



POLICY MANUAL

Emergency Operations Policy

Lock-out, Tag-out Policy

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Book Chapter Subject

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11.0 Purpose: Establish Guidelines to Lock-out Gas, Electrical or Other Hazard-Producing Devices During Emergency Operations.

11.1 Scope: All Fire Department Personnel.

11.2 **POLICY**

Fire Department Personnel may lock-out or tag-out any electrical or gas meter during or after any emergency to maintain a safe work environment for Clovis Fire/EMS Personnel.

Each Clovis Fire Department apparatus has the tag-out lock-out pouch containing two keys, one lock, one lock-out HASP, five nylon cable ties, five do-not-operate tags and one grease pencil.

11.3 **LOCATION**

The lock-out tag-out pouch shall be stored with the tool roll on each apparatus. Each lock and HASP shall be identified by the apparatus it is assigned to.

11.4 **USE**

The HASP should be used when locking out gas or electrical meters to facilitate use of additional locks.

After the lock has been used, the key will be kept by the responsible Company Officer or Incident Commander.

The Safety Officer should also lock out gas/electric meters to assure the hazard has been secured.

11.5 **OTHER USES**

The tag-out lock may be used to replace a lock or re-lock any chain cut by Clovis Fire/EMS Personnel due to fire/entry emergencies. The lock will be retrieved during the next business day.