

FELTON FIRE PROTECTION DISTRICT
STANDARD OPERATING PROCEDURES

ARTICLE: I

SOP: 1301

SECTION: 1300

COMMUNICATION

**SUBJECT: HYDRANT / SPRINKLER SYSTEM
 OUT OF SERVICE**

PURPOSE: To provide Fire District members with a means for tracking a hydrant, alarm system or a sprinkler system that is out of service.

SCOPE: To assure that all response personnel are aware of hydrants, alarm systems and sprinkler systems that are out of service.

PROCEDURE:

* A "Hydrant/System Out Of Service" form will be generated at the time that an out-of-service condition exists. This form includes all of the items on the "Hydrant/Sprinkler system OOS Log" but also lists other necessary information for tracking and notification. The form shall be completed and the information forwarded to the station captain immediately. The fire chief shall notify the duty officer and the other captains immediately.

* A log listing all out-of-service conditions will be kept on a clipboard in the main office. This list will note the following items: hydrant or system affected, date of notification, the location, who is the reporting party and the date the hydrant or system is back in service.

* It will be the responsibility of the fire chief to ensure that the log is kept up to date.

* When a repair has been completed, the date and time shall be noted on the master log and the out-of-service notice will be discarded.

HYDRANT

SPRINKLER SYSTEM

FELTON FIRE PROTECTION DISTRICT

HYDRANT/SYSTEM O.O.S. NOTICE

DATE/TIME REPORTED: _____ LOCATION: _____

REPORTING PERSON: _____ CALLBACK #: _____

PROBLEM: _____

WATER DIST./SPRINKLER CO: _____

BAGGED? _____ BY? WATER DIST. SVFD SPRINKLER CO.

NOTIFICATION MADE: ALARM CO. COUNTY COMM.

REPAIR COMPLETED

DATE/TIME: _____ BY WHOM: _____

COMMENTS: _____

