
VACCINE DISASTER RECOVERY PLAN

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

I. VACCINE DISASTER RECOVERY PLAN

A. Designated Person(s)

Designate a primary and a back-up person to:

1. Monitor the operation of the vaccine storage equipment and systems;
2. 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
3. Assure the appropriate handling of the vaccine during the disaster or power outage.

Complete the information below:

NAME	TITLE	HOME PHONE

B. Back-Up Systems

The designated person(s) tracks 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 pre-arrangements with the site to store your vaccine there when weather predictions call for such inclement conditions (tornadoes, hurricanes, ice, snow, lightning and windstorms, 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 to temporarily and safely store your vaccine.

C. Staff Training/Posted Information

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

II. STANDARD OPERATING PROCEDURE WHEN THE REFRIGERATOR OR FREEZER MALFUNCTIONS DUE TO MECHANICAL FAILURE OR NATURAL DISASTER

- A. Make sure the failure is mechanical (i.e., no lights in the refrigerator, no fan noise, the 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 or a hospital to store vaccine in times of disaster. Call the other practice to notify them of your refrigerator failure and the need to store vaccine at their location. Complete the information below:

PRACTICE NAME AND TELEPHONE	PRIMARY AND BACK UP CONTACT	TELEPHONE (HOME)

- 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 and OPV must be kept frozen at -15°C and -14°C respectively.
 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.

Complete the information below:

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 the vaccine invoice. Alert the Vaccines for Children Program at 1-800-848-3868 if the vaccine is warm or the number of doses is different than what is on the invoice. Train staff on refrigerator or freezer storage (OPV and 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 once daily.
- D. Periodically review the current guidelines for vaccine handling of individual vaccines. Package inserts should always be your primary reference source. Understand package inserts for new vaccines before using. Additional references include "Vaccine Management: Recommendations for Handling and Storage of Selected Biologicals" produced by the Centers for Disease Control and Prevention (CDC).
- E. Alarm/Notification System

Clinics, hospitals and private provider offices without an alarm system should perform a manual check by the designated person at the beginning and end of each day and during possible conditions for power outages. Establish a system to check the vaccine and 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.

MINIMUM REFRIGERATOR TEMPERATURE SETTING	MAXIMUM REFRIGERATOR TEMPERATURE SETTING	ALARM RECOGNITION TIME SETTING
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