



Lockout Procedure - Fire Pump

October 2024

A. General

This Procedure establishes the minimum requirements for the lockout of energy isolating devices whenever servicing or maintenance is done on fire pumps.

It shall be used for the following reasons:

- (1) To ensure that the fire pump is stopped and isolated from the power source that enables it to operate.
- (2) To prevent the fire pump from being activated through the transfer switch due to a building related condition requiring water flow.
- (3) To assure a safe condition before employees perform servicing or maintenance on this equipment.

B. Compliance With This Program

All employees are required to comply with the restrictions and limitations imposed during the use of lockout and shall not attempt to remove locks/lockout devices or turn on breakers. Authorized employees will follow these procedures to ensure safe lockout of equipment.

Authorized Employees:

- Night Shift Employees
- Fire Shop Employees

C. Procedural Sequence To Control Hazardous Energy – Authorized Employee

- (1) Notify the following that the fire pump requires servicing/maintenance and will be shut down and locked out.

- Maintenance employees working in the area.
 - Building Liaison/point of contact
 - Night Shift Supervisor
 - Fire Shop Supervisor
 - Contractor responsible for monitoring equipment
 - Public Safety
- (2) Identify the location, type, and magnitude of the power source; understand the hazards associated with its use and the methods to control it.
- Power Source: Electrical, lead acid batteries (12 or 24 volts), single phase or three phase based on building power.
- (3) Remove the negative cable from each battery set and lockout, and turn battery isolation switch to off and apply lock on lockout device to prevent power from being turned on.
- (4) At the fire pump control panel turn the disconnect lever/dial to the off setting.
- (5) Verify that the fire pump is safely locked out by:
- Diesel – negative cables are disconnected and locked out.
 - Electrical – check the indicators within the transfer case to see that all power to the motor has been removed.
 - Control Panel – power to the panel has been shut off.
 - For entire system shut down work with electrical shot to verify power shut down.
- (6) The fire pump is now considered locked out and service/maintenance can be completed as needed.

D. Restoring Equipment To Service – Authorized Employee

After completing the necessary servicing/maintenance the fire pump is to be returned to the normal operational condition, authorized employees will:

- (1) Check the area around the fire pump to ensure that nonessential items have been removed and that the fire pump is operationally intact.
- (2) Check that all employees have been safely positioned or removed from the area.

- (3) Verify that all controls are in the off position.
- (4) Remove the lock and lockout device, if used, from the battery cables or remove lock from the battery isolation switch and attach the negative terminals to each battery.
- (5) Notify those in section C (1) that the service/maintenance has been completed and a system test will be conducted (if possible) by normal operating procedures.
- (6) Verify that the fire pump is working properly and then shut down the fire pump.
- (7) Notify the individuals listed in section C (1) that the test run has been completed and the equipment is in an operational condition.

Reviewed by Facilities & RMS.