I. PURPOSE
To establish a procedure to inform the Water Treatment Plant of hydrant use and to ensure hydrants are pumped out during freezing weather. The Water Treatment Plant routinely receives discolored water complaints when hydrants are used.

II. RESPONSIBILITY
It shall be the responsibility of the incident commander and / or senior officer at a incident, training, or activity that involves hydrant use to communicate with the Water Treatment Plant as soon as possible.

III. PROCEDURE
Whenever a hydrant is used, the Water Treatment Plant shall be notified via their 24-hour hotline (734) 994-2840. Please provide the time, hydrant number, and address (nearest cross streets).

When feasible, the Water Treatment Plant has requested to be notified via their 24-hour hotline (734) 994-2840 for major fire incidents with sustained master stream operations. The Water Treatment Plant can boost system pressure.

This notification is especially critical between October 1 and April 1, so hydrant barrels can be pumped down to prevent freezing.