

SAFE HARBOR

Safe Harbor Tent Operation



Overview: The tent in the parking lot is really simple to operate. There is a large heater and a string of lights. The tent will be used from 6p - 10p and 6a - Noon. It will need to be heated up at (5:30p), and it will need to be shut down at 10p. You will remain at the Operations Desk and the tent will be staffed by evening hosts.

Daily Tent Inspection: Walk the tent and be sure every strap is securely fastened and all the sides are weighed down properly. We are shielded from wind, but if it is really blowing, please consider closing the tent from use.

Snow Removal - The tent is not designed to carry a snow load. We have a snow rake on the side of the tent to clear snow... Be gentle when you rake. We suggest that you watch this short video. <https://www.youtube.com/watch?v=rFe6tON7K2w>

Heat: Turn On

The heat must be turned on at the unit behind the tent. Please Watch this Video <https://youtu.be/DWZDuXn6wqc> for complete instructions.

Five Steps to Turn On Heat

1. Turn on Propane at the Furnace. Turn the yellow handle from OFF to ON



2. Turn the knob from “OFF” to “BLOWER”

3. Count to 10, then turn the knob from “Blower” to “Burner”.
4. Soon after (20 seconds) you will hear a Click and the unit will start heating. Please look for flame in the yellow grate on the side. This means the unit is working properly.

5. If you do not see Flame, repeat the “Blower” to “Burner” step.
Heat: Turn Off

The heat must be turned on at the unit behind the tent. Please Watch this Video <https://youtu.be/DWZDuXn6wqc> for complete instructions.

Three Steps to Turn Off Heat

1. Turn Switch from “Burner” to “Blower”
COUNT TO 15 or the pilot will freeze.
2. After 15 seconds, Turn the Switch from
“Blower” to “OFF”

3. Turn the propane from “On to “Off” (Yellow Handle)



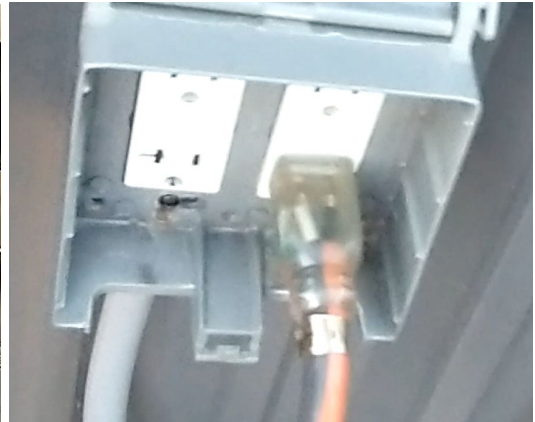
Heat: Emergency Shut Off

In case of an emergency, shut off the unit. There are two fire extinguishers in the tent. If you do not feel safe, call 9-1-1. The Video <https://youtu.be/DWZDuXn6wqc>

1. Open the round lid, and close the valve on the large white tank.



2. Go to the Power Source (by the A/C Unit) and Unplug the cord.

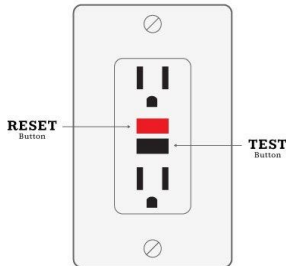


3. Check for debris at the flame source area, and clear it. Be careful the unit may be HOT! The key is to get the heat back up and running.

4. You can always call Susan or Mike (in the Facilitator Book) if you have questions.

Lights and Other Power

The lights and other power items should operate automatically with a timer. Never unplug the power. They go on at 5p and turn off overnight, resuming at 6a - 12:30p for the Day Shelter. The power is located inside the Shed by the Red door.



If the circuit pops, you may need to reset the outlet. Please press the “Reset” button and you should be fine. There are other GFI’s on Red power cords inside the tent. Be sure to also check these.



Tent Health

Please look for flapping of tent walls. We are working to secure them, but excessive winds (50 mph+) may cause a rope to break or something to come loose. Please let Susan know if this happens.