

EMERGENCY COLD ROOM BREAKDOWN CHECKLIST

A one-page overnight emergency guide your staff can follow step by step during refrigeration failures.

1. URGENT ACTION PLAN (STEP-BY-STEP SEQUENCE)

- Step 1: Terminate All Cold Room Traffic Immediately**
Seal all structural doors completely. Affix an emergency warning notice to the door handle. Do not enter for arbitrary checks; retaining localized thermal pressure buys up to 4–6 residual insulation hours.

- Step 2: Document Real-Time Panel Diagnostics**
Locate the external digital thermostat controller (e.g., Dixell, Carel, Eliwell). Read and transcribe the exact temperature display along with flashing warning signs or alphanumeric failure logs (e.g., "HA", "LA", "E1").

- Step 3: Conduct External Power Circuit Validation**
Inspect the primary HVAC distribution panel board safely. Verify if the circuit breaker toggles corresponding to the condenser plant or evaporator fans have dropped out. Reset once only; if it trips instantly again, leave off.

- Step 4: Execute Asset Protection & Containment Hierarchy**
Identify high-value, fast-spoilage stock segments (e.g., raw proteins, fresh vaccines/pharmaceuticals). Prepare localized backup holding boxes, dry ice reserves, or coordinate immediate transfers to standard secondary chillers.

2. IMMEDIATE INCIDENT FIELD LOG

Cold Room ID / Area:	_____	Current Room Temp:	_____ °C
Failure Discovered At:	____ : ____ (AM/PM)	Duty Officer Signature:	_____

3. OVERNIGHT ESCALATION & DISPATCH ROUTING

URGENT TECHNICAL ENGINEERING ESCALATION

If execution of basic electrical inspections fails to immediately re-engage the compressor plant, contact dispatch coordinates below for rapid priority routing of structural HVACR field engineers.

Primary Emergency Support Vendor:
Cold Room Plus HVACR Sector Division
SLA Type: 24/7 Overnight Critical Support Line

CALL DISPATCH CENTRALLY
+44 7445 699 925

Instruction: Laminate this operational brief and mount it securely adjacent to the plant's primary power isolator box.