


Title:	Lock Out, Tag Out, Blank Out			
Section:	600 Special Operations			
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Effective Date:	January 1, 2024	Reviewed Date:		
Authorized By:	Fox River Fire District Chiefs			

A. PURPOSE

This guideline shall apply to all personnel responding to or involved in an emergency incident on or near machines or equipment. It shall be used to ensure that the machine or equipment is de-energized, isolated from all potentially hazards, and locked out before any personnel are allowed to operate on or in the equipment.

This includes:

1. Shutting off and locking out electrical power;
2. Releasing pressure in pneumatic and hydraulic systems; and
3. Effectively isolating those portions of equipment and machinery that are energy intensive.

B. SCOPE

All department members shall follow this procedure. Authority to deviate from this procedure rests with the officer in charge of the incident who will be responsible for the results of any deviations.

C. TERMS AND DEFINITIONS

Lockout-Tag out is a safety procedure which is used to ensure that dangerous machines are properly shut off and not started up again prior to the completion of any rescues. It requires that hazard sources be "isolated and rendered inoperative" before any rescue is started.

LOCK - usually locking the device or the power source in such a position that no hazardous sources can be turned on. The procedure requires that a

TAG - be affixed to the locked device indicating that it should not be turned on.

BLANK – Inserting a solid barrier across the open end of piping or duct work or between two flanges securing the barrier as to prevent leakage of material

D. GUIDELINE

1. Strategic Considerations
 - a. Perform a size up of the emergency incident.

- b. Determine what fire/rescue equipment will be needed for the incident.
- c. Assign personnel to fire/rescue roles.
- d. If possible make contact with a machine operator or knowledgeable personnel to assist.
- e. Identify all parts of any systems that need to be shut down.
- f. Determine what equipment and people will be involved.
- g. Assign an emergency responder to assist and verify that the system has been shut down and locked/tagged out.

2. Procedure

- a. Locate and identify
 - i. Identify all appropriate power sources, potential hazards, and control devices whether near or far from the site.
 - ii. Include electrical, hydraulic, pneumatic, spring energy, and gravity systems.
- b. Notify
 - i. Notify all personnel who need to know that a lockout/tag out procedure is taking place.
- c. Shut down
 - i. If possible shut down should be done by personnel familiar with the equipment and machinery.
- d. Disconnect
 - i. Once the machine or equipment is shut down you will need to disconnect or block all primary energy sources.
 - ii. Primary energy sources include electricity, steam, water, gas, compressed air, or other utilities.
 - 1. Disconnect electricity.
 - 2. Close valves.
 - 3. Block movable parts.
 - 4. Release or block spring energy.
- e. Lockout/Tag out
 - i. Once the machine is disconnected from energy sources apply the appropriate lockout tag to all electrical disconnects, machine controls, pressure lines, switches and valves.
 - ii. If unable to physically lockout a piece of equipment a dedicated guard will be assigned to ensure the equipment is not reenergized.
- f. Blank Out
 - i. Insert a solid barrier across the open end of piping or duct work or between two flanges securing the barrier as to prevent leakage of material
- g. Energy release
 - i. Energy may be stored in some machinery even when the equipment is turned off. This secondary energy includes; trapped heat, toxic/noxious fumes, freewheeling assemblies, and springs under tension. Identify the process that will safely relieve or isolate these secondary energy sources.

- h. Verify
 - i. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.
 - ii. Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.
 - iii. Once you've verified the lockout, attach a lockout/tag out device to the equipment to ensure that it cannot be started without removing the device.

- 3. Termination
 - a. Documentation
 - i. Document the equipment/machinery involved.
 - ii. Write a report on the rescue procedure.
 - iii. Document the number of patients and the severity of injuries.
 - iv. Note safety precautions that were taken during the course of the rescue.
 - v. Note personnel involved in the rescue and lockout/tag out procedure.
 - vi. Photograph incident if possible.

 - b. Preserve
 - i. Any evidence as to the cause of the incident.
 - ii. Maintain shutdown of equipment/machinery if a follow-up investigation is to occur.

 - c. Notify
 - i. All rescue personnel and affected employees that the lockout/tag out is being terminated and that the equipment is being brought back into service

 - d. Remove
 - i. Remove lockout/tag out devices when the rescue has been completed. Ideally the lockout devices should be removed by the same personnel that applied them.

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