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## Emergency Shutdown Procedures

This shall be used as a basic guideline during emergency situations that require the immediate shutdown of certain aspects of the \_\_\_\_\_ (*facility name*) operation. Deactivation of equipment within the facility may be required during a natural disaster (tornado, severe weather, earthquake, etc.), civil disturbance, terrorism attack, accidental event (power outage, power spike, over-pressurization, gas leak, etc.) or other circumstances that may require the immediate and safe shutdown of equipment.

Each aspect of the operation requires specific and unique steps to be initiated to safely and efficiently shut down equipment. These guidelines describe the basic steps that must be taken to perform an emergency shutdown of the following mechanical items:

- Electric
- Natural Gas
- Water
- Heating, Ventilating and Air Conditioning (HVAC) Equipment
- Boilers
- Computer Equipment

**NOTE:** The guidelines described shall only be utilized at the direction of the person in charge of the facility at the time of an emergency. These guidelines are not intended for routine or non-emergency situations and shall only be utilized under the safest possible conditions.

**DO NOT** take any unnecessary risks when shutting down mechanical equipment.

**DO NOT** subject yourself to a hazardous environment (smoke, gas, electrical voltage, etc.).

**DO NOT** stand in water or any liquid when shutting down mechanical equipment.