



Alternate Virtual Classroom (VC) Procedures

An Alternate VC Day is defined as a day when there is a temporary, unforeseen closure of the Massachusetts Firefighting Academy, typically associated with weather-related events, loss of utilities on campus, or similar events. Once a cancellation for the Recruit Training Program has been determined, the current Recruit Notification System shall be initiated.

Recruits are expected to log in to the provided URL at least once a week, before Friday, to verify the device they may use is updated and in working order. The MFA may run a report to ensure that this is occurring as expected.

Recruits are to report to their expected location on an Alternate VC Day based on their department SOPs

Recruit Requirements 0700 – 0900 hours:

1. Complete self-directed PT
2. Prepare their device (software updates/consistent power source, and internet access)
3. Log in to the correct Adobe VC URL and update the program before 0900
 - a. Recruit number(s) used as guest log-in names and displayed in the VC correctly
 - b. Ext. 237 Last First (237 Smith, Sam) or 237 238 240 Last Names (237)
4. Raise VC-hand by 0900 in preparation for roll call
5. Recruits will use their "hand raise" and "stepped away" features for accountability and engagement
6. Device must be compatible with Adobe Connect and Adobe functions
 - a. iPads/cell phones/tablets work, but the recruit must use the original Adobe app(downloaded and tested in advance) to view videos and know how to use the platform before class
 - b. MacBook(s)/Chromebooks work, but recruits are required to know how to use the platform
 - c. Laptops/Desktops are strongly recommended
7. Report to the VC in class B uniform with:
 - a. All required instructional materials
 - b. Professional setting, seated at a table/desk with an appropriate background*
 - c. Behavioral expectations remain the same as if on campus
 - d. Only other Recruits, assigned to the same class, should be in proximity to the lesson
 - e. Recruits are to remain "in class," only leaving the VC setting when permitted
 - f. Failure to do any of the above will count as an absence for the recruit

*The Recruit's department shall determine their location for VC participation (home, fire station, etc.)