# Shelter-in-Place: Action Items and Feature Instructions

The **Shelter-in-Place** feature enables customers to turn HVAC systems off or restrict outside ventilation in emergency situations where chemical, biological or radiological contaminants may be released into the environment in such a quantity or proximity to a place that it is safer to remain indoors.

## Preparing for a Shelter-in-Place Event

Since an event is unpredictable, it is best to perform a routine maintenance to check that all of your building's HVAC equipment is functioning properly. Listed below are action items prior to a Shelter-in-Place event that must be addressed.

1. Have a specific building plan outlining actions to take during a shelter-in-place event.
2. Identify the individual(s) who know how the building's HVAC systems work and have protocol for shutting down those systems to prevent hazardous outside air from entering the building.
3. Check that all HVAC equipment (i.e., dampers, actuators, compressors, heat pumps, etc.) are functioning as they should. Mechanical failures are the number one reason that prevent your HVAC system from performing as expected during a Shelter-in-Place event.
4. Verify that all of your Pelican devices are working properly and controlling the mechanical equipment, including HVAC units that have a Pelican Wireless Pearl Economizer and a third-party actuator for damper control.
5. Perform a Shelter-in-Place practice drill to prepare for a real Shelter-in-Place event.

If you have HVAC units not controlled by Pelican, address these units independent of the Pelican system by manually turning these units off and closing outside dampers.

## How to Use the Pelican Shelter-in-Place Features

Pelican has integrated a Shelter-in-Place feature in the Pelican Web App that enables our customers to either turn outside ventilation off, or to shut down the HVAC system entirely in case of an emergency. Read carefully the two options to determine when and how to use these features.

1. **Set All Thermostats to OFF:** This option will turn off all HVAC systems and disable all schedules during the event.
2. **Prevent Outside Ventilation:** This option prevents poor quality outside air from entering the building. Economizer dampers will remain fully closed disabling damper minimum positions and demand ventilation and economizer functionality.

If you have rooftop units with a static open intake, Option 1 is a better choice to prevent hazardous air from being circulated throughout the building.

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# TECHNICAL BRIEF

**Implement Shelter-in-Place via the Pelican Web App**

**Option 1: Set All Thermostats to OFF**

1. Navigate to the Shelter-in-Place option by selecting **Admin** > **Shelter-in-Place.**

2. Select **Set all Thermostats to Off**.
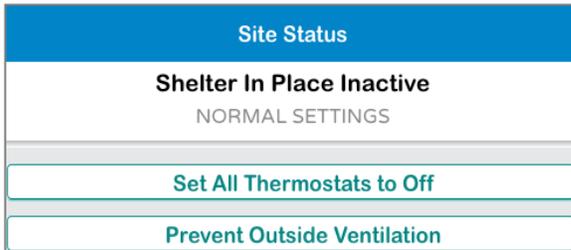


3. Select **Confirm**.
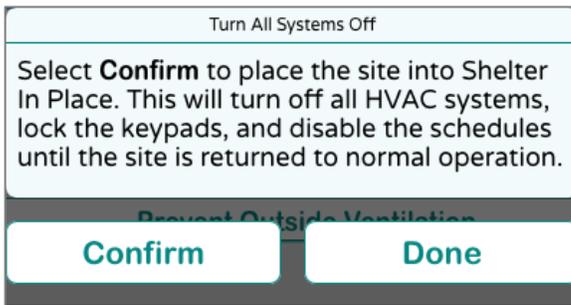


4. Shelter-in-Place is now **Active**.
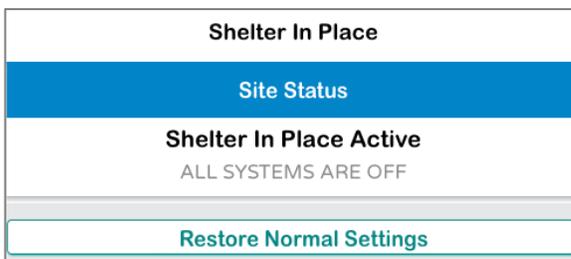
**Option 2: Prevent Outside Air Ventilation**

1. Navigate to the Shelter-in-Place option by selecting **Admin** > **Shelter-in-Place.**

2. Select **Prevent Outside Ventilation**.

   | Site Status |
   |---|
   | **Shelter In Place Inactive** |
   | NORMAL SETTINGS |
   | Set All Thermostats to Off |
   | Prevent Outside Ventilation |
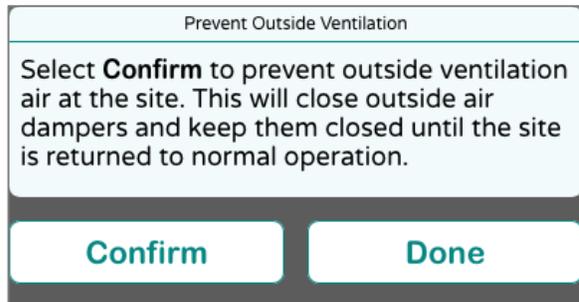
3. Select **Confirm**.

   Prevent Outside Ventilation

   Select **Confirm** to prevent outside ventilation air at the site. This will close outside air dampers and keep them closed until the site is returned to normal operation.

   Confirm | Done

4. Prevent Outside Ventilation is **Active**.
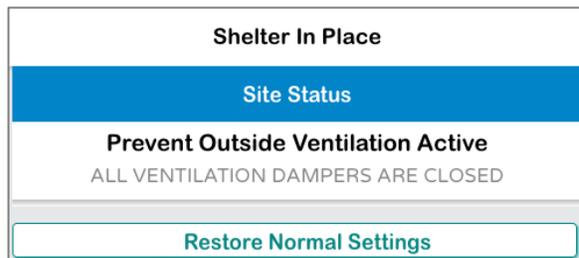
   | Shelter In Place |
   |---|
   | Site Status |
   | **Prevent Outside Ventilation Active** |
   | ALL VENTILATION DAMPERS ARE CLOSED |
   | Restore Normal Settings |

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## TECHNICAL BRIEF

### Confirm Status of Shelter-in-Place and Outside Ventilation

- When Shelter-in-Place is active, the **System is turned Off**, the **Outside Ventilation is set to Off,** the **Front Keypad is Locked**, and **Schedule is set to Off**. Confirm that Shelter-in-Place is functioning properly by navigating to the main menu and you will see confirmation of the feature status.


Shelter In Place Active

- When Outside Ventilation is active, the **Outside Ventilation is set to Off.** This option will keep the HVAC system running, but will restrict outside air from entering the building when using a Pelican PEARL economizer. Navigate back to the main menu and you will see confirmation of the feature status.


Prevent Outside Ventilation Active

- Shelter-in-Place mode, when active, can be identified from your MySites. A Shelter-in-Place icon can be located on the site button.


pelican — shelter in place | devices connected | alarm notification

### Restore Site to Normal Settings

1. Navigate to the Shelter-in-Place option by selecting **Admin** > **Shelter-in-Place.**

2. Select **Return to Normal Settings** to return to original settings and schedules for both **Shelter-in-Place** and **Prevent Outside Ventilation**.

3. Select **Confirm**.


Restore Normal Settings
Select **Confirm** to return the site to normal operation.
Confirm | Done

4. Restoring the Pelican Web App may take a few minutes for all Pelican devices to restore to their original state. Once this process in complete, this button will be removed from your Pelican Web App main menu.


Restoring Normal Settings