



Vaccine Emergency Handling Procedures and Disaster Recovery Plan

Provider Site Name: _____

Address: _____

Phone Number: _____ Date: _____ Person Completing Form: _____

Primary VFC Coordinator: _____ Title: _____

Phone Number: _____ Email: _____

Back-up VFC Coordinator: _____ Title: _____

Phone Number: _____ Email: _____

Medical Director: _____ Title: _____

Phone Number: _____ 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.

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 that is available 24/7 is preferred; an example would be a hospital. Call quarterly 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.
- Always have the appropriate packing materials on hand, 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 and guidelines.
- 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 storage and 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.

Vaccine Storage Unit Specifications

Type of Unit	Brand	Model Number	Serial Number



Vaccine Emergency Handling Procedures and Disaster Recovery Plan

During Emergency Event

All Providers Must:

- 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 Inventory Sheet.
- 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 Vaccine Transport Monitoring Sheet and Vaccine Transport Inventory Sheet.
- 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 Vaccine Transport Monitoring Sheet.

Ensure that staff, including housekeeping, security, and maintenance, have read, understand, and signed 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: _____

Back-up Contact: _____ Phone: _____

Medical Director: _____ Phone: _____

Reviewed By:	Date:	Alternate Site Check – Initial & Date:

Date Emergency Handling Procedures were originally created: _____

Date Emergency Handling Procedures were revised: _____



Vaccine Emergency Handling Procedures and Disaster Recovery Plan

Company	Name	Telephone
Maintenance/Refrigerator Company		
Electric Provider		
Flammable Fuel Supplier		
Refrigerator Repair		
Freezer Repair		
Security Alarm Contact		
Backup Vaccine Storage Facility		
Transportation to Backup Vaccine Storage Facility		
Emergency Generator Repair		
National Weather Service		
http://www.nws.noaa.gov		
http://www.nhc.noaa.gov		
http://www.goes.noaa.gov		
https://www.fema.gov/		