**Platelet Incubator Malfunction Instructions**

1. Silence the alarm
2. Read and record the temperature of the continuous recording device and the internal thermometer
3. If the temperature of the incubator is between 20° C - 24° C:

* Determine the cause for the alarm: door ajar or incubator malfunction
* If door was ajar proceed to step 4
* If incubator malfunction is suspected proceed to step 5.

1. If the temperature was between 20° C - 24° C and the door was ajar:

* Close the door and minimize entry
* Set a timer for 15 minutes
* Check the temperature of the Platelet Incubator after 15 minutes
* If the temperature has returned to 20° C - 24° C, record and date the corrective action taken on QCA.005F3
* If the temperature has not returned to 20° C - 24° C, remove all the platelets and store them in an interim location. Proceed to step 5.

1. If the Incubator is malfunctioning (i.e. does not remain at 20° C - 24° C and it does not appear that a door was left ajar):

* Remove the agitator from the incubator (or the platelets from the agitator if it cannot be removed)
* Send platelets to another facility if they are not required for a specific patient
* If platelets are required and an interim incubator is not available, platelets may be stored on an agitator at room temperature (20° C - 24° C). Temperature of the location should be recorded every four hours.
* Call maintenance immediately after ensuring the safety of the platelets, or as soon as it is practical.
* 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.005F3.
* Submit corrective action form to Supervisor.

**EMERGENCY PHONE NUMBERS**

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