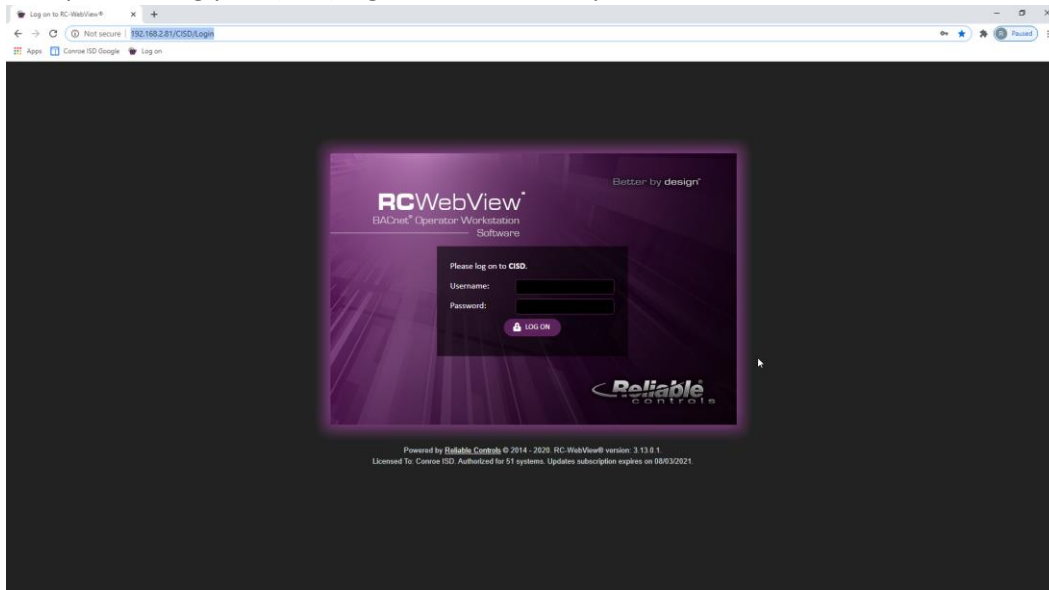


Reliable Controls RC RCWebView BAS Users Emergency Shutdown Guide

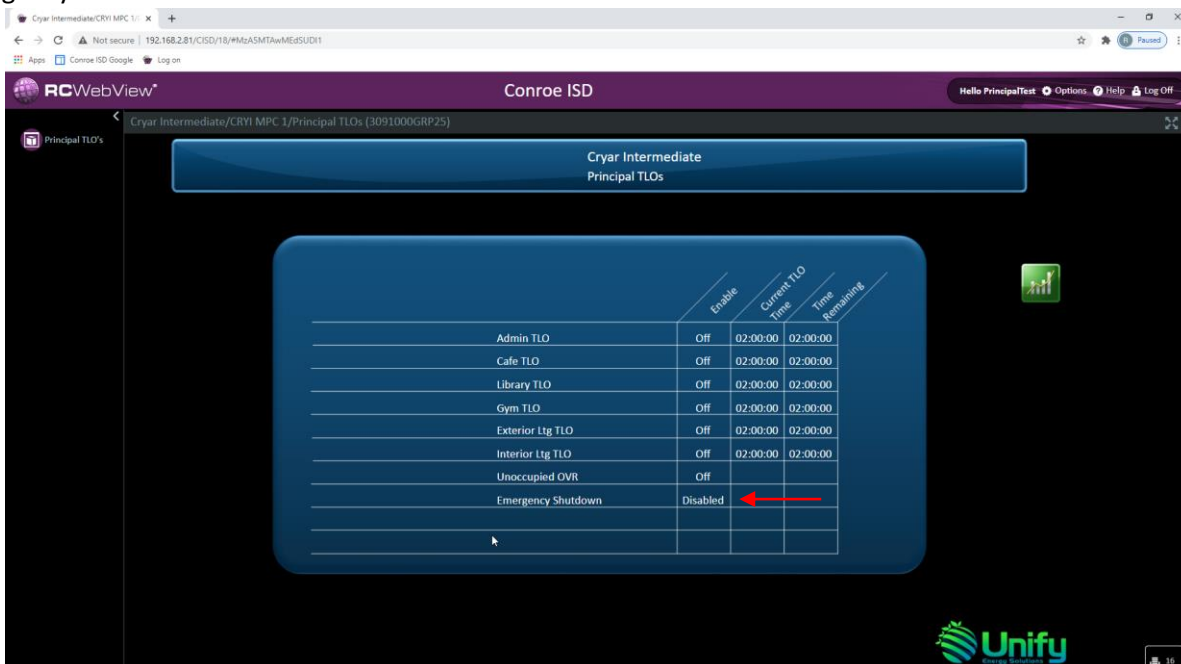
For emergency purposes your building is equipped with an Emergency Shutdown Control. This emergency control is provided to be used in the event of a shelter in place situation requiring you to shut off the buildings AC and ventilation systems. Examples of these situation would be a Chemical or hazardous 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. 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.

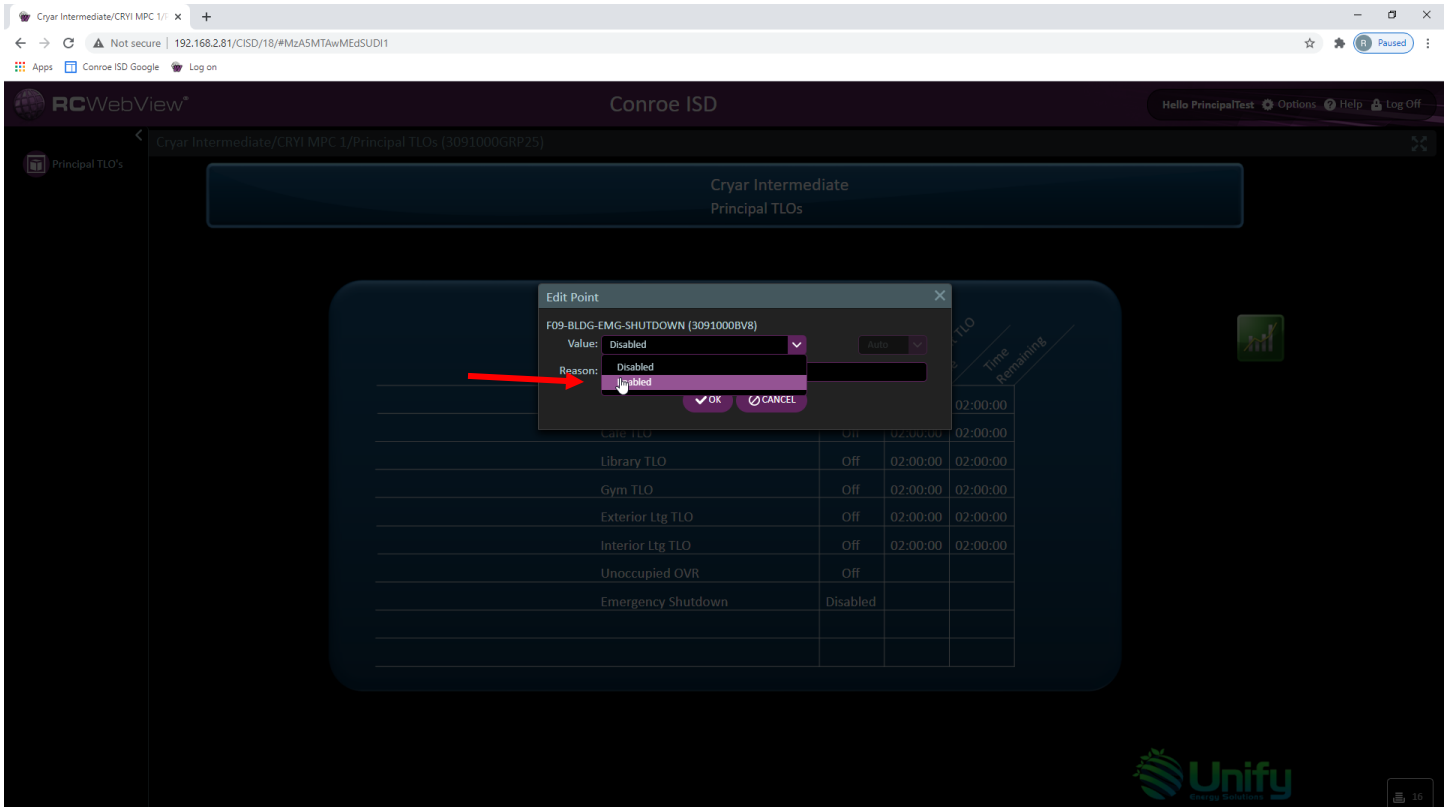
For RCWebView system users your building is equipped with a computer activated Emergency Shutdown Button. This control is accessed via the BAS computer interface on the principal's computer. To activate you will need to log into the RCWebview System using your (TLO) login user name and password.



Once you have successfully logged into the TLO page you would activate by clicking on the **Enable** box beside the Emergency Shutdown.



This will open up an activation dialog box. You will then select **Enabled**, enter information into the Reason line and click OK this will activate the emergency shutdown. To deactivate you would follow the above procedure and select Disabled.



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.