



City of Winter Park Fire-Rescue

Standard Operating Guideline

240.01

Title: Water Supply

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Purpose: To establish a standardized guideline to cover water supply for the Winter Park Fire Department.

Scope: This guideline shall be followed by all members of the Department. Authority to deviate from this procedure rests with Deputy Fire Chief or the Water Supply Officer, where applicable, who is solely responsible for the results of any deviation.

General:

The intent of this guideline is to establish the roles and responsibilities of the Department's Water Supply Officer, as well as to outline sources and procedures dealing with fixed and alternative water supplies that would be used by the Fire Department. Since fire extinguishment is one of the top priorities, the availability of an adequate water supply is of the greatest importance.

240.01.01. Water Supply Officer

The Department shall have an appointed Water Supply Officer who will have overall operational responsibility over the Department's side of the fixed water supply. Roles and responsibilities of this position will be:

- ◆ Act as Liaison with the City's Utilities Department for repairs and upgrades
- ◆ Coordinate the annual hydrant testing schedule
- ◆ Coordinate hydrant painting and marking per Department planning
- ◆ Oversee the data input into the hydrant testing database
- ◆ Analyze hydrant test data for existing or potential problems
- ◆ Provide required monthly flush reports on hydrants tested to the Utilities Department
- ◆ Perform needed fire flow analysis as established by Departmental plans
- ◆ Recommend improvements or changes to Department Administration within his/her jurisdiction

240.01.02. Fixed Water Supply

The overall authority over the fixed water supply system shall be the Utilities Department of the City of Winter Park. The system is provided for the Fire Department usage. All changes to the water supply system will be conducted by or under the jurisdiction of the Utilities Department. The Fire Department will contact the Utilities Department when it is seen that suppression or training activities will have a greater than normal impact on the overall water system. If there is a problem with the water supply system that may impact the operations of the Fire Department, the Utilities Department will make proper notification through the Communications Center.

Procedures for usage of the fixed water supply system on emergency scenes are outlined in other Departmental SOG's dealing with specific emergencies. It is recommended that whenever the Fire Department uses a hydrant, the hydrant should be flushed out first considering the makeup of the system. This should include emergency scenes when possible. If during a fire suppression operation, the need arises for more pressure or volume from the water system, the Incident Commander should contact the Utilities Department with this request. The Utilities Department will do whatever possible to accommodate this request.

Any problems found with the water supply system should be forwarded to the Water Supply Officer immediately through the on-duty Battalion Chief.

240.01.03. Hydrant Testing

Hydrants in the City will be tested on an annual basis and each shift will be assigned a number of hydrants on which to perform testing. Some locations will need to be flowed at low impact times due to traffic and congestion in a particular location. When flowing the hydrants, you should make sure that the stream is directed in such a way as not to destroy any landscaping or other property in the water's path.

Prior to attaching any gauges, hydrants must be flushed until the water flows clear. This will ensure that the gauges will continue to work properly and also will minimize dirty water complaints from residents.

All hydrants should be tested using TWO hydrants in the following manner:

1. Attach a cap gauge to one 2 1/2" port on the Number 1 hydrant and open the other 2 1/2" port. Let the hydrant flow until water clears or one minute passes, whichever is longer. Take the FLOW PRESSURE reading (pitot) off the cap gauge and record.
2. Close down Hydrant #1 and cap the open 2 1/2" port. Reopen the hydrant. Record the STATIC PRESSURE.
3. Open Hydrant #2, it should be the closest hydrant on the same main to the #1 hydrant, record the RESIDUAL PRESSURE reading on Hydrant #1. Record the FLOW PRESSURE reading from Hydrant #2 after this procedure by following the same process as listed in #1 & #2 of this SOG.
4. Close both Hydrants and make sure they are not leaking. If they are leaking, reopen it, flow the hydrant and re-close it.
5. Record all information available on the hydrants: Brand Name, Year, Barrel Size, Number of Ports, Tester, and Date Tested, and length of time the hydrant was flowed.
6. If a problem is found with the workings of the hydrant, email the hydrant number, the hydrant location and the problem to the Water Supply Officer with a "cc" made to the on-duty Battalion Chief. Be specific in the description of the problem so that the information can be relayed to the Utilities Department.

240.01.04. Alternative Water Supply

An interruption in the fixed water supply or an area of low volume can hamper a fire suppression operation. Mobile water-tanker trucks are available through the automatic-aid (joint response) agreements with surrounding agencies. If it is seen that there is a need for such apparatus, the Incident Commander should make the request through the Communications Center. This request should be made as soon as possible to minimize any response time delay.



James E. White
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