

**SUBJECT:** HYDRANTS OUT OF SERVICE**SECTION:** 202.09**REVISED:** NOVEMBER 1, 2007**PAGE(S):** 2

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**PURPOSE**

- A. To provide Fire Department Personnel with a procedure to be used when non-serviceable fire hydrants are encountered.
- B. To avoid confusion and operational problems concerning non-operational fire hydrants.

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**POLICY**

- A. When a fire hydrant is found non-operational immediate notification of the on Duty Fire Lieutenant shall be made.
- B. A Service Request/Work Order shall be made to the Chief of Public Works on every fire hydrant found to be out of service.
- C. A Day Log entry shall be made containing the location of any out of service fire hydrant.
- D. A red or yellow peg shall be inserted into the Hydrant Board at the appropriate location for the appropriate hydrant condition.

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**PROCEDURE**

- A. Fill out a Service Request/Work Order Form as per Department procedures and take the following additional actions:
  - 1. Make a notice that the hydrant is out of service.
  - 2. Make immediate notification to the Shift Supervisor of the situation.
- B. When the Water Department receives the notification of an out of service hydrant, they will respond as soon as possible.
- C. Information concerning non-operational fire hydrants shall be relayed to the Water Supply Officer and the Fire Chief.

## **RESPONSIBILITY**

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All members have the responsibility of reporting non-operational fire hydrants and acting according to Departmental procedures.