

# Commercial HVAC Emergency Plan Checklist

Helping your building prepare for the unexpected is a strategic and necessary process for any facilities manager. It is easy to understand the importance of having a contingency plan ready to help manage the consequences of a major or even catastrophic HVAC outage.

Trane Rental Services has put together this checklist to help you understand the requirements of a commercial HVAC contingency plan. Developing a plan can help manage operational interruptions or systems failures caused by power outage, fire, technology failure, weather or other emergency.



## General Facility Information

- Document all current equipment in use, ranging from critical HVAC system information to component details
- Identify potential sources of failure
- Calculate the probability of failure for each source
- Highlight any HVAC equipment required to maintain critical areas of your facility
- Confirm whether your contingency plan is subject to any industry regulations or compliance requirements



## Emergency Response Team

- List members of the emergency response team including contact information
- Identify who has in-depth expertise and experience with the details of the facility's HVAC systems and the available alternatives
- Outline responsibilities of emergency response team members



### Emergency Procedures

- Determine the best location and logistics for temporary HVAC equipment
- Document electrical and water connection points
- Match specific temporary equipment and all required connection components needed to support critical areas
- Assign roles to each piece of temporary HVAC equipment
- Determine your facility's required response timeframe and budget
- Assign management of temporary HVAC solutions



### Ongoing Implementation

- Review and update your emergency plan regularly
- Train and retrain team members, especially new hires
- Conduct emergency response drills on a regular basis

Ready to get started creating an HVAC emergency plan for your facility? Schedule a free contingency planning session with a Trane commercial HVAC expert to discuss your emergency planning needs.

**To start building your emergency contingency plan, contact a Trane Rental Services Specialist at 1.800.755.5115.**