

**CORPORATION OF THE TOWN OF MARATHON
GUIDELINE**

SECTION: WORKS & OPERATIONS DEPT.	PAGE 1 OF 1
GUIDELINE: CONTINGENCY PLAN FOR THAWING A FROZEN FIRE HYDRANT	POLICY NO. <u>WO 0016</u>

PURPOSE:

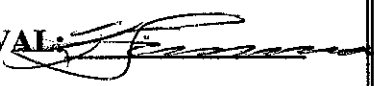
To establish a contingency plan in the event of a frozen fire hydrant.

SCOPE:

For all town employees involved in the repair of a frozen fire hydrant.

GUIDELINE:

1. Once the Works and Operations Manager or his/her designate is notified that there is the possibility of a frozen fire hydrant, he/she will notify the water distribution operator in charge of the possible problem.
2. An inspection of the hydrant site will take place with the Works & Operations Manager and the water distribution operator to assess the situation and develop a work plan. The plan shall include the size of the crew, equipment needed, notification required, needed materials, etc.
3. The work crew shall close the isolating valve to the hydrant (if there is one on that hydrant).
4. The work crew shall assemble all needed equipment and begin thawing.
5. Once thawing is complete the fire hydrant will be flushed to ensure proper operation and to rid the hydrant barrel of any ice accumulations.
6. The hydrant will then be allowed to drain and if this doesn't occur, then the hydrant barrel will be pumped dry to prevent further freezing.
7. Inspection of the hydrant for external cracks or any other damage will then take place.
8. If the fire hydrant is to be out of service for an extended period, the emergency services department must be notified by the water distribution operator.
9. All such work will be logged by the water distribution operator in the distribution log book and also recorded on the water distribution plans located on the wall in the Works & Operations Office.

NEW <input checked="" type="checkbox"/> REVISED <input type="checkbox"/>	APPROVAL: 
SUPERSEDES GUIDELINE DATED:	DATE: <u>June 27, 2003</u>