**Freezer Malfunction Instructions**

1. Silence the alarm
2. Read and record the temperature of the continuous recording device and the internal thermometer
	1. If the temperature of the freezer is -18° C or colder:
* Determine the cause for the alarm, e.g., door ajar, freezer malfunction
* If door was ajar proceed to step 3
* If the freezer malfunctioned proceed to step 4
	1. If the temperature of the freezer is warmer than -18° C and the donor units are still **entirely** frozen, proceed to step 4.
	2. If the temperature of the freezer is warmer than -18° C and the donor units have been thawed partially or entirely, discard them. See IM005 – Final Disposition of Blood, Blood Components and other Related Products Not Suitable for Transfusion.
1. If the temperature of the freezer is warmer than -18° C and a door was ajar:
* Close the door and minimize entry
* Set a timer for 15 minutes
* Check the temperature of the freezer after 15 minutes
* If the temperature of the freezer has returned to -18° C or colder, record and date the corrective action taken on QCA.004F3
* If the temperature of the freezer has not returned to -18° C or colder, remove all donor units and store them in an interim freezer. Proceed to step 4
1. If the freezer is malfunctioning (i.e. does not remain at -18° C or colder and it does not appear that a door was left ajar):
* Establish that the interim freezer is functioning properly
* Remove all donor units and store them in the freezer located at:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* If the interim freezer is not equipped with a temperature recorder, record the temperature every 4 hours.
* Call maintenance immediately after ensuring the safety of the donor units.
* 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.004F3.
* Submit corrective action form to Supervisor

**EMERGENCY PHONE NUMBERS**

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