**Refrigerator Malfunction Instructions**

1. Silence the alarm
2. Read and record the temperature of the continuous recording device and the internal thermometer
3. Check the temperature of a donor unit close to the top front of the refrigerator. See QCA.009– Temperature Check of Blood and Blood Components
4. If the temperature of the donor unit is between 1 – 10° C:

* Determine the cause of the alarm: door ajar, or a refrigerator malfunction
* If the door was ajar, proceed to step 4. If the refrigerator malfunctioned proceed to step 5.

1. If the temperature of the donor unit is colder than 1° C or warmer than 10° C:

* Discard the donor units stored closest to the front of the shelf
* Check the temperature of a donor unit stored close to the discarded units
* Continue checking temperatures of all donor units until they have been discarded or placed in an interim fridge.

1. If the temperature of the donor units is between 1 – 10° C and a door was ajar:

* Close the door and minimize entry
* Set a timer for 15 minutes
* Check the temperature of the fridge after 15 minutes
* If the temperature of the fridge has returned to 1 – 6° C, record on QCA.003F3 the date and corrective action taken.
* If the temperature of the fridge has not returned to 1 – 6° C, remove all donor units and store them in an interim fridge. See step 5.

1. If the temperature of the donor unit is between 1 – 10° C, the refrigerator is malfunctioning, i.e., does not remain at 4° C, and it does not appear the door was left open:

* Establish that the interim fridge is functioning properly
* Remove all blood donor units and store them in the interim fridge located at:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* If the interim fridge is not equipped with a temperature recorder, record the temperature every 4 hours.
* If an interim fridge is not available blood can be stored in the blood supplier shipping containers for 24 hours. See IM.006 Shipment of Blood and Blood Components (be sure to place a new ice pack in the container).
* Call maintenance immediately after confirming the safety of the blood/components
* If there is an off-site alarm that did not alert someone, determine why there was no response.
* Record the corrective action on Form QCA.003F3.

**EMERGENCY PHONE NUMBERS**

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Maintenance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_