



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

The purpose of this policy is to guide the Russellville Fire Department (RFD) members through the fire hydrant inspection and maintenance process, ensuring that fire hydrants are in proper operating condition for use at an emergency incident in the City of Russellville.

POLICY

Company officers are to inspect and provide maintenance of all hydrants within the RFD's response areas at least once a year and will have 30 days to complete. The Fire, Building & Safety Division will make the assignments to each company officer in their respected Fire Management Areas (FMA).

Assignments

1. Will be made at least one week prior to initiation of inspections and effort will be made to equally distribute assignments across the three work shifts.
2. Will be received electronically via ESO Inspector on the tablet assigned to each company.
3. Will be based on the department's hydrant maps system, and may include hydrants in a company's second-due area(s).

Hydrant inspections will be assigned, maintained and documented, via ESO Inspector on the tablet assigned to each company.

When inspecting fire hydrants, department members will utilize the following guidelines:

1. DO NOT OPEN TWO-WAY HYDRANTS
2. All personnel conducting fire hydrant inspections shall wear a traffic vest when working within 15 feet of a roadway.
3. Each hydrant shall be cleared of all weeds, brush or other obstructions (minimum 36"). In the event that hydrant is obstructed by shrubbery on private property, permission shall be obtained before making any alterations. If permission is not granted, notification shall be made to a member of the Fire, Building & Safety Division.
4. Each fire hydrant shall be visually inspected to determine any defects - (low oil, cracked, needs painting, lack of numbering, etc.). Any defects will be reported via ESO Inspector. Hydrant valves shall be opened and closed slowly to prevent damage.

Approved

Fire Chief

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5. Hydrant valves shall be opened and closed slowly to prevent damage hydrants shall be flushed in a manner that doesn't unnecessarily disrupt sediment in the water lines or the environment around the hydrant. Hydrants should be allowed to flow sufficient water to determine whether they are working properly. If sediment is present during the flush, the hydrant should be flushed until the water is clear, unless this would create a hazardous condition.
6. Threads on outlets on the fire hydrants shall be checked to ensure they are in good working condition.
7. Any hydrant found, or placed out of service shall be documented in FireHouse Inspector, and shall be made known to members of the Fire, Building & Safety Division. If possible, the hydrant should be conspicuously marked (covered with a trash bag) to show it is unusable.
8. If the hydrant has chains, remove with bolt cutters and discard properly.

Due to new water main annexations and new construction, some public and private hydrants will be found that are not listed, numbered, or may not be painted to RFD's specifications. Company officers shall note the location and description of such hydrants and notify a member of the Fire, Building & Safety Division.

Approved

Fire Chief