

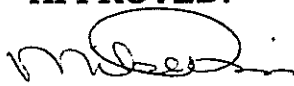
SCOTTS VALLEY FIRE PROTECTION DISTRICT		
STANDARD OPERATING PROCEDURES	ARTICLE: I	SOP: 1301
	SECTION: 1300	COMMUNICATIONS
	SUBJECT: HYDRANT/SPRINKLER SYSTEM OUT OF SERVICE (OOS)	

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:

1. A *Hydrant/System Out of Service (attached Form #1)* 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 (attached Form #2)*, 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 station captain shall notify the duty chief and the other station captains immediately.
2. A log listing all out of service conditions will be kept on a clipboard at each station captain's desk. This list will note the hydrant or system affected, the date of notification, the location, the reporting party, and the date the hydrant or system is back in service.
3. It will be the responsibility of the station captains to assure the log is kept up to date.
4. 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.

DATE: 5/01/98	APPROVED: 	PAGE 1 OF 1 PLUS 2 FORMS
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