

	<b>Queen Anne's County Fire &amp; EMS Commission Operations Manual</b>	No. 04.02
		Effective Date: December 1, 2001
	<b>Mayday Policy</b>	Revised Date: April 3, 2014

**I. SCOPE**

- A. This policy applies to all Queen Anne's County Volunteer Fire Service Personnel.

**II. PURPOSE**

- A. This policy is designed to prepare all personnel for any sudden life-threatening occurrence that may injure, trap, disorient or distress any emergency response personnel during an emergency incident or training exercise. It also standardizes the language to be used by personnel to reflect that one or more is in trouble and in need of assistance.

**III. RESPONSIBILITY**

- A. All personnel affiliated with a Queen Anne's County Fire Department will be responsible for making sure that they understand the procedures within this policy.

**IV. DEFINITIONS**

- 1. Fire Service Personnel/Unit/Member – any member or apparatus associated with and/or employed by any Volunteer Fire or EMS Department within Queen Anne's County.

**V. POLICY**

- A. Declaring a MAYDAY:

- 1. When a fire service member identifies that they, or a member of their team is lost, trapped, disoriented or injured and in need of assistance, they shall – if possible – move to a safe location and transmit a verbal message on the assigned tactical channel stating:

“MAYDAY, MAYDAY, MAYDAY”

2. Once acknowledged by the Incident Commander, the firefighter reporting the MAYDAY shall provide the following information:
  - a. L: Location
  - b. U: Unit Number
  - c. N: Name
  - d. A: Assignment
  - e. R: Resources needed
3. Once acknowledged, the firefighter(s) must activate the PASS device alarm.
4. If the distressed firefighter(s) are unable to verbally communicate, they shall activate the portable radio emergency button followed by the manual activation of the PASS device alarm and wait for a response.
  - a. Firefighters should be aware that once the emergency button is activated the radio will remain on the current tactical channel that the emergency button was activated on.
5. If the distressed firefighter(s) are not equipped with a radio, they shall just activate their PASS device alarm.

#### B. Incident Commander's Response to MAYDAY

1. Once a MAYDAY is declared all personnel should be directed to maintain radio silence. During this time all radio transmissions shall be restricted to emergency messages and messages pertinent to the MAYDAY event.
2. Deploy the Rapid Intervention Team (RIT) to the most appropriate location to initiate a rescue.
  - a. Prior to deployment, conduct a rapid risk assessment to determine if it is safe to deploy additional resources into the IDLH environment.
  - b. Assign additional RIT crews as necessary to back up the initial RIT and support the ongoing incident operations.
3. The MAYDAY operation shall remain on the channel the firefighter(s) are on.
  - a. If the distressed firefighter(s) are unable to activate their emergency button or are not equipped with a portable radio, the MAYDAY operation will remain on the original tactical channel and the incident operations will be moved to a different channel – assigned by the dispatchers only with the request of the Incident Commander.
4. Consider conducting a PAR.

5. Ensure that appropriate resources are available to assist with both the MAYDAY event and the ongoing incident operations.
6. Once mitigated, direct DES-Communications to transmit the assigned tone and a message across all effected tactical channels informing personnel of the conclusion of the MAYDAY event.
  - a. Consider returning all operations to the original tactical channel.

C. DES-Communications' Response to MAYDAY

1. Dedicate an operator to monitor the MAYDAY event and channel.
  - a. If the distressed firefighter transmits a message on an unassigned radio channel, a Dispatcher shall remain on the channel with them and will notify the Incident Commander for guidance.
2. If the firefighter is unable to activate their portable radio emergency button or they're not equipped with a portable radio, the MAYDAY operation will remain on the original tactical channel and the incident operations will be moved to a different channel – assigned by the dispatchers only with the request of the Incident Commander.
3. Dispatch: (1) Engine, (1) Special Services unit and (1) ALS unit.
4. Dispatch additional resources as directed by the Incident Commander.
5. Once directed, transmit the Box Assignment (warble) tone and a message notifying all personnel of the conclusion of the MAYDAY event, this should be done on all effected tactical channels by saying:

*“Queen Anne to all personnel the MAYDAY operation has been terminated”*

- a. Transmit the tone once until it times out.

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William H. Faust, Chairman  
Queen Anne's County Fire & EMS Commission