropriately completed Registration (green) and Personal Data (green, reverse side of Registration form), and Written Test/Course Completion (blue) "bubble" forms. All submitted forms must be reviewed by Mayday Firefighter Down Trainer for accuracy and completeness. Errors on forms will be returned to the Mayday Firefighter Down Trainer for correction. (Forms available from local Division Office)*

Course Critique Form *VDFP Course Critique Forms are to be completed by the Mayday Candidates critiquing the Mayday Trainer/Course performance. Forms are to be distributed to all candidates at the conclusion of class*

Mayday Candidate - Skill Sheet *to document practical proficiency progress of the Mayday Candidate during the course. Candidate Skill Sheets are Required for each student completing the course.*

Mayday Liability - Release Sheet *to document liability release of the Mayday Candidate during the course. Mayday Liability Release Sheets are required for each student completing the course.*

B. Mayday Firefighter Down Candidate Course Completion Requirements

1. 100% attendance of 4 hours of classroom and 12 hours of practical sessions as stipulated by the Virginia Department of Fire Programs.
2. When all conditions of the program have been met by the Mayday Firefighter Down Candidate, the VDFP will issue a certificate of attendance; enter the new Mayday Firefighter Down certificate of attendance information in the VDFP Fire Service Training Record System (FSTRS).
3. Those candidates choosing not to participate in the practical sessions will be given credit for attending the classroom portion only. No certificate will be issued.

VI. Material Requirements

A. Mayday Firefighter Down Trainer Materials

1. VDFP Approved Course Administration and Instruction Guide
2. VDFP “Mayday Firefighter Down” Curriculum CD-ROM (Second Edition)
3. Appropriate course paperwork as supplied by the Virginia Department of Fire Programs Division Office

B. Mayday Firefighter Down Candidate Materials

1. VDFP “Mayday Firefighter Down” Student Guide (Second Edition)

VII. Course Curriculum and Presentation

A. Course Overview

1. The Virginia Department of Fire Programs’ Mayday Firefighter Down training program consists of 4 hours of classroom instruction and 12 practical sessions.
2. To ensure Mayday Firefighter Down candidates meet the Virginia Department of Fire Programs curriculum requirements, candidates must satisfactorily complete assigned evolutions by the Mayday Firefighter Down Trainer as identified in the course curriculum.

B. Course Curriculum

Module 1

Classroom Presentation	Day One
• Course Overview	
• Roam	
• Building Construction	
• RIT	

Module 2

Firefighter Assessment	Day One
Firefighters Drags (One and Two Person)	Day One
Firefighters Carries (Stair Movements)	Day One
Self Rescue (Entanglement Drills)	Day One
SCBA Profiling & Wall Breach	Day One
Ladder Bail (Time Allowing)	
Unconscious Firefighter Window Rescue (Demo, Time Sensitive)	

Module 3

Rope Slide (Can be completed on Day One, time allowing)	
Columbus Drill	Day Two
Denver Drill	Day Two
Scenario	Day Two

VIII. Course Completion Requirements

A. Documentation / Course Completion

1. The following forms and documents are required within 10 working days following the final day of the Mayday Firefighter Down training Program by the Lead Mayday Firefighter Down Trainer:

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)
Registration, Personal Data, and Written Test/Course Completion forms Mayday Firefighter Down
Mayday Firefighter Down Candidate's Practical Skill's Form (Trainer's form, signed and dated by the Lead Instructor and candidate with reason(s) for passing or failing.)
Course Critique Form (From each Mayday Firefighter Down Candidate)
Any/All AV and Training Materials loaned to instructor(s)

2. Any questions regarding Mayday Firefighter Down Trainer qualifications, Mayday Firefighter Down curriculum, Mayday Firefighter Down Candidate performance requirements, or the guidelines used to conduct the certification program should be forwarded to each VDFP Division Chief or the Instructor Certification Program's Manager. Consult the VDFP's Instructor Manual (Current Edition) for names, addresses, and contact numbers for VDFP Division Offices.

VIRGINIA DEPARTMENT OF FIRE PROGRAMS
Mayday Firefighter Down
COURSE ADMINISTRATIVE GUIDELINES



The Mayday Firefighter Down Review Committee has reviewed the Guidelines for the Mayday Firefighter Down Certification program identified in the previous pages. All undersigned have agreed to its presentation.

Committee Acceptance:

Daryell Sexton	_____	_____
	Signature	Date
Todd Maxey	_____	_____
	Signature	Date
John Bledsoe	_____	_____
	Signature	Date
Herman Kappes	_____	_____
	Signature	Date

VDFP Representatives:

_____	_____	_____
Branch Chief of Training and Operations Printed Name	Signature	Date
_____	_____	_____
Chief, Curriculum Development Printed Name	Signature	Date
_____	_____	_____
Division Chief / Program Manager Printed Name	Signature	Date