



**Rhode Island State Supplied Vaccine
DISASTER RECOVERY PLAN
March 2008**

PRACTICE NAME: _____ **SSV PIN:** _____

PERSON COMPLETING FORM: _____ **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.

In advance of an emergency, all providers should:

1. Identify an alternative storage facility (i.e. hospital, pharmacy, fire department, etc) with back-up power (generator) where the vaccine can be properly stored and monitored for the interim.
2. Insure the availability of staff to pack and move the vaccine,
3. Maintain the appropriate packing materials (coolers, gel packs, dry ice for Varicella, etc) and,
4. Insure a means of transport for the vaccine to 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 points of contact for:

Designated person(s) responsible for:

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

Name of Employee	Title of Employee	Work Phone	Home Phone
Primary			
Back-up			

Determine if your refrigerator is having a mechanical failure (no lights in the refrigerator, no fan noise, etc) or if the building has lost electrical power. 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.

Designated company responsible for:

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

Electrical Power Co.	Point of Contact	Work Phone	Emergency Phone

Building Maintenance	Point of Contact	Work Phone	Emergency Phone

Designated company responsible for:

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

Name of Repair Company	Point of Contact	Telephone Number

Designated company responsible for:

- ◇ Supplying dry ice for Varicella/MMR packing, when a location with a back-up generator cannot be identified within a reasonable distance. Preparations should be made to have coolers, frozen ice packs and /or dry ice to temporarily and safely store your Varicella/MMR vaccine.

Name of Dry Ice Company	Point of Contact	Telephone Number

B. List back-up locations, phone numbers and points of contact for a location with a back-up generator. This may be the local hospital, retirement home, fire station, another practice, or a pharmacy for example. Make arrangements with the site to store your vaccine there when weather predictions call for such inclement weather (tornadoes, hurricanes, ice, severe snow storms, 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 their back-up generator is working.

Alternate Facility	Point of Contact	Work Phone	Emergency Phone

C. Entering vaccine storage facilities: Describe how to enter the building and vaccine storage spaces in an emergency if closed or after hours. Include a floor diagram and the locations of:

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

D. Conduct an inventory before you transport the vaccine.

E. Package the vaccine in a well-insulated container with 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. Do not expose the other vaccines (except MMR) to freezing temperatures.

F. 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 enroute
4. Ensure vaccine containers are properly in the emergency storage facility. (Varicella, MMR-V, and MMR in the freezer; refrigerated vaccines in refrigerator; adequate circulation; functioning temperature monitoring devices, etc.)

G. Staff Training/Posted Information

Post your Vaccine Disaster Recovery 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.

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.
2. Fill the empty space in your refrigerator with jugs of 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 practice will help maintain the temperature for a longer period of time.
3. Before reconstitution, MMR vaccine may be stored at 2° to 8°C (36° to 46°F) **or colder**. However, 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
RI DOH Immunization Program	Program Chief	Patricia Raymond	401.222.5921 (Ph) 401.222.1442 (Fax)
	Vaccine Manager	Mark Francesconi	401.222.5988 (Ph) 401.222.3805 (Fax)
	Vaccine Distribution Coordinator	Paul McKiernan	401.222.4639 (Ph) 401.222.3805 (Fax)
National Weather Service	www.nws.noaa.gov		
Vaccine Manufacturers	Merck & Co., Inc.	Helpline Rep:	1-800-672-6372
	sanofi pasteur	Helpline Rep:	1-800-822-2463
	GlaxoSmithKline	Helpline Rep:	1-888-825-5249
	Wyeth Pharmaceuticals	Helpline Rep:	1-800-666-7248
	Medimunne	Helpline Rep:	1-800-666-7248
	Novartis	Helpline Rep:	1-800-666-7248