POLICY FOR TAG-OUT FOR FIRE ALARM DEVICES

Purpose: To establish a uniform policy for the proper tag-out of fire alarm devices. NOTE: This policy must be followed by all persons whose work required the deactivation of any portion of the Vanderbilt University Medical Center fire alarm system.

Policy: Whenever work on the fire alarm system, due to maintenance or repair, within Vanderbilt University Medical Center requires the deactivation or modification of fire alarm system hardware disconnecting loops, devices, etc., that hardware shall be properly tagged out. Tagging shall be accomplished using the "RFDP" tags designed specifically for this purpose. A copy of the "RFDP" tag is attached.

Procedure: Whenever any individual is performing a maintenance or repair operation on the Vanderbilt Medical Center Fire Alarm System, that individual shall be responsible for properly filling out the "Restore Fire Devices Promptly" ("RFDP") tag. Use of the "RFDP" tag shall be as follows:

1. All items on the "shut off tag" portion of the "RFPD" shall be checked after proper completion, all information shall be filled in on the reverse side of the tag before attaching to the disabled device.
2. All items on the "office reminder" portion of the "RFDP" shall be checked or filled out as required during the outage.
3. The "office reminder" portion of the "RFDP" shall be kept in a prominent location in the SER Shop and shall be reviewed by the SER Shop Foreman each day in order to insure all disabled devices are enabled at the appropriate time.
4. Policies 41 and 42 shall be followed as applicable.
5. When the tagged device has been re-enabled and tested for proper operation, the "after impairment" portion of the "office reminder" tag shall be completed and the card shall be signed by the technician enabling the device. The two
portions of the tag shall be filed together for a period of 3 years.

Responsibility: It is the responsibility of all staff (Vanderbilt or Contractor) to insure these practices are strictly adhered to. The Vanderbilt University Medical Center SER Shop and qualified Plant Services management are the only persons authorized to disable/enable any Medical Center fire alarm system devices.

References: None