

## Commercial Cold Room Emergency Response Template

A printable emergency action plan your team can follow immediately during refrigeration plant or power failures.

### 1. INCIDENT LOGGING & INITIAL DIAGNOSTICS

To be filled out immediately by the duty manager or site technician upon discovering a temperature alert:

<b>Facility Location / Asset ID</b>	<i>e.g., Cold Room No. 2</i>	<b>Date &amp; Time Identified</b>	___ / ___ / 2026 — ___ : ___
<b>Initial Temperature Readout</b>	_____ °C	<b>Controller Status / Error Codes</b>	<i>e.g., E1 / Dixell Alarm / Blank</i>
<b>Logged By (Name/Role)</b>	_____		

### 2. MANDATORY TRIAGE ACTION PROTOCOL

STEP	MANDATORY OPERATIONAL RESPONSE TASK	SIGN-OFF / TIME DONE
01	<b>Enforce Complete Thermal Lockout</b> Immediately seal all doors. Do not open for visual stock inspection until backup storage paths are confirmed.	<input type="checkbox"/> Completed at: _____
02	<b>Verify Plant Main Power Isolator</b> Check the local distribution board breaker for the condensing unit and evaporator. Reset once if tripped.	<input type="checkbox"/> Completed at: _____
03	<b>Assess Evaporator Coil Box Condition</b> Perform a brief check through view-ports: Are fans spinning? Is there heavy structural ice block formation?	<input type="checkbox"/> Completed at: _____
04	<b>Initiate Stock Priority Transfer Plan</b> If plant cannot be recovered within 60 minutes, prepare to shift Level 1 Critical Assets to alternative units.	<input type="checkbox"/> Completed at: _____

### 3. ESCALATION & TECHNICAL DISPATCH CONTACTS

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#### **ENGINEERING & EMERGENCY SUPPORT DISPATCH**

If basic diagnostics do not restore operation, escalate instantly to the primary refrigeration service provider.

**Primary HVACR Support:**

**Cold Room Plus Ltd**

**Emergency 24/7 Telephone:**

**+44 7445 699 925**

**Service SLA Window:**

Priority Commercial Account Breakdown Emergency Response

**Internal Site Escalation:**

Operations Director / Facility Lead \_\_\_\_\_

**Recommendation:** Print this sheet out, slide it into a high-visibility terminal card protector, and clip it directly onto or adjacent to the primary Cold Room controller panel framework.