

Emergency Vaccine Management and Disaster Recovery Plan

Overview

Emergencies such as equipment failures, power outages, severe weather conditions, or natural disasters usually happen without warning and may compromise vaccine storage conditions. It is important to have an up-to-date emergency plan with steps to take to protect vaccine supply.

Clinic Name	
Address	

Key Staff

Role	Name	Job Title	Home Phone/Cell Phone	Email Address
Primary				
Secondary				
Lead Physician				
Office Staff				

In an emergency, contact the following people in the order listed:

Role	Name	Job Title	Home Phone/Cell Phone	Email Address
1.				
2.				
3.				
4.				

Person Completing Plan: _____ Signature: _____

Date: _____ County: _____

Useful Emergency Contacts

Service	Contact	Work Phone	Emergency Phone	Email Address
Regional Immunization Nurse				
Regional Immunization Consultant				
Electrical Power Company				
Building Maintenance				
Building Alarm Company				
Refrigerator/Freezer Repair				
Refrigerator/Freezer Alarm Company				
Generator Repair and Maintenance				

Back-up Location

Alternate facility	Address	Contact	Work Phone	Emergency Phone

Emergency Supplies

Item	Location	Item	Location
Doors		Keys	
Flashlights/Batteries		Locks	
Circuit Breakers		Alarms	
Light Switches		Packing Materials	

Instructions for entering the building and floor plans:

Person Completing Plan: _____ Signature: _____

Date: _____ County: _____

Before an Emergency

- **Preparation & Transport**
 - Suspend vaccination activities **before** the onset of emergency conditions to allow sufficient time to pack and transport vaccine.
 - If it is apparent that emergency conditions will last for an extended period, prepare to transport vaccine to an alternative storage facility by identifying a means of transport and reviewing the [transportation guidance](#).
 - Confirm availability of trained staff to assist with vaccine transport.
 - Place new batteries in digital data logger thermometers in case power is lost.
- **Alternative Storage Facility**
 - Identify an alternative storage facility with a generator where vaccine can be stored (i.e. hospital, health department, fire department, etc.).
 - Obtain verbal/written consent to use the facility as a backup location and ensure the facility has appropriate storage capabilities per NCIP requirements.

During an Emergency

- **Estimated Time of Restoration**
 - Determine the cause of the power failure and estimate the time it will take to restore power. If a timeframe for the restoration of power cannot be determined, **do not leave vaccine in a non-working unit.**
- **Temperature Monitoring**
 - Keep all unit doors closed and if possible, continue to monitor temperatures. If not, note the maximum temperature and the duration of the outage when the power is restored.
- **Duration**
 - If the outage is expected to be greater than 2 hours, notify key staff listed on this Emergency Plan to transport vaccine to an alternative storage facility.

Emergency Transportation

- Conduct an inventory count before beginning transport and keep all vaccines in the original packaging.

Person Completing Plan: _____ Signature: _____

Date: _____ County: _____

Package refrigerated vaccine in a well-insulated, hard-sided cooler in the following order:

1. Place a layer of conditioned water bottles at the bottom of the cooler.
2. Place a sheet of cardboard over the water bottles.
3. Add a layer of insulating material (2-3 inches of bubble wrap, packing foam, or Styrofoam™).
4. Add vaccine into the cooler covering the thermometer probe.
5. Add a second layer of insulating materials.
6. Add another sheet of cardboard for support.
7. Place another layer of conditioned water bottles.
8. Lastly, attach data logger display to the lid of the cooler along with temperature logs.

Package freezer vaccine in a well-insulated, hard-sided cooler in the following order:

1. Place a layer of frozen water bottles or freezer packs at the bottom of the cooler.
2. Add vaccine into the cooler covering the thermometer probe.
3. Add a second layer of frozen water bottles or freezer packs to cover vaccine.
4. Fill the cooler on top with insulation material (bubble wrap).
5. Lastly, attach data logger display to the lid of the cooler along with temperature logs.

Note: Do not transfer vaccines in NCIP for temporary storage at back-up locations.

After an Emergency

- **Duration:** Record duration of increased temperature exposure and maximum temperature observed.
- **Temperature Monitoring:** Record the temperature in the unit as soon as possible and continue to monitor temperatures until units reach the normal 2–8°C range in the refrigerator, or -15 to -50°C in the freezer.
- **Vaccines Exposed to Out-Of-Range Temperatures:** Do not discard or administer any affected vaccine. Mark vaccine with “DO NOT USE” sign and call the NCIP for further instruction about the viability of the vaccine.

Person Completing Plan: _____ Signature: _____

Date: _____ County: _____

For assistance, contact the NCIR Help Desk

Phone: 1.877.USE.NCIR (873-6247)

Email: ncirhelp@dhhs.nc.gov

Person Completing Plan: _____ Signature: _____

Date: _____ County: _____