



LOCKOUT TAGOUT PROCEDURE

Department: Life Safety
Equipment: Electric Fire Pump
Equipment Location: Various campus locations

Purpose: This procedure establishes the minimum requirements for the lockout and tagout of energy isolating devices whenever performing maintenance or servicing an electric fire pump to protect employees from the unexpected energization or start-up of the equipment, or release of stored energy.


Special Precautions: N/A


EQUIPMENT PICTURE



ENERGY SOURCES				
Energy Source (Magnitude)	Energy Isolation Point or Control Step	Application Method and LOTO Device	Step #	Visual Reference
Electrical 480/208V	Generator control panel circuit breakers	Place in "Off" position and perform LOTO	3a	



	<p>Normal power distribution disconnect (if present) If not present, contact EDS to turn off power from transformer, if possible.</p>	<p>Place in "Off" position and perform LOTO</p>	<p>3b</p>	
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LOCKOUT TAGOUT SEQUENCE	
Step	Description
<p>1. Notify Employees</p>	<p>Notify affected employees of LOTO activity:</p> <ul style="list-style-type: none"> a. Life Safety Supervisor b. UNC Fire Marshal (depending on duration) c. Chapel Hill Fire Department (depending on duration)
<p>2. Equipment Shutdown</p>	<p>N/A (equipment's normal state is off)</p>
<p>3. Isolate Energy</p>	<ul style="list-style-type: none"> a. Operate generator circuit breakers to "Off" position b. Operate normal power distribution disconnect to "Off" position
<p>4. Lockout Energy</p>	<p>Lockout and tagout the circuit breakers and disconnect.</p>
<p>5. Dissipate Energy</p>	<p>N/A</p>
<p>6. Verify Isolation</p>	<ul style="list-style-type: none"> a. Press start button on fire pump controller. Pump should not start.  <ul style="list-style-type: none"> b. If working on electrical components, check for zero voltage with electrical meter. (Note: wear appropriate Arc Flash PPE)
<p>7. Perform work</p>	<p>The equipment is locked out. Perform work.</p>

RESTORE EQUIPMENT TO SERVICE SEQUENCE	
Step	Description
<p>8. Clear Work Area</p>	<p>To restart equipment, clear work area of personnel and tools.</p>
<p>9. Verify Controls</p>	<p>Verify that controls are in off position.</p>
<p>10. Remove Lockout</p>	<p>Remove lockout devices and reenergize circuit breakers and disconnect.</p>
<p>11. Notify Employees</p>	<p>Notify affected employees that servicing is completed.</p>