



## Rhode Island State Supplied Vaccine VACCINE STORAGE DISASTER PLAN

**Practice Name** \_\_\_\_\_ **SSV Pin** \_\_\_\_\_

**Person Completing Plan** \_\_\_\_\_ **Date** \_\_\_\_\_

This document offers guidance for developing a vaccine disaster recovery plan. Included are steps to follow when your refrigerator or freezer malfunctions due to mechanical failure or natural disaster. Refer to HEALTH's Provider Resource Manual at <http://www.health.ri.gov/resources/immunization/#handling> for additional resources and guidelines.

In advance of an emergency, all providers should:

1. Identify and arrange with an alternative storage facility (i.e. hospital, pharmacy, supermarket, fire department, etc) with back-up power (generator) where the vaccine can be properly stored and monitored for the interim.
2. Acknowledge that personal residences cannot be used as an alternative vaccine storage facility.
3. Ensure the availability of staff to pack and move the vaccine,
4. Maintain the appropriate packing materials (coolers, ice packs, etc) and,
5. Ensure a means of transport for the vaccine to and from the secure storage facility.

NOTE: Whenever possible, facilities should suspend vaccination activities BEFORE the onset of emergency conditions to allow sufficient time for packing and transporting vaccine.

### **Emergency Procedures**

#### **A. List emergency phone numbers, companies, and names of contacts for:**

##### **Designated person(s) responsible for:**

- ◇ Monitoring the operation of the vaccine storage equipment and systems daily;
- ◇ Track inclement weather conditions. Set up and maintain a monitoring/notification system during times of inclement weather or other conditions that would create a shutdown in power. (An alarm/notification system is recommended for practices with an inventory of \$5,000 or more)
- ◇ Assure the appropriate handling of the vaccine during the disaster, mechanical failure, or power outage.

Name of Employee	Title of Employee	Work Phone	Home or Mobile Phone
Primary			
Secondary			

Determine if your refrigerator is having a mechanical failure (no lights in the refrigerator, no fan noise, blown fuse / circuit breaker, etc) or if the building has lost electrical power. If applicable, check with the building maintenance to ensure that the generator is operational and has been activated.

If a timeframe for the restoration cannot be determined, implement the following procedures. Identify a primary and secondary contact/location for each of the following categories:

**Designated company responsible for:**

- ◇ Restoring electrical power to location in the event of a power failure.

Electrical Power Co.	Name of Contact	Work Phone	Emergency Phone
	Primary		
	Secondary		

Building Maintenance	Name of Contact	Work Phone	Emergency Phone
	Primary		
	Secondary		

**Designated company responsible for:**

- ◇ Repair where the compressor or other refrigeration equipment has been destroyed or you need emergency maintenance.

Name of Repair Company	Name of Contact	Telephone Number
	Primary	
	Secondary	

**B. Back-up Storage Facilities**

**For location(s) with back-up power (generator).**

**List back-up locations, phone numbers and points of contact for:**

- ◇ If your practice has a back-up generator on site you will only need to list a single **Alternate Vaccine Storage Site**, this may be the local hospital, retirement home, fire station, another practice, supermarket, or a retail pharmacy for example. Make advance arrangements with the site to store your vaccine when weather predictions call for such inclement weather (tornadoes, hurricanes, ice, severe snow storms, etc.) or 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 their back-up power is working.

**Check here if your Practice has back-up power (generator) and will be used as the Primary Site.**

**Alternate Vaccine Storage Site** (Required if the Practice is listed as the Primary Site with a generator.)

Facility Name	Name of Contact	Work Phone	Emergency Phone
Street Address	City	State	Date of arrangement
		RI	

**For location(s) without back-up power (generator).**

**List back-up locations, phone numbers and points of contact for:**

- ◇ If your practice does not have a back-up generator on site you will need to list at least one **Alternate Vaccine Storage Site** (It is strongly recommended that you list a secondary Alternate Vaccine Storage Site), this may be the local hospital, retirement home, fire station, another practice, supermarket, or a retail pharmacy for example. Make advance arrangements with the site to store your vaccine when weather predictions call for such inclement weather (tornadoes, hurricanes, ice, severe snow storms, etc.) or 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 their back-up power is working.

**Alternate Vaccine Storage Site 1**

Facility Name	Name of Contact	Work Phone	Emergency Phone
Street Address	City	State	Date of arrangement
		RI	

**Alternate Vaccine Storage Site 2**

Facility Name	Name of Contact	Work Phone	Emergency Phone
Street Address	City	State	Date of arrangement
		RI	

**C. Entering vaccine storage facilities:** Describe how to enter the building and vaccine storage spaces in an emergency if closed or after hours. Complete the section below **or** include a floor diagram of your practice with the locations of:

Item	Location(s)
Doors	
Flash Lights	
Spare Batteries	
Light Switches	
Keys	
Locks	
Alarms	
Circuit Breakers	
Vaccine Storage Unit(s)	
Packing Materials	

**D. Conduct an inventory before you transport the vaccine.**

Prior to transporting the vaccine, generate a copy of your **Vaccine Inventory Printout** form from OSMOSSIS that will list all vaccines by lot number. If you do not have the ability to access OSMOSSIS, you will need to create a manual inventory of all items to be relocated. Manual inventory is to include product NDC, Lot #, and quantity of doses.

**E. Package the vaccine in a well-insulated container with cool/ice packs.**

Unpackaged vials of DTaP, eIPV, Hib, Hep A, Hep A/B, Hep B, Influenza, PCV7, PPV23, etc., must

not directly touch cold packs as the vaccine may be inactivated. It is best to keep vaccines in their original package during transport. MMR is the exception and may be transported directly on cold packs. Remember that Varicella and MMR-V must be kept frozen therefore package Varicella and MMR-V separately from the other vaccines. Varicella and MMR-V are no longer allowed to be shipped with dry ice; special shipping arrangements need to be made with the Immunization Program. Move vaccine to backup storage according to pre-arranged plans.

1. How to load transportation vehicle.
2. Routes to take (alternative routes if necessary)
3. Time in route
4. Ensure vaccine containers are properly stored in the emergency storage facility. (Varicella, MMR-V in the freezer; refrigerated vaccines in refrigerator; adequate circulation; functioning temperature monitoring devices, etc.)

**F. Staff Training/Posted Information**

Post your Vaccine Storage Disaster Plan on or near the vaccine storage equipment. Ensure that all staff (current and new) read the plan and understand it as part of their orientation.

**G. Restitution**

Failure to implement your plan during a time of emergency is considered negligent and would require reimbursement for vaccines lost, based on the Restitution Plan formulas.

**THINGS TO DO NOW...BEFORE IT IS TOO LATE!!!**

1. Complete this plan and update as staff changes occur. It will only take a few minutes and may save you hours of work later, not to mention our federal and state tax dollars. Your Vaccine Storage Disaster Plan should be reviewed and edited, regardless of staff changes, at least once every year.
2. Fill the empty space and door shelves in your refrigerator with jugs of cold water and line the sides and bottom of your freezer with ice packs. In the event that your refrigerator/freezer is out of order, this preparation will help maintain the unit’s internal temperature for a longer period of time.
3. Before reconstitution, MMR vaccine may be stored at 2° to 8°C (35° to 46°F) **or colder**. It is acceptable for you to store your MMR vaccine in the freezer before reconstitution. MMR, MMR-V and Varicella are fragile vaccines that are extremely sensitive to light and warm temperatures. Storing your MMR vaccine in the freezer with your Varicella and MMR-V vaccines significantly increases the likelihood that the MMR will remain viable should you have a power outage or refrigerator malfunction.

**Other useful information:**

		Contact Person	Telephone Number
<b>Vaccine Manufacturers</b>	Merck & Co., Inc.	Rep’s Name:	Helpline 800-672-6372 Rep Ph:
	Sanofi Pasteur	Rep’s Name:	Helpline 800-822-2463 Rep Ph:
	GlaxoSmithKline	Rep’s Name:	Helpline 888-825-5249 Rep Ph:
	Pfizer Pharmaceuticals	Rep’s Name:	Helpline 800-934-5556 Rep Ph:
	MedImunne	Rep’s Name:	Helpline 877-633-4411 Rep Ph:
	Novartis	Rep’s Name:	Helpline 877-683-4732 Rep Ph:
<b>National Weather Service</b>	<a href="http://www.nws.noaa.gov">www.nws.noaa.gov</a>		