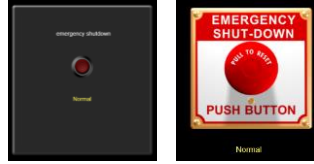


# Automated Logic WebCTRL BAS Users Emergency Shutdown Guide



HVAC Emergency Shut Down Control

For emergency purposes your building is equipped with an Emergency Shutdown Control. This emergency control is provided to be used in the event of a shelter in place situation requiring you to shut off the buildings AC and ventilation systems. Examples of these situation would be a Chemical or hazardous materials spill near your building, or smoke from and area outside of your building. These are only examples and are not all inclusive of situations that may require the activation of this emergency control.

For WebCTRL system users your building is equipped with physical push – pull button.

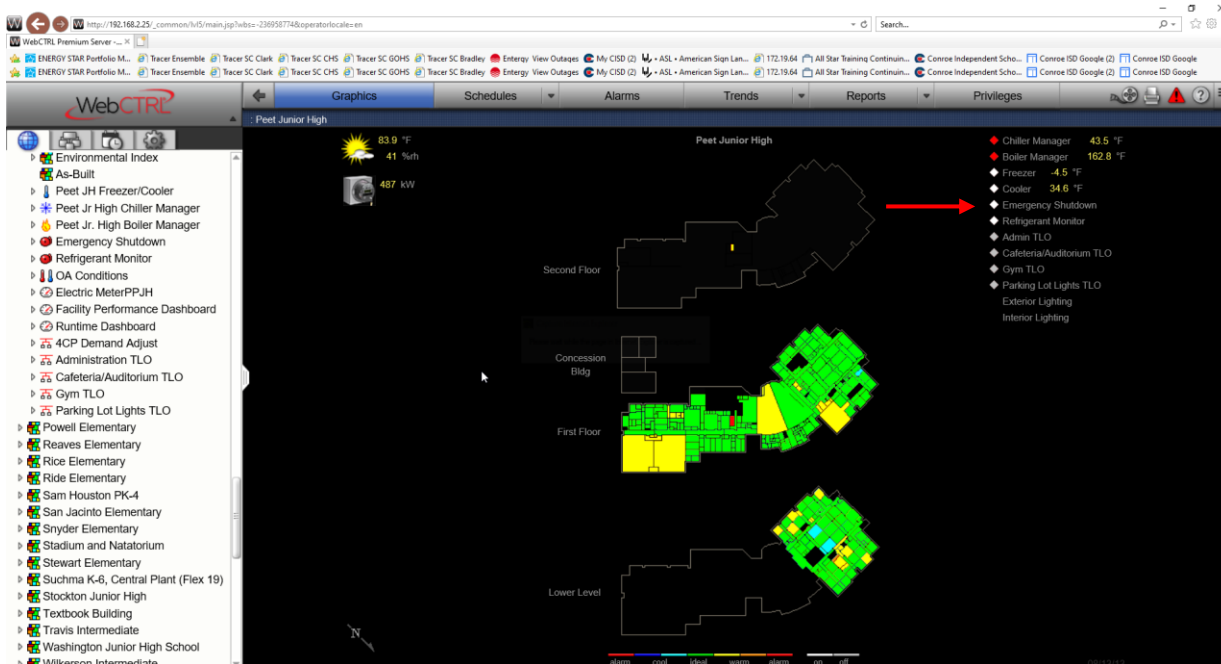
The following instructions will assist you in activating this device. If an emergency situation arises that you would need to use this control, first follow all of your Campus Emergency Action Plan and then follow the instructions below.



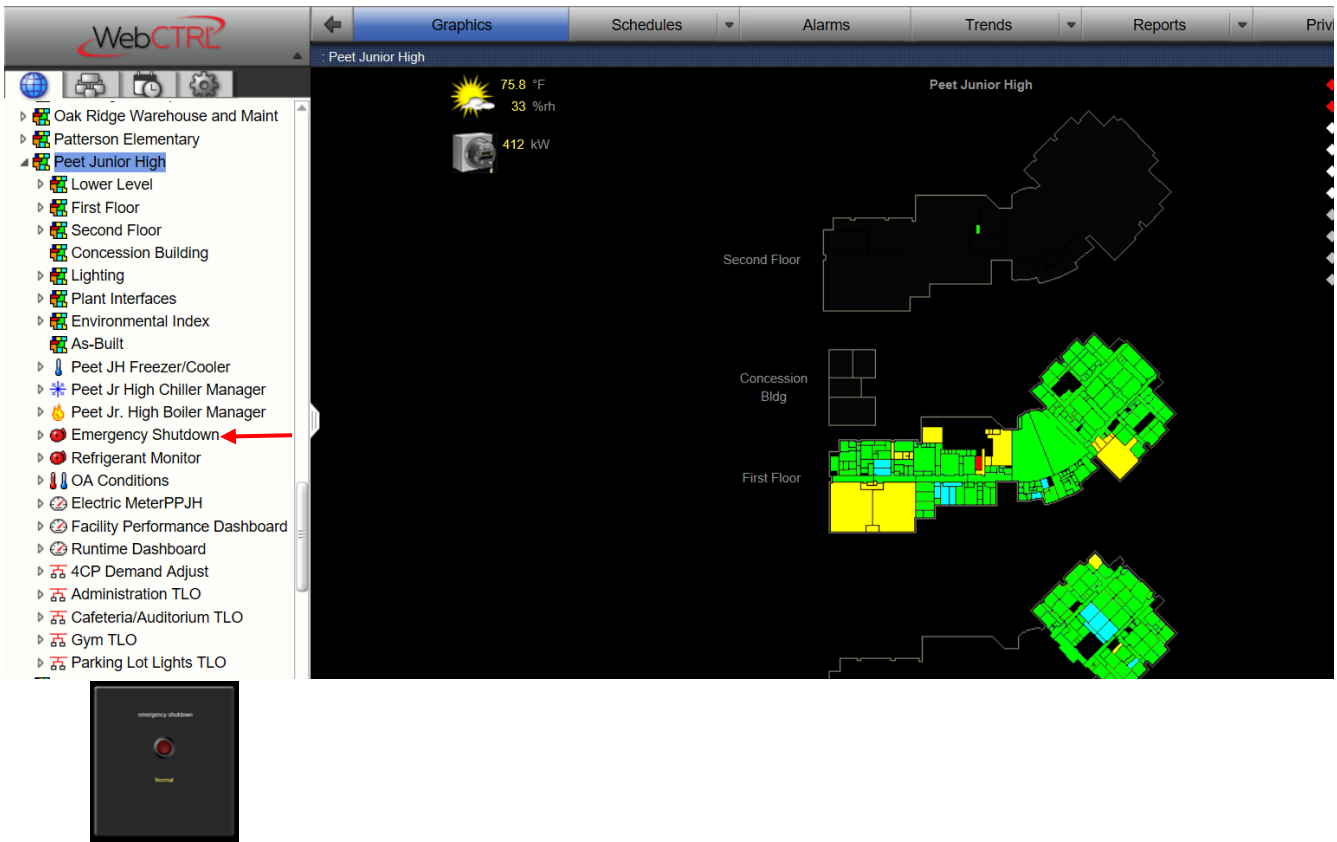
For WebCTRL system users your building is equipped with a physical push – pull button. **PUSH to activate**

This control button will be located in the Front Office area or the Principals Office. It is recommended that you familiarize yourself and your emergency response staff with this location. These buttons may be enclosed in a protective cover similar to a fire alarm or may be a type that requires a key to activate. Be sure these keys are kept in a secure location for quick retrieval in an emergency.

To activate this device you will push the button IN to activate. This will shut down all Heating, Ventilation, and Air Conditioning (HVAC) Equipment in your building. You will be able monitor the status of this device through your Building Automation System Computer interface graphics screen. You will see it on the main screen  
White = Normal, Red = Active



You can also open it and view its status by clicking the icon on the system tree menu.



To deactivate this control pull the button out (this may require a key in some buildings) and then monitor its status in the same way. The HVAC equipment will then restart and run on its scheduled times.



If you need assistance activating or deactivating your emergency shutdown control please contact the CISD Maintenance Energy Management Department and we will gladly assist you. CISD Maintenance 936-709-8750

Roger Garvey  
CISD Energy Manager.