

**VACCINE DISASTER RECOVERY PLAN**  
**Pennsylvania Department of Health**  
**Vaccines for Children Program**

<b>Provider Site Name:</b> _____
<b>Address:</b> _____ _____
<b>Phone:</b> _____
<b>Date:</b> _____ <b>Person Completing Form:</b> _____

This document offers guidance for developing a vaccine disaster recovery plan and protocols for routine vaccine handling and storage. Included are steps to follow when your refrigerator or freezer malfunctions due to mechanical failure or natural disaster.

## 1. RECOVERY PLAN

### Advanced Preparations

Vaccine Coordinators	Title	Telephone Numbers (home, cell, beeper)
<b>Primary</b>		
<b>Backup</b>		

The primary and back-up vaccine contact persons should:

- Develop a written emergency vaccine retrieval and storage plan which includes how to access the facility and storage area. Provide protocols for proper handling of vaccines during transportation using the VFC transport policy guides and the Vaccine Transport Hourly Monitoring form.
- Develop an emergency call chain.
- Ensure that all staff, including current and new, have read the plan and understand it.

- Ensure that supplies (i.e., coolers, ice packs, etc) are available if vaccines must be moved to an alternate storage facility following the VFC transport policy guides and using the Vaccine Transport Hourly Monitoring form.
- Ensure that janitorial and security personnel are aware of the plan and know the procedures to follow to notify designated personnel about any problems with vaccine storage equipment.
- Ensure 24-hour access to the building and vaccine storage unit(s).
- Ensure that flashlights, spare batteries, etc., are easily accessible.
- Establish an agreement with at least one alternate storage facility with a backup generator where vaccines can be appropriately stored and monitored, preferably a 24/7 hour operational facility (i.e., hospital, retirement home, fire station, etc.).

### Vaccine Storage Unit Specifications

Type of Unit (Refrigerator or Freezer)	Brand	Model Number	Serial Number

- Establish a written transportation route to the alternate storage facility.
- Designate and post a list of emergency staff to include the primary and backup person.

**\*List contacts in order of preference. Determine whether all or certain persons on the list should be contacted or if the first person reached is sufficient. Include the primary and backup vaccine contact persons.**

#### **During an Emergency:**

- Activate the emergency call chain.
- Monitor the operation of the vaccine storage equipment and systems.

- Track inclement weather conditions.
- Set up and maintain a monitoring/notification system especially during times of inclement weather or other conditions that would create a shutdown in power.
- Ensure the appropriate handling of the vaccine during a disaster or power outage.
- Ensure that sufficient fuel is on hand to continuously run a backup generator for at least 72 hours or transfer vaccines to the alternate vaccine storage facility

## 2. REFRIGERATOR/FREEZER MALFUNCTION PROCEDURES

- Determine if the equipment failure is mechanical (i.e., no lights in the refrigerator, no fan noise, the digital temperature monitor is above or below the specific target range) or power related.

Maintenance Contact or Refrigerator Company	Telephone Number	Contact Person

- If the building has lost electrical power, check with the building maintenance staff to ensure that a generator is operational and has been activated.
- If a time frame for the restoration of electrical power 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 the 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 .
- Assure that 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 and complete the transport form.

## CONTACT INFORMATION

Our VFC Program contact is: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Company	Name	Phone Number
Electric power		
Refrigeration repair		
Temperature alarm monitoring		
Security Alarm Contact		
Backup vaccine storage facility		
Transportation to backup storage facility		
Emergency generator repair		
National Weather Service <a href="http://www.nws.noaa.gov">http://www.nws.noaa.gov</a> <a href="http://www.nhc.noaa.gov">http://www.nhc.noaa.gov</a> <a href="http://www.goes.noaa.gov">http://www.goes.noaa.gov</a>		
FEMA <a href="http://www.fema.gov/index.shtm">http://www.fema.gov/index.shtm</a>		
Owner /Building Maintenance Company		