Red Tag Permit Procedure
Fire Suppression System and Fire Detection System Shutdown
Washington University – Danforth, West, South and North Campuses

Purpose

The purpose of the Red Tag Permit Procedure is to manage fire protection system impairments in the event a system must be taken out of service. The procedure is also used as a method for retaining records and for informing Campus Police, appropriate Fire Departments and FM-Global of impairments. These systems include, but are not limited to, fire mains, fire hydrants, sprinklers systems, valves, and fire alarm systems.

Responsibilities

It is the responsibility of the Facilities Department to ensure that a Red Tag permit program be in place and that permits are issued for associated system impairments.

Planned Impairment Procedures

1. Identify what systems are going to be out of service.
2. Check to see if any of these systems can be back fed or kept in service using temporary measures.
3. Request and schedule the outage.
4. Have an Outage Notice sent out at least 24 hours before the impairment starts.
5. Have all repair parts and tools ready prior to the outage.
6. Obtain a Red Tag Permit from the appropriate Zone or Project manager. Both the worker/contractor and either the Zone or Project manager will complete Part 1 of the Red Tag Permit. Part 2 is to be placed in the center pocket of the Red Tag Permit Wall Kit as a visual reminder of the impairment. Part 3 is to be placed on the valve/equipment that is to be impaired.
7. Call Campus Police, appropriate Fire Department, and FM-Global and notify them of the systems that are to be impaired.
8. Shut down the equipment or system.
9. Once the work has been completed and checked, put the system back in service, remove and complete Part 2 and Part 3 of the Red Tag Permit.
10. Notify Campus Police, appropriate Fire Department, and FM-Global that all systems are back in service.
11. Disconnect and remove all back feeds.
12. Turn in Part 3 of the Red Tag Permit to the appropriate Zone or Project manager.
13. If the job requires hot work, a Hot Work Permit will also need to be issued.
Emergency Impairment Procedures (after normal business hours and weekends)

1. Call and mobilize workers/contractors.
2. Identify what systems are going to be out of service.
3. Send out an emergency page.
4. Obtain a Red Tag Permit from the Night Mechanic. Both the worker/contractor and the Night Mechanic will complete Part 1 of the Red Tag Permit. Part 2 is to be placed in the center pocket of the Red Tag Permit Wall Kit as a visual reminder of the impairment. Part 3 is to be placed on the valve/equipment that is to be impaired.
5. Check to see if any of these systems can be back fed or kept in service using temporary measures.
6. Shut down the equipment or system.
7. Notify Campus Police, appropriate Fire Department, and FM-Global and notify them of the systems that are impaired.
8. Once the work has been completed and checked, put the system back in service, remove and complete Part 2 and Part 3 of the Red Tag Permit.
9. Notify Campus Police, appropriate Fire Department, and FM Global that all the systems are back in service.
10. Disconnect and remove all back feeds.
11. Turn in Part 3 of the Red Tag Permit to the appropriate Zone or Project manager.
12. If the job requires hot work, a Hot Work Permit will also need to be issued.

Emergency phone numbers

Campus Police
(314) 935-5555

Environmental Health & Safety (EH&S)
(314) 362-6816

North, South, West Campus Emergencies
911

FM-Global
(314) 453-9660

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