



LOCKOUT TAGOUT PROCEDURE

Department: Life Safety

Equipment: Fire Protection Electrical

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 fire protection electrical equipment to protect employees from the unexpected energization or start-up of the equipment, or release of stored energy.


Special Precautions: N/A

EQUIPMENT PICTURE




Fire Alarm Control Panel

ENERGY SOURCES

Energy Source (Magnitude)	Energy Isolation Point or Control Step	Application Method and LOTO Device	Step #	Visual Reference
Electrical 120 Volts AC	Electrical Panel	Place circuit breaker in "Off" position and perform LOTO	3a	



Electrical 12 Volts DC	Fire Alarm Panel Backup Batteries	Disconnect Battery Leads	3b	
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LOCKOUT TAGOUT SEQUENCE	
Step	Description
1. Notify Employees	Notify affected employees of LOTO activity: <ol style="list-style-type: none"> Life Safety Supervisor UNC Fire Marshal (depending on duration) Chapel Hill Fire Department (depending on duration)
2. Equipment Shutdown	N/A
3. Isolate Energy	<ol style="list-style-type: none"> Turn off circuit breaker. Disconnect backup battery leads.
4. Lockout Energy	Lockout and tagout the circuit breaker.
5. Dissipate Energy	N/A
6. Verify Isolation	Check for zero voltage to panel with electrical meter. (Note: wear appropriate Arc Flash PPE)
7. Perform work	The equipment is locked out. Perform work.

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