

## APPENDIX D - Vaccine Management Emergency Event Recovery Plan

### Vaccine Management Emergency Event Recovery Plan

PHS office:

Date

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Person completing form:

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This plan offers guidance for developing a vaccine emergency event recovery plan. Included are steps to follow when your refrigerator fails. Fill in the contact information for the emergency service providers identified on this form. In advance of an event, all providers should

- identify an alternative storage facility with backup power where the vaccine can be properly stored and monitored for the interim
- ensure the availability of staff to pack and move the vaccine
- maintain the appropriate packing/insulating materials
- ensure a means of transportation for the vaccine to the alternative storage facility
- train staff and post information about these emergency procedures

**Note:** Whenever possible, suspend immunization activities BEFORE the onset of the emergency event to allow sufficient time for packing and transporting of vaccines.

- **Written instructions for entering your facility and vaccine storage spaces in an emergency if the building is closed or it is after hours.**

These instructions should include the building security and after-hours access procedure and location of the following:

- doors
- flashlights
- spare batteries
- light switches
- keys
- locks
- alarms
- packing materials



## Emergency Procedures

### A. Emergency phone numbers, companies, and points of contact

- List the designated person(s) responsible for
- monitoring the operation of the vaccine storage equipment and systems daily
- tracking inclement weather conditions
- assuring the appropriate handling of the vaccine during the emergency event

Name of employee	Title of employee	Work phone	Home phone

- Determine if your refrigerator is having a mechanical failure or if the building has lost electrical power. Check with the building maintenance to ensure that the generator is operational and has been activated.

Building maintenance	Point of contact	Work phone	Emergency phone

- Contact the designated company responsible for restoring power to the location in the event of a power failure.

Power company	Point of contact	Work phone	Emergency phone

- Contact the designated company responsible for repair where the compressor or the refrigeration equipment has been destroyed or you need emergency maintenance.

Repair company	Point of contact	Telephone number

- If a time frame for the restoration cannot be determined, implement the following procedures for transferring the vaccines to an alternative storage facility with backup power.



**B. List emergency phone numbers and points of contact for location with a backup generator**

- This may be the local hospital, LTCF, etc. Make arrangements with the site to store your vaccine there when weather predictions call for inclement weather or 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 backup generator is working.

Alternative facility	Point of contact	Work phone	Emergency phone

**C. 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 the following**

Item	Location(s)
Doors	
Flashlights	
Spare batteries	
Light switches	
Keys	
Locks	
Alarms	
Packing/insulating materials	

**D. Conduct an inventory before you move the vaccine.**

**E. Package the vaccine as per packing instructions.**

**F. Move vaccine to backup storage according to prearranged plans.**

