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**Maryland Fire and Rescue Institute**  
*Drill of the Month*  
*Policy and Procedure*

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**PURPOSE:**

To provide monthly educational opportunities for emergency services personnel in the State of Maryland.

**POLICY:**

The Institute, will provide a "Drill of the Month" to emergency services departments and personnel through the medium of the MFRI home page on the Internet. This is a program available to all emergency services personnel who may submit drills to MFRI for publication. Chosen drills that are published on the Internet are eligible to receive an award. MFRI full-time faculty are ineligible to receive this award.

**PROCEDURE:**

**I. Submissions:**

- A. Must be written in an acceptable format. The MFRI "Curriculum Development Style Guide, 1998" is the recommended model. Applicable portions of the MFRI "Curriculum Development Style Guide, 1998" shall be available on the MFRI home page as the "Drill of the Month Style Guide", The "Drill of the Month Style Guide" will also be available by request from the Field Operations Section of MFRI.
- B. Should address the basic levels of Fire, EMS, Haz Mat, or Rescue.
- C. Must be written so that the drill is two-to three-hours in length.
- D. Must be written so that any recommended support materials and equipment should not require outside resources (i.e., only use common, on-hand equipment/materials found at the station).
- E. Must be compatible with current standards, training practices, or MFRI programs.
- F. Must be written with due regard to accepted safety practices and standards.
- G. Must be a finished product that is WordPerfect® compatible and requires minimal editing. This may be submitted as a file located on a floppy 3.5" disk or transferred via e-mail. Scannable hard copies are acceptable, but not preferred. Diagrams and figures should be restricted to a maximum of three.
- H. Must be accompanied by a short, one-paragraph biographical sketch. The author's complete mailing address and social security number should also be included for award information. The author may submit an optional photograph for publication purposes.
- I. Must be the author's original work and not in the public domain; must not be previously published; does not violate or infringe on any personal or property rights of others, whether common law or statutory law; contain nothing libelous and contrary to law.

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II. Drill Publication:

- A. The author grants, transfers, and assigns to MFRI for ownership of all right, title, and interest, including copyright, in and to the drill. Any drills not posted on the Internet will be retained for possible future publication. If the submission is used at a later date, the author will be eligible for an award.
- B. Submissions can be made at any time to the MFRI Field Operations Section at University of Maryland, College Park, MD 20742, any MFRI regional office, or through e-mail to the Field Operations Section at “fieldops@mfri.org.”
- C. Drills not meeting the established criteria/format will be returned to the author.
- D. Submissions will be reviewed on a monthly basis by a committee comprised of MFRI full-time faculty. Acknowledgment of submission will be sent to the author.
- E. Authors of selected drills will be notified when the submissions will be placed on the Internet.
- F. A by-line, biographical sketch, and photo (if available) will be published with the drill.
- G. Awards will be distributed within one month of posting of the drill on the Internet. The value of the award will not exceed one hundred dollars (\$100.00).
- H. Drills will be published on a rotating basis by discipline (i.e., Fire first month, Rescue second month, EMS third month, and Haz Mat fourth month, etc.).
- I. A set of Drills published over an entire fiscal year on the MFRI Home Page will be provided in hard copy to all departments represented at the annual Maryland State Firemen’s Association (MSFA) Convention.