

	TITLE: Alarm Response to Cold Room and Freezer		DEPT OF LAB MEDICINE Policy and Procedure Manual
			DOCUMENT # Admin Tech 3.0
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3.0 Alarm Response to Cold Room and Walk-in Freeze

3.1 Purpose:

The purpose of this policy is to document an adequate response to alarms generated by walk-in refrigerators, walk-in freezers, and -70°C freezers in a manner to preserve the quality of laboratory testing and patient safety.

3.2 Definitions

Operating Temperatures:

Walk-in Refrigerator	2° C - 8° C
Walk-in Freezer	-10° C to -28° C

3.3 Process:

Alarm activates

3.3.1 For Labs including Blood Bank, Chemistry, and Hematology, open 24 hours a day, 7 days a week:

3.3.1.1 Technical staff calls 688-9000 to alert HVAC and send urgent message for an immediate response.

3.3.1.2 Designated staff determines need to relocate contents to a pre-determined location after an assessment of the event.

3.3.2 For Labs not operating 24 hours a day, 7 days a week:

3.3.2.1 Security detects an alarm is activated.

3.3.2.2 Security notifies HVAC.

3.3.2.3 HVAC responds immediately.

3.3.2.4 HVAC assesses complexity of the repair. Depending on complexity will either repair or schedule repair.

3.3.2.5 HVAC notifies contact person listed on door of the unit.

3.3.2.6 Contact person determines need to relocate contents to a pre-determined location after the assessment of the event and facilitates the relocation of the contents.

To order consumable products contact the Laboratory Medicine Inventory Associate at 688-5945. Consumable products are the chart paper, red pens (for refrigerator), and purple pens (for freezer).