

NORTH CAROLINA IMMUNIZATION PROGRAM (NCIP)
EMERGENCY VACCINE MANAGEMENT PLAN/DISASTER RECOVERY PLAN (update June 19, 2025)

Clinic Name	
Address	

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.				

Useful Emergency Numbers

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

Person Completing Plan: _____ Signature: _____

Date: _____ County: _____

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Emergency Supplies

Item	Location	Item	Location
Doors		Keys	
Flash lights/batteries		Locks	
Circuit breakers		Alarms	
Light Switches		Packing Materials	

Instructions for entering the building and floor plans: _____

Before an emergency

- Identify an alternative storage facility with a generator where vaccine can be stored (i.e. hospital, health department, fire department, etc.). Obtain verbal or written consent to use the facility as a backup location and ensure the facility has appropriate storage capabilities per NCIP requirements.
- Ensure the availability of staff to pack and move vaccine, and the availability at back up location
- Ensure a means of transport for the vaccine to the back-up facility and review transportation guidelines
- Fill the empty space in your refrigerator with water bottles and line the sides and bottom of the freezer with frozen coolant packs
- Whenever possible, suspend vaccination activities BEFORE the onset of emergency conditions to allow sufficient time to pack and transport vaccine

During an emergency

- Assess the situation. Keep all refrigerators and freezers closed and if possible, continue to monitor temperatures. If not, record the temperature as soon as possible after the power is restored and the duration of the outage and report this information to the NCIP
- 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**
- Notify key staff as listed on this Emergency Plan
- If the outage is expected to be long term (greater than 2 hours), transport the vaccine to back-up facility

Emergency transportation

- Conduct an inventory before beginning transport and keep all vaccine in original packaging
- Package refrigerated vaccine in a well-insulated container in the following order: 1) conditioned frozen water bottles at the bottom of the cooler, 2) 1 sheet of corrugated cardboard 3) insulating material (2-3 inches of bubble wrap, packing foam, or Styrofoam™) 3) vaccine with digital data logger, 4) insulating material, 5) another sheet of cardboard for support 6) layer of conditioned frozen water bottles 7) closed lid with DDL display and temperature log on top of lid
- Package freezer vaccine in a well-insulated, hard-plastic cooler in the following order: 1) frozen coolant packs at the bottom of the cooler, 2) vaccine layer directly on top of coolant pack, 3) Digital Data Logger probe with top layer of vaccine 4) layer of frozen coolant packs to cover vaccine 5) fill cooler to top with insulation material (bubble wrap) 6) close lid and place digital data logger display on top cooler lid with temperature log. Diluent should be transported with the vaccine at the appropriate storage temperatures
- Upon arrival to back-up facility, document transportation time, temperatures in cooler, and temperatures at the facility

After an emergency

- 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
- Record the temperature in the unit as soon as possible after power is restored. Continue monitoring until units are in range
- Record the duration of the outage and maximum temperature observed on temperature logs

Person Completing Plan: _____ Signature: _____

Date: _____ County: _____