



Virginia Department of Fire Programs
Motorsports Emergency Response Training
COURSE ADMINISTRATIVE GUIDELINES

I. Terminology:

- A. **Instructor Trainer** - *A qualified instructor meeting the Virginia Department of Fire Programs' training program delivery requirements for certification and attendance programs.*
- B. **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.*
- C. **M.E.R.T. Instructor** - *An individual who has successfully completed the Virginia Department of Fire Programs' certification training program designed to meet the National Fire Protection Agency's 610 standards for Guide for Safety at Motorsports Venues, 2003 Edition.*

II. Instructor Trainer Qualifications/Requirements:

A. Qualifications/Requirements for Instructor Trainers:

- 1. 3 years instructional experience and currently certified as a Virginia Department of Fire Programs' Instructor II, 2001 edition, or Instructor Level III or IV with appropriate upgrades. Completed M.E.R.T. program as a student.
- 2. An Instructor Trainer who has been approved to conduct the Virginia Department of Fire Programs' Motorsports Emergency Response Training program.

III. Motorsports Emergency Response Training Instructor Qualifications / Requirements:

A. Pre-Course Qualifications/Requirements

- 1. Current Instructor Level II, 2001 edition, 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 (VDFP)

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:

Virginia Department of Fire Programs training in Hazardous Materials Operations

National Board of Fire Service Professional Qualification (NBFSPQ) for Hazardous Materials Operations

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

Virginia Department of Emergency Management as a Hazardous Materials Specialist -OR- Technician.

IV. Motorsports Emergency Response Training Student Qualifications / Requirements:

B. Pre-Course Qualifications/Requirements

1. Firefighter Qualifications: Current Fire Fighter Level I, or Fire Attack series, with knowledge in Basic Vehicle Extrication techniques 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)

- 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 training in Hazardous Materials Operations

National Board of Fire Service Professional Qualification (NBFSPQ) for Hazardous Materials Operations

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

Virginia Department of Emergency Management as a Hazardous Materials Specialist -OR- Technician.

2. Emergency Medical Services Qualifications: Current Emergency Medical Technician or above certification, Hazardous Materials Awareness, knowledge in Basic Vehicle Extrication techniques.

V. Course Delivery

A. Instructional Hours

- 1. Classroom instruction: **5 Hours**
- 2. Practical experience: **11 Hours**

B. Training Program Delivery Requirements

- 1. Classroom session instruction requires one (1) qualified instructor to deliver the Virginia Department of Fire Programs' Motorsports Emergency Response Training program.
- 2. Maximum number of students for the Motorsports Emergency Response Training program is not to exceed 24 students.

VI. Course Completion Requirements

A. Requirements for Instructor Trainers/M.E.R.T. Instructors

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

Course Request/Completion - *completed form (Section "B") with all participating instructor trainers/M.E.R.T. 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). This form is available from any VDFP Division Office upon request.*

Registration Form (Green) - *standard VDFP registration "green 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 (Green) - *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.)*

Course Completion Report - *standard VDFP course completion "blue bubble" form. To be completed by the Instructor once student has successfully completed all practical modules of the course.*

B. Requirements Motorsports Emergency Response Training Students

1. 100% attendance of classroom sessions as stipulated by the Virginia Department of Fire Programs Motorsports Emergency Response Training program approved curriculum.
 - a. 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.

VII. Subject/Certification Codes

A.	Subject Code:	NFPA 610 – 03 Motorsports Awareness	RM2 - 03
B.		NFPA 610 – 03 Motorsports Operations	RM3 – 03
C.		NFPA 610 – 03 Motorsports Technician	RM4 – 03
D.		NFPA 610 – 03 Motorsports Instructor	XS1 – 03
E.		NFPA 610 – 03 Motorsports Instructor Trainer	XS0 - 03

VIII. Material Requirements

A. Instructor Trainer / M.E.R.T. Instructor Materials

1. VDFP Approved Course Administration and Instructor Resource Guide.
2. Motorsports Emergency Response Training Instructor manual.
3. Motorsports Emergency Response Training PowerPoint Presentation.
4. National Fire Protection Association 610, Guide to Safety at Motorsports Venues, 2003 edition.

B. Student Materials

1. Motorsports Emergency Response Training program student manual

IX. VDFP Certification Procedure

A. Course Recognition

1. When the student has successfully completed the 16 hours of combined classroom and practical exercises, and submit appropriate paperwork, the Virginia Department of Fire Programs will issue a Certificate documenting successful completion of the Motorsports Emergency Response Training program. Additionally, the student's training transcript will be appropriately updated.

X. Course Presentation

A. Course Overview

1. The Virginia Department of Fire Programs' Motorsports Emergency Response Training program consists of 5 hours of classroom instruction, to include nine modules of lecture. The student has the option to only take the classroom session which will result in an Awareness Level certificate. If the student elects to continue with the 11 additional hours of practical training experience will receive certification at the Operations Level.

To ensure students meet the Virginia Department of Fire Programs course objectives,

students must successfully complete the entire practical session beginning the afternoon of day one.

B. Curriculum

**Motorsports Emergency Response Training
Awareness Level Training**

Day 1

Introduction		8:00 am
Unit 1	Orientation VDFP Paperwork Course Overview	
Break		9:00 am
Unit 2	Track Safety	9:15 am
Break		10:00 am
Unit 3	The Racing Environment	10:15 am
Unit 4	The Race Vehicle	
Lunch		12 noon
Unit 5	Fire Suppression Techniques	1:00 pm
Unit 6	Team Functions	
Break		2:15 pm
Unit 7	Patient Care and Extrication Overview	2:30 pm
Group Exercise	One	3:30 pm

Cleanup / Participant Assembly / Day Two Operations Overview
Motorsports Emergency Response Training

Operations/Technician/Specialist Level Training

Day 2

Unit 8	Towing and Recovery Vehicles	8:30am	
Group Exercise	Two	Fire Extinguisher Basic Training Evolution Wheel Well Fires Engine Compartment Fires Running Fluid Fires	9:00am
Group Exercise	Three	On-track Obstacle Course	

Deployment from Emergency Vehicle
Ascending and Descending Banking Techniques

Lunch 12:00am

Group Exercise Four Windshield Removal Techniques
Sheet Metal Scenario (If Available)
Cage Cutting Scenario (on Simulator or Acquired Vehicle(s))

Practical Session Cleanup Return to Classroom

Unit 9 Structural Fires and Weapons of Mass Destruction Overview 2:30 pm

Course Review and Evaluation 3:15 pm

Other Courses directly related to this training would be recommendation for the student to attend NFA - Incident Management Systems, and Office of Emergency Medical Services – Mass Causality Incident Training

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 10 workings days following the final day of the Motorsports Emergency Response Training 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 and Course Completion/Written Test 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 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 Testing.

1. No written test will be given for this course.
2. Students will be evaluated during practical evolutions during classroom table top exercises and practical evolutions as defined in the course schedule. Students must successfully complete each of four practical stations to meet minimum qualifications for certification.
3. The Lead Instructor will be responsible for documentation that each student candidate has successfully completed all skills by completing a Written Test/Course Completion form.