

---

---

Ocean City Fire Department  
Standard Operating Guidelines

---

---

## Operations

Subject: "MAYDAY" Procedures  
Revised: 04/05/2019  
Effective: 04/29/2019  
Approved: 04/22/2019  
Section: 419.00

### 419.01 Purpose

To establish guidelines and procedures that members are to utilize when they require emergency assistance. These procedures shall be used whenever members find themselves lost, disoriented, trapped, low on air and an immediate exit is not available, or in any other similar danger. The use of these procedures is intended to assist in expediting their rescue, in an effort to avoid injury or death.

### 419.02 Procedure

1. Members in need of assistance shall initiate the "MAYDAY" procedures by performing the following:
  - A. Initiate radio communications
  - B. Announce a 'MAYDAY-MAYDAY-MAYDAY' ON the operations channel
  - C. The person(s) requiring assistance will give a report at the end of MAYDAY-MAYDAY-MAYDAY using the **WWW** format.
    - a. **W** – Who is transmitting the MAYDAY?
    - b. **W** – Where are you located?
    - c. **W** – What do you need / what is the problem?

**Example:** "MAYDAY-MAYDAY-MAYDAY, Engine 4 Capt. John Doe, 2<sup>nd</sup> floor rear bedroom, lost from crew and low on air."

2. The Communications Center will acknowledge, notify Incident Command, and transmit an emergency broadcast. Ocean City Communications will advise the Incident Commander/IC what radio channel the MAYDAY was transmitted on.

**Example:** "Ocean City to 75<sup>th</sup> Street Command, Captain Doe on Engine 4 has transmitted a MAYDAY on Ocean City FD 1. He is in the 2<sup>nd</sup> floor rear bedroom. He is lost from his crew and low on air."

---

---

Ocean City Fire Department  
Standard Operating Guidelines

---

---

3. The Incident Commander will acknowledge the MAYDAY has been received. The IC will make sure he/she has the LUNAR coordinated.
  - **L** – location of MAYDAY
  - **U** – unit number
  - **N** – name (Capt. Doe)
  - **A** – air supply remaining
  - **R** – resources needed for rescue (air, SCBA components, tools ...)
4. Activate your PASS device manually.
5. The IC will appoint an officer at the Command Post to manage the MAYDAY if there is an officer available at the time.
6. The member(s) in distress will provide updates on their status to the IC, the Rapid Intervention Group Supervisor and the RIT. This is particularly important if the member(s) in distress is on the move and attempting self-rescue.
7. If the member(s) requiring assistance can't communicate with the Communications Center or IC, they shall activate the emergency button on their radio. Once activated, the radio will automatically switch to the emergency channel (Channel 14) and will give the member a "hot mic" for 10 seconds. During this time, the member(s) will be able to transmit over the emergency channel using the WWW format. Members requiring assistance shall then activate their PASS devices.
8. The Communications Center will acknowledge, notify Incident Command, and transmit an emergency broadcast. Communications will advise the Incident Commander/IC that a MAYDAY was transmitted on the emergency channel.

**Example:** "Ocean City to 75<sup>th</sup> Street Command, Captain Doe on Engine 4 has transmitted a MAYDAY on the emergency channel. He is in the 2<sup>nd</sup> floor rear bedroom. He is lost from his crew and low on air."

9. The P.A.S.S.S.S. mnemonic is a convenient way to remember the steps that should be performed by the person or persons activating a MAYDAY: This is to be used in conjunction with radio communications.
  - a. Do not **P**anic
  - b. **A**ctivate the PASS device manually
  - c. **S**tay together as a unit
  - d. **S**ound a MAYDAY
  - e. **S**earch to an avenue of escape or area of safety (if physically capable)
  - f. **S**hine a light towards the ceiling, this will serve as a beacon for the Rapid Intervention Team (RIT).
10. Once a MAYDAY is called, the following shall occur:
  - a. The Incident Commander (IC) will order all units operating at the incident to maintain radio silence.
  - b. The IC will then attempt to establish communications with the person(s) who declared the MAYDAY.
  - c. If communications can't be established the IC will consult the accountability system/officer to determine the last known location, on the

---

---

Ocean City Fire Department  
Standard Operating Guidelines

---

---

- incident scene, of the person(s) who declared MAYDAY and what apparatus they were on.
- d. Once this information is provided, the IC will place the RIT in service in order to locate, assist, and remove the member(s) in distress.
  - e. The IC will appoint a Rapid Intervention Group Supervisor to oversee the rescue efforts.
  - f. Fire ground operations will switch to a separate channel from that of the "MAYDAY."
  - g. The IC, Rapid Intervention Group Supervisor, the RIT, and members in distress shall be the only units operating on the channel on which the MAYDAY was transmitted.
11. Command **WILL NOT** be transferred during a MAYDAY situation.
12. All other personnel not assigned to the rescue efforts will carry on with their assigned tasks and not abandon them. It is imperative that these personnel have the discipline to continue to perform their assigned tasks, because if the incident can be controlled, it is more likely that the member(s) in distress will survive their predicament. If there is a crew operating in the area of the MAYDAY that can assist in the mitigation of the MAYDAY, that crew shall assist in the MAYDAY. That crew will immediately notify the IC of their intentions and the IC will add the crew to the RIT Group.
13. The MAYDAY will not be declared under control and operations returned to normal until the IC has face to face confirmation with the member or members who called the MAYDAY. Once the IC has confirmed the MAYDAY is under control, the MAYDAY shall be canceled over the radio.
14. A PAR check will be done at the end of the MAYDAY.