

EMERGENCY SHUTDOWN PROCEDURE

Version 1.4 January 5, 2025

Important Disclaimer: This document does not apply to pool heaters. This procedure is intended for emergency use only when professional service is not possible. **University Pool Services cannot guarantee this will work and does not assume any liability for possible damage as a result.**

Note: Must start shutdown procedure immediately upon losing electrical power and complete procedure as fast as possible but not longer than 20 minutes after power loss.

Suggestions:

1. Read and review this before you need it so you can ask your pool technicians questions before it's emergency-time
Important: Check with your pool technician to make sure these instructions are suitable for your equipment (equipment and procedures may vary)
2. Have tools ready to go (especially suitable pliers for all knobs)
3. Have a flashlight in case it's dark
4. Dress warm with gloves

Steps - in the Event Your Home/Pool Loses Electrical Power in Freezing Weather

1. **Turn off electrical power at pool equipment Cutoff Switch** (might look like a light switch, possibly with a cover over it, either on or in an outside electrical box somewhere near pool equipment)
 - a. this must be done even though the power to your home/pool is already off (this is to prevent the power from cycling back on in the event of intermittent power, or in the event of power restoral)
2. **Unscrew and remove two knobs on side/bottom of tan Main Pump**



- a. Might need a pliers but be careful not to break knob or strip threads
- b. Water will seep out (it's ok/good)

- 3. Turn collar knob (with PSI gauge above it) on top of Filter until fully open**



- a. Will release air when power is off (it would release water if power was on)
- 4. Loosen, and if possible, remove big black plastic knob at bottom of Filter**



- a. Might need a pliers but be careful not to break knob or strip threads
 - b. Water will seep out – maybe a lot of water (it's ok/good)
- 5. Unscrew and remove knob on front of black Polaris Booster Pump**



- a. Might need a pliers but be careful not to break knob or strip threads
 - b. Water will seep out (it's ok/good)
- 6. Keep all knobs (two from Main Pump, one from Filter, and one from Polaris Booster Pump) in safe place for pool technician to restore service**
- 7. Call your pool technician to restore service**