

# North Carolina Immunization Program Disaster Recovery Plan

NAME: _____	COUNTY: _____
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. A completed Disaster Recovery Plan is required to be posted on or near the vaccine storage equipment. Ensure that all staff (current and new) read the plan and understand it. Also ensure that janitorial and security staff are aware of the plan and know the procedures to follow for notifying designated personnel about any problems with the vaccine storage equipment. Review and update the contact lists in the plan quarterly; review and update the entire plan annually. The plan must include guidance on what to do in the event of refrigerator or freezer malfunctions, power failures, natural disasters, or other emergencies. The emergency plan should include: a) name of person(s) responsible for preparing and transporting vaccine, including contact information, b) how this person will be notified that vaccine needs to be moved and the location that will receive vaccine c) how receiving location will be notified of transport d) how to pack vaccine for transport and e) a way to document the steps taken when vaccine is involved in a power or equipment failure.

***If you have any questions about vaccine transportation or stability call: 1-877-873-6247.***

In advance of an emergency, all providers should:

1. Identify an alternative storage facility (i.e. hospital, health department, fire department, etc) with back-up power (generator) where the vaccine can be properly stored and monitored for the interim,
2. Ensure 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. Ensure a means of transport for the vaccine to the secure storage facility,
5. 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,
6. Train staff on the proper way to transport vaccine.

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;
- ◇ Track 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;
- ◇ Assure 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			

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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, do not leave the vaccine in a non-working unit. 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 repair 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 packing, when 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 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 an employee’s home. 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

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**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 refrigerated vaccines such as DTaP, eIPV, Hib, Hep A, 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.

**Other useful information:**

		Contact Person	Telephone Number
North Carolina Immunization Branch	<a href="http://www.immunizenc.com">www.immunizenc.com</a>		1-877-873-6247 1-800-544-3058 (fax)
	Regional Nurse Consultant		
National Weather Service	<a href="http://www.nws.noaa.gov/">www.nws.noaa.gov/</a>		
Vaccine Manufacturers	Merck		1-800-672-6372
	sanofi pasteur		1-800-822-2463
	GlaxoSmithKline		1-888-825-5249
	Wyeth		1-800-934-5556