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OPERATIONS MANUAL

STANDARD INSTRUCTION 02 SPECIAL RESPONSE GUIDELINES

SECTION 37 LOCK-OUT TAG-OUT

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I. PURPOSE

To establish guidelines and procedures for San Diego Fire-Rescue (SDFD) crews when responding to emergencies involving machinery or equipment that could injure firefighters or civilians.

II. SCOPE

This Policy shall apply to all San Diego Fire-Rescue Department (SDFD) personnel.

III. AUTHORITY

The Fire Chief authorizes the information within this Policy.

IV. POLICY

- A. The Department Lock-Out Tag-Out (LOTO) policy shall be utilized during incidents or training involving electrical or mechanical machinery or equipment. This would include all machinery or equipment that could potentially become energized, start-up, or release hazardous energy potentially injuring firefighters or civilians.
- B. A potentially dangerous situation exists anytime a firefighter or civilian places any part of their body into a point of operation. This would include an area on a machine or piece of equipment where work is performed, or into the danger zone associated with the machine's operation.
- C. Any time during a rescue or training, where a machine's source of energy is electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or any other energy source, LOTO shall be utilized. In some situations, it may be necessary to "blockout" or stabilize the equipment to prevent the unexpected movement of working parts or other sources of energy within a machine. Isolating the electrical source to a machine may only be one-step in the LOTO process. Machinery such as hydraulic equipment may still have stored energy that could endanger a firefighter or civilian.

Examples of scenarios requiring LOTO:

- a. Elevator rescues
- b. Conveyor belts
- c. Pulleys/hauling systems
- d. Escalators
- e. Pressurized lines
- f. Mechanical equipment

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- D. Incidents or training meeting the criteria for LOTO should use the following procedures:
1. Make contact with a building representative if available for technical assistance. Consider upgrading to an industrial rescue response as part of the initial report.
 2. Operate the disconnect switch, valve, circuit breaker or other energy isolating device(s) so that the equipment is isolated from its energy source. Toggle switches, push buttons and other types of control switches are not isolating devices.
 3. If applicable, dissipate and isolate all stored energy that may be found in springs, rotating parts, hydraulic systems including air, gas, steam, or water pressure. All stored energy must be dissipated or restrained by methods such as repositioning, blocking or bleeding down.
 4. During rescue operations a radio equipped firefighter should be stationed next to the energy isolating device to ensure it remains de-energized. This is referred to as firefighter based LOTO.
 5. If the firefighter stationed at the energy isolation device must leave his/her post, an approved SDFD LOTO tag shall be affixed to the isolation device (see figure 1). If a qualified technician is on scene the LOTO equipment may be used at the discretion of the fire officer or their designee.
 6. The Incident Commander (IC) should document that a tag has been placed on a particular power source by either contacting the Emergency Command and Data Center (ECDC) or adding a comment to the Mobile Data Computer (MDC) notes.
- E. SDFD will not restore power/service that was shut down as a result of a known or potential malfunction. This would include, but is not limited, to any electrical or gas utility, machine, device, airline, hydraulic line or similar that had power/service shut down.
- F. If power/service was secured for training purposes and no known or potential malfunction exists, service may be restored at the fire officer or his/her designee's discretion.

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Figure 1.