

**VACCINE EMERGENCY/DISASTER
RECOVERY PLAN GUIDELINES
SAMPLE**

Practice Name: _____
 Date: _____
 Person Completing Form: _____

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

I. Vaccine Emergency/Disaster Recovery Plan

A. Designated Person(s) (keep current as staff changes)

Designate a primary and back-up person to:

- < monitor the operation of the vaccine storage equipment and systems;
- < set up and maintain a monitoring/notification system during times of inclement weather or other conditions that would create a shut down in power; and
- < assure the appropriate handling of the vaccine during the disaster or power outage

NAME	TITLE	HOME TELEPHONE #

B. Back-Up Systems

The designated person(s) track weather conditions. If you do not have a back-up generator, identify a location with one. This may be the local hospital, retirement home, fire station, or an employee=s home. Make arrangements with the site to store your vaccine there when weather predictions call for such inclement conditions (tornados, hurricanes, ice, snow, lightning, and wind storms, flooding, etc.) and when your vaccine storage equipment cannot be fixed or the power cannot be restored within 6 hours. Before moving your vaccine, call the location to ensure that their back-up generator is working. In situations where a location with a back-up generator can not be identified within a reasonable distance, preparations should be made to have coolers, frozen ice packs and/or dry ice with thermometers to temporarily and safely store your vaccine.

C. Staff Training/Posted Information

Post your Vaccine Emergency/Disaster Recovery Plan on or near the vaccine storage equipment. Ensure that all staff read the Plan.

<h2>II. Standard Operating Procedure When the Refrigerator or Freezer Malfunctions Due to Mechanical Failure or Natural Disaster</h2>

A. Make sure the failure is mechanical (i.e., no lights in the refrigerator, no fan noise, the digital temperature monitor is above or below the specified target range). If the building has lost electrical power, check with building maintenance to ensure that the generator is operational and has been activated. If a time-frame for the restoration of electrical power cannot be determined, implement the following procedures.

B. Create an alliance with another practice to store vaccine in times of disaster. Call the other practice notify them of your refrigerator failure and the need to store vaccine at their location. Below are the names and telephone numbers of the other practice.

PRACTICE NAME AND TELEPHONE #	PRIMARY AND BACK-UP CONTACT	HOME TELEPHONE #

C. Conduct an inventory before you transport the vaccine

1. If the location is within 30 minutes away, package the vaccine in a well-insulated container. Remember that **Varicella** must be kept **frozen**.
2. If your location is more than 30 minutes away and you do not have a large quantity of vaccine, **follow C.1. above.**
3. If your location is more than 30 minutes away and you have a large quantity of vaccine, consider **renting a refrigerated truck** to transport your vaccine. Have the name and telephone number of a local refrigeration company available. You will need to monitor the temperature of the refrigerated truck until you can get your vaccine safely returned to your office.

REFRIGERATION COMPANY(S)	TELEPHONE NUMBER	CONTACT PERSON

III. Vaccine Handling and Storage

- A. Develop and post a protocol for accepting vaccine deliveries to ensure that vaccines are refrigerated immediately after arrival. Document who may accept vaccine deliveries and train staff on how to compare the vaccine received with vaccine ordered. Alert the Immunization Program if the vaccine is warm or different than what is ordered. Train staff on refrigerator or freezer storage (**Varicella must be kept frozen**).
- B. Ensure that vaccine with the most current expiration dates are **used first** and are in front of vaccines with longer expiration dates. Check and rotate your stock **weekly**.
- C. Check and record your refrigerator and freezer temperature at least **twice daily**.
- D. Periodically review the current guidelines for vaccine handling of individual vaccine. Package inserts should always be your primary reference source. Understand package inserts for new vaccine before administering. Additional references include the Georgia Immunization Program Manual, CDC's A Guidelines for Vaccine Packing & Shipping, January 1997, and CDC's A Vaccine Management: Recommendations for Handling and Storage of Selected Biologicals, May 1996. Both CDC publications are located in the Georgia Immunization Program Manual or are may be obtained by contacting the Georgia Immunization Program.
- E. **Alarm/Notification System**

Health departments should assure the existence of an alarm system to monitor refrigerator/freezer temperatures and a notification system so that the designated person(s) can be notified of problems. For local health department, clinics, hospitals and private provider offices without an alarm system, a manual check should be performed by a designated person at the beginning and end of each day and during possible conditions for power outages. A system should be set up for the vaccine to be checked by a trained person to assure the power supply during weekends and holidays. The protocol should include the specific methods and criteria for notifying the designated person(s) of problems.