

# Emergency Response Worksheet

## What to do in case of a power failure or another event that results in vaccine storage outside of the recommended temperature range

**Follow these procedures:**

1. Close the door tightly and/or plug in the refrigerator/freezer.
2. Ensure the vaccine is kept at appropriate temperatures. Make sure the refrigerator/freezer is working properly or move the vaccines to a unit that is. Do not discard the affected vaccines. Mark the vaccines so that the potentially compromised vaccines can be easily identified.
3. Notify the local or state health department or call the manufacturer (see manufacturers' phone numbers below).
4. Record action taken.

**Record this information\*:**

1. Temperature of refrigerator: current \_\_\_\_\_ max. \_\_\_\_\_ min. \_\_\_\_\_
2. Temperature of freezer: current \_\_\_\_\_ max. \_\_\_\_\_ min. \_\_\_\_\_
3. Air temperature of room where refrigerator is located: \_\_\_\_\_
4. Estimated amount of time the unit's temperature was outside normal range:  
refrigerator \_\_\_\_\_ freezer \_\_\_\_\_
5. Vaccines in the refrigerator/freezer during the event (use the table below)

\* Using a recording thermometer is the most effective method of tracking the refrigerator and freezer temperatures over time. Visually checking thermometers twice a day is an effective method to identify inconsistent or fluctuating temperatures in a refrigerator and freezer.

### Vaccines Stored in Refrigerator

Vaccine, manufacturer, and lot #	Expiration date	# of doses	# of affected vials	Action taken

### Vaccines Stored in Freezer

Vaccine, manufacturer, and lot #	Expiration date	# of doses	# of affected vials	Action taken

**Other Conditions**

1. Prior to this event, was the vaccine exposed to temperatures outside the recommended range?    Y    N
2. Were water bottles in the refrigerator and ice packs in the freezer at the time of this event?    Y    N
3. Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Manufacturers**

- Crucell Vaccines Inc.    (800) 533-5899
- CSL Biotherapies, Inc.    (888) 435-8633
- GlaxoSmithKline    (888) 825-5249
- MedImmune, Inc.    (877) 633-4411
- Merck & Co., Inc.    (800) 672-6372
- Novartis Vaccines    (800) 244-7668
- Pfizer Inc.    (800) 438-1985
- sanofi pasteur    (800) 822-2463

**Other Resources**

Local health department phone number \_\_\_\_\_ State health department phone number \_\_\_\_\_

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www.immunize.org/catg.d/p3051.pdf • Item #P3051 (10/10)

**Vaccine Storage Power Outage / Disaster  
Recovery Plan**

\*\*\* All VFC Providers are required to complete this document \*\*\*

<b>Clinic Name:</b>	<b>County:</b>
<b>Person Completing Form:</b>	<b>Date:</b>

***If you have any questions about vaccine transportation or stability call: [1-877-243-8832] (CA Vaccines for Children Program)***

In advance of an emergency power outage, providers should:

1. Identify and have an agreement with an alternative storage facility that has refrigerated storage that meets VFC criteria (i.e.: hospital, health department, fire department, etc.) with backup power (generator) where the refrigerated vaccine can be properly stored and monitored for the interim.
2. Insure the availability of staff to pack and transport the vaccine.
3. Maintain the appropriate packing materials (coolers, gel packs, dry ice for Varicella, etc.)
4. Insure a means of transport for the vaccine to the secure storage facility.

NOTE: Whenever possible, providers should anticipate the possibility of a power disruption and suspend vaccine activities **before** the onset of emergency conditions to allow sufficient time for packing and transporting vaccine.

**Emergency Procedures**

**A. List emergency phone numbers, alternate storage facilities, and points of contact for:**

Designated person(s) shall be 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 shutdown 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			
Backup			

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.

Alternate Facility	Point of Contact	Work Phone	Emergency Phone

**C. Entering Vaccine Storage Facility:**

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
Doors	
Flashlights	
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, IPV, Hib, Hep A, Hep A/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 MMRV must be kept frozen therefore package Varicella and MMRV separately from the other vaccines. Do not expose the other vaccines (except MMR) to freezing temperatures.

**F. Move vaccines to back up storage according to pre-arranged plans.**

- How to load transportation vehicle
- Routes to take (alternative routes if necessary)
- Time in route.