

MSU Red Tag Procedures

Purpose:

The Red Tag Permit System provides a clear understanding of the process to manage sprinkler system impairments and fire alarms in the event that the sprinkler system or fire protection system must be taken out of service. This process was developed by FM Global and is used as a method to monitor and retain records of impairments and inform FM Global when impairments occur.

For the purpose of this policy Impairment is defined as: to change or restrict a building Fire Protection System from its normal mode of operation (auto). If performing hot work, you must also fill out the [hot work permit](#) and follow the [hot work procedures](#).

When Planning Impairment:

Before initiating the permit, follow these steps:

1. When possible plan to do the work when the facility is not operating.
2. Schedule to shut down hazardous processes, if possible.
3. Plan to use temporary protections during impairment such as extra fire extinguishers, temporary sprinkler protection or charged hose lines.
4. Preparations should include having parts on hand and personnel available before attempting impairment.
5. Acquire a Red Tag Permit from The Office of Environmental Health & Safety in advance of impairment.
6. The Red Tag Permit will designate location of the facility and reason for impairment. It must be authorized by an employee of the Office of Environmental Health & Safety (Director or Fire Technician) Signature.
7. EHS will notify key individuals on the Red Tag email list including the MSU Police Department, various MSU staff that need to know of the impairment, the Morehead Fire Department & FM Global of the impairment work and the estimated time to repair the fire protection system.

During the Impairment:

1. The Red Tag Permit should be hung in plain view, preferably in the sprinkler control area.
2. Project manager and/or team leader should have personnel stand by and available to restore the sprinkler system in case of a fire. A "FIREWATCH" should be conducted when needed. (see [fire watch plan](#) and [fire watch log](#))
3. Upon completion of repairs, place fire protection system back into normal operating mode (auto).
4. Immediately return Red Tag Permit to the Office of Environmental Health & Safety and inform them the system is back in full operation. EHS will contact everyone on the Red Tag email list that the maintenance tasks are complete and the system is back up in full operational status.

Emergency Impairments:

If an emergency impairment occurs, staff should stabilize the situation and initiate the following:

1. Shut down hazardous processes.
2. Prohibit all hot work, including cutting and welding.
3. Assign personnel to "fire watch" where fire protection is out of service. See fire watch procedures.
4. Notify the Office of Environmental Health & Safety for emergency Red Tag Permit.
5. The Supervisor in charge of the incident will notify EHS of the impairment work and estimated time to repair the fire protection system. If hot work (welding) is essential to complete emergency impairment, FM Global should be advised.

After the Impairment:

As soon as impairment work has been completed:

1. Promptly restore fire protection equipment to automatic service.
2. If sprinkler protection was impaired, conduct a 2-inch drain test at the sprinkler riser.
3. Lock sprinkler control valves in the wide-open position.
4. Immediately return Red Tag Permit to the Office of Environmental Health & Safety and inform them the system is back in full operation. EHS will contact everyone on the Red Tag email list with status of repairs or that the maintenance tasks are complete and the system is back up in full operational status.

Important Phone Numbers**MSU Office of Environmental Health & Safety:**

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**Holly Niehoff, Director, EHS, Risk Management & Insurance: (606) 783-2179; (606) 207-9425
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Morehead State Police Department: (606) 783-2035 or 911 for emergencies

Office of Facilities Management (606) 783-2066

Morehead Fire Department: (606) 783-1138

Kentucky Fire Marshal: 502-573-0382

City of Morehead Police Department: (606) 784-7511

FM Global: (888) 216-9323

