

Vaccine Emergency Handling Procedures and Disaster Recovery Plan

Provider Site Name: _____

Address: _____

Telephone: _____

Date: _____ Person Completing Form: _____

VFC Coordinator: _____ Title: _____ Phone: _____

Cell # _____ Email: _____

Back-up: _____ Title: _____ Phone: _____

Cell # _____ Email: _____

Physician: _____ Title: _____ Phone: _____

Cell # _____ Email: _____

This document offers guidance for developing emergency handling procedures and a vaccine disaster recovery plan to follow when cold storage units malfunction due to mechanical failure or natural disaster.

Advanced Planning and Preparations Prior to Emergency

All Providers Must:

- Identify and establish an agreement with an alternative vaccine storage facility with proper refrigerator and freezer units, proper temperature-monitoring capabilities and backup generator where vaccine can be stored in an emergency. An alternate site available 24/7 is preferred; an example would be a hospital. Call annually to make sure this facility is still available.
- Designate staff to be responsible for packing and moving the vaccine to a safe location. Ensure written descriptions of floor plans and vaccine locations are available as well as 24 hour access to the building and vaccine storage units.
- Have the appropriate packing material on hand at all times, including insulated containers, cold/ice packs, bubble wrap, conditioned frozen water bottles and illustrated instructions for packing vaccines for transport. Have flashlights and spare batteries easily accessible.
- Develop a written emergency vaccine retrieval and storage plan which includes how to access the facility and storage area. Create protocols for proper handling of vaccines during transportation using VFC policy guides with Vaccine Transport Hourly Monitoring form and written transportation route to the alternate storage facility.

- Create an emergency call chain including provider staff, cold storage unit service contact information and local utility company emergency phone numbers.
- Track inclement weather conditions
- Set up and maintain a monitoring/notification system especially during times of inclement weather or other conditions creating a power shutdown to ensure the appropriate handling of vaccine during disaster or power outage.
- Verify sufficient fuel is on hand to continuously run a backup generator for at least 72 hours or transfer vaccines to designated alternate storage facility.

During Emergency Event:

- Determine if the equipment failure is mechanical (i.e., no lights in the refrigerator or freezer, no fan noise, digital temperature is above or below the specific target range) or power related.
- Activate the emergency call chain
- Monitor vaccine storage equipment function.
- If the building has lost electrical power, check with maintenance/security staff to confirm the generator is operational and activated.
- If a time frame for electrical power restoration cannot be determined, implement the emergency disaster recovery plan for transporting vaccines to the designated alternate storage facility.
- Conduct a vaccine inventory before transporting to alternate storage facility using the Vaccine Transport Hourly Monitoring form.
- Alert the alternate storage facility prior to transporting vaccines.
- Pack vaccines to assure the cold chain is maintained and monitored during transportation. Signatures of the person transporting the vaccine and the person receiving the vaccine are required on the transport form.
- Verify proper temperatures were maintained for 24 hours prior to returning the vaccines to the main storage facility.
- Conduct a vaccine inventory prior to transporting the vaccines to the main storage facility, verify temperatures maintained in range during stay at alternate facility and complete the transport form.

Ensure that staff including housekeeping, security and maintenance have read, understand, signed and dated the emergency handling procedures for vaccine disaster/recovery. The emergency handling plan must be updated annually or when changes occur and reviewed by all staff.

In an emergency, call the following people immediately:

Primary Contact: _____ Phone: _____ Cell: _____

Backup Contact: _____ Phone: _____ Cell: _____

Physician Contact: _____ Phone: _____ Cell: _____

Reviewed and understood by:

Date:

Original Emergency Handling Procedures Date: _____

Revision of Emergency Handling Procedures Date: _____

Company	Name	Telephone
Electrical power provider		
Flammable Fuel Supplier		
Refrigerator Repair		
Freezer Repair		
Security Alarm Contact		
Backup vaccine storage facility		
Transportation to Back up storage facility		
Emergency Generator repair		
National Weather Service		
	http://www.nws.noaa.gov	
	http://www.nhc.noaa.gov	
	http://www.goes.noaa.gov	
FEMA		
	http://www.fema.gov/index.shtm	