

Virginia Department of Fire Programs

BASIC PUMP OPERATIONS

COURSE ADMINISTRATIVE GUIDELINES

Basic Pump Operations Course Overview

1. The Virginia Department of Fire Programs' Basic Pump Operations training program consists of 4 hours of classroom instruction and 12 hours of practical evolutions.
2. The Virginia Department of Fire Programs' Basic Pump Operations training program educates students through classroom instruction as well as hands on practical evolutions. The classroom instruction and props are designed to prepare the firefighter for basic pump operations.
3. To ensure Basic Pump Operations students meet the Virginia Department of Fire Programs program expectations, students must complete a written quiz administered by VDFP and complete the program's practical exercises.
 - A. Course Curriculum
 - 1) For the purposes of VDFP Basic Pump Operations the following materials are acceptable
 - (a) VDFP Basic Pump Operations Student Guide

PRE-COURSE REQUIREMENTS

Prerequisites: Student must have EVOC Class 3

Equipment Required: Helmet, Gloves and boots minimum. Full Turn-outs at discretion of Instructor

Hours: 16

Standard/Regulation: n/a

Curriculum Text: VDFP Basic Pump Operations Student Guide

I. Terminology:

- A. Basic Pump Operations Candidate** - *A registered student in the Virginia Department of Fire Programs' Basic Pump Operations Certificate of Attendance program who meets all pre-course requirements and is currently in the process of completing the following: the successful completion of 16 hours of classroom instruction and student skills; the successful completion of the final written quiz and practical evaluations for Basic Pump Operations certification.*
- B. Basic Pump Operations Instructor Trainer** - *A qualified instructor meeting the Virginia Department of Fire Programs training program delivery requirements for Basic Pump Operations.*
- C. Basic Pump Operations Instructor Evaluator** - *A qualified Basic Pump Operations Trainer (Instructor I, II, III, or IV) responsible for the quality assurance component (evaluation) of instructional cadre delivering the Basic Pump Operations Certificate of Attendance program.*

Virginia Department of Fire Programs

BASIC PUMP OPERATIONS

COURSE ADMINISTRATIVE GUIDELINES

D. Program Manager - *The Virginia Department of Fire Programs' representative assigned to develop, implement, and manage the Basic Pump Operations Certificate of Attendance program.*

E. Basic Pump Operations Certificate of Attendance Course - *A Virginia Department of Fire Programs' certificate of attendance training program designed for new operators with emphasis on hands-on operation of pumpers at draft and from hydrants and relay operations.*

II. Basic Pump Operations Trainer Qualifications and Requirements:

A. Qualifications:

1. Certified Instructor I, II, III or IV
2. EVOG Class 3
3. Approval from Instructor's VDFP Division Chief.

B. Requirements:

1. Successful completion of the online Instructor "Orientation" training program held after July 1, 2009
 - a. *NOTE: The Basic Pump Operations Trainer is responsible for forwarding the completion certificate to the appropriate Division Chief for entry into FSTRS.*
2. Prior (documented) monitoring or completion of a current 16 hour Basic Pump Operations Certificate of Attendance training program.
 - a. *Basic Pump Operations Instructors previously approved and current in the delivery of the Basic Pump Operations Program will not be required to monitor or complete the Basic Pump Operations Program.*
 - b. *Basic Pump Operations "candidates", not previously approved to conduct a Basic Pump Operations Certificate of Attendance Program will be required to monitor or complete the current 16-hour Basic Pump Operations Certificate of Attendance Program.*
3. At the Basic Pump Operations Trainer level: Successful completion of the "Train the Trainer" program for Basic Pump Operations or the Successful completion of the "Train the Trainer" program for Driver Operator – Pumper NFPA 1002 latest edition.

C. Maintaining Basic Pump Operations Trainer Status:

1. To maintain Basic Pump Operations Trainer Status, Trainers shall complete the following:
 - a. Conduct, assist, and/or monitor 16 hours of an approved Basic Pump Operations training program within a 24 month period
 - b. Basic Pump Operations Trainers failing to meet the above criteria shall be

Virginia Department of Fire Programs

BASIC PUMP OPERATIONS

COURSE ADMINISTRATIVE GUIDELINES

required to obtain a letter of recommendation from their Division Chief and successfully complete another Basic Pump Operations “Train-The-Trainer”.

2. Quality Assurance

- a. The Division Chief assigned to Program Management of the Basic Pump Operations program will be responsible for ensuring the quality of Instructional Cadre within the Virginia Department of Fire Programs delivery system.
- b. The Program Manager/Division Chief has the authority to assign qualified Instructor Evaluator(s) to evaluate/assess individual instructors prior to, during, or after instructional delivery.
 - i. *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.)*
 - ii. *When an evaluation and/or assessment is required by the program Administrative Guidelines or VDFP “OPERATION AND TRAINING GUIDELINES”, selected Instructor Evaluator(s) will be assigned to complete the task and report back to the Program Manager/Review Committee.
 - I. Respective Division Chiefs may/may not be notified of evaluations/assessments.*
 - II. Instructors/Instructional Cadre may/may not be informed by the Division Chief of a scheduled evaluation.*
 - III. 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. Basic Pump Operations Candidate Pre-Course Qualifications and Requirements:

B. Pre-Course Qualifications and Requirements for Basic Pump Operations Candidates

1. Candidates must have completed VDFP approved EVOC Level 3, 4 and/or 5

B. Course Completion Requirements for Basic Pump Operations Candidates

1. Basic Pump Operations Candidates are required to attend 100% of classroom sessions to meet all of the standards set forth in the Basic Pump Operations Instructors Manual

Virginia Department of Fire Programs

BASIC PUMP OPERATIONS

COURSE ADMINISTRATIVE GUIDELINES

a. Missed sessions or any portion of that session, **cannot** be made up. All sessions within the Basic Pump Operations attendance course must be taken in sequence.

1. Basic Pump Operations Candidates are required to satisfactorily complete assigned evolutions as identified in the course curriculum, and by the Basic Pump Operations Trainer.
- 2.

IV. Course Curriculum and Delivery

A. Course Curriculum

3. Classroom instruction and Skill sessions 16 hours

Basic Pump Operations Topics	Classroom Hours	Practical Hours	Total Hours
Module 1			
Basic Pump Operations - classroom	X		
Pump Components	X		
Pump Theory	X		
Friction Loss	X		4
Module 2			
Tank Water Operations		X	
Hydrant Operations		X	4
Module 3			
Basic Pump Operations - practical		X	
Draft Site Operations		X	
Nurse Tanker/Tender Operations		X	
Relay Operations		X	8
Certification Hours	4	12	16

2. The final written examination and final practical evaluations are included in the 16 hours of instructional training.

C. Course Delivery

1. Course design is developed not to exceed 24 students.
2. Classroom instruction requires one qualified instructor to deliver the training program.
3. Practical Sessions require one qualified instructor for every eight (8) students.

Virginia Department of Fire Programs

BASIC PUMP OPERATIONS

COURSE ADMINISTRATIVE GUIDELINES

V. Course Completion Requirements

A. Basic Pump Operations Trainer Course Completion Requirements

1. Basic Pump Operations 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):

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 I Trainer's Initials. (This form is available from the Program Manager upon request.)*

BPO Roll Call Form - *maintained and completed by the Basic Pump Operations 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 Standard Roll Call Form for that day's attendance.*

Orange/Purple Data Forms - *appropriately completed Registration (orange) and Personal Data (orange, reverse side of Registration form), and Written Test/Course Completion (purple) "bubble" forms. All submitted forms must be reviewed by Lead Instructor for accuracy and completeness. Errors on forms will be returned to the lead Instructor for correction. (Forms available from local Division Office)*

Instructor Candidate *Basic Pump Operations Candidate evaluation for each student completing*

Student Quiz *Basic Pump Operations Candidate Student Quiz for each student completing*

Practical Exercise form *Basic Pump Operations Candidate Skill Sheets for each student completing*

Virginia Department of Fire Programs

BASIC PUMP OPERATIONS

COURSE ADMINISTRATIVE GUIDELINES

B. Basic Pump Operations Candidate Course Completion Requirements

1. 100% attendance of 16 hours of classroom and presentation sessions as stipulated by the Virginia Department of Fire Programs.
2. Successful completion of the one written quiz and practical evolutions.
3. When all conditions of certification have been met by the Basic Pump Operations Candidate, the VDFP will issue a certificate of attendance; enter the new Basic Pump Operations in the VDFP Fire Service Training Record System (FSTRS).

VI. Material Requirements

A. Basic Pump Operations Trainer Materials

1. VDFP Approved Course Administration and Instruction Guide
2. Approved Instructor Curriculum package
3. Approved Curriculum Textbook
4. Appropriate course paperwork as supplied by the Virginia Department of Fire Programs Division Office
5. DVD Player, Computer, and LCD Projector

B. Basic Pump Operations Student Materials

1. Approved Curriculum Textbook
2. VDFP Student Package for Basic Pump Operations
3. Additional Materials Requested by Jurisdiction Hosting the course