Rhode Island State-Supplied Vaccine

VACCINE STORAGE EMERGENCY PREPAREDNESS PLAN

Practice Name: _____ SSV PIN: _____

Person Completing Plan: _____ Date: _____

This document provides guidance for developing an emergency preparedness plan for vaccine storage to be implemented during refrigerator or freezer malfunction due to mechanical failure or a natural disaster. This plan is required for all enrolled State-Supplied Vaccine providers.

Emergency vaccine storage plans include the following four options, where option #1 and option #2 are highly recommended.

1. Identify and arrange with an alternate storage facility (e.g. hospital, fire department, nursing home, etc.) with a backup generator, where the vaccine can be properly stored during an emergency. It must be a facility where someone is always present, so you will have access to your vaccine when you need it. Please note that for transport and alternate storage, vaccines must be packed out* in qualified containers; AND, a temperature monitoring device (TMD) must be placed with the vaccine in the container. The temperature probe goes in the container right next to the vaccines and the device stays out and rests on top of the container.

2. Have a generator on-site and identify an alternate storage location as indicated above; the backup is needed in case of vaccine unit or generator malfunction.

3. If you cannot find an alternate site, you can use qualified containers and pack outs to store vaccines temporarily and safely at your office. Always place a TMD with the vaccines.

4. During an emergency only, if a site cannot implement the above options, vaccines can be stored at home with a generator in a vaccine unit that is solely designated for

vaccine and is monitored with a CDC-required TMD. Please note that vaccines must be packed out in qualified containers for transport.

Please be sure to:

- Ensure staff availability to pack and move all vaccine.
- Maintain appropriate packing materials, such as buffer materials, coolers, and frozen bottles of water or frozen re-useable gel coolants (bottles and coolants to be conditioned prior to packing for transport).
- Ensure transportation for the vaccine to and from the storage facility (when using storage options #1, #2 and #4), and whenever possible, suspend vaccination activities BEFORE emergency onset to allow sufficient time for packing and transportation.

Note: *See section E (page 5) for information on how to pack vaccines.

Procedures:

A. Emergency contact information
B. Back-up storage facilities
C. Navigating storage facilities
D. Taking inventory
E. Packing vaccine
F. Training staff
G. Vaccine replacement

A. Emergency Contact Information

Responsibilities:

- Monitoring vaccine storage equipment and systems daily
- Setting up and maintaining a monitoring/notification system during a power outage
- Ensuring appropriate vaccine storage and handling during the entire emergency

Employee Name	Employee Title	Work Phone	Home/Mobile Phone
Primary			
Secondary			

Determine if your refrigerator is having a mechanical failure (no lights in the refrigerator, no fan noise, blown fuse/circuit breaker, etc.), or if the building has lost electrical power. If applicable, check with building maintenance to ensure that the generator is operational and has been activated.

If a restoration timeframe cannot be determined, implement the following procedures. Identify a primary and secondary contact/location for each of the following categories:

Designated company responsible for:

- Restoring electrical power to location in the event of a power failure

Electrical Power Co.	Contact Name	Work Phone	Emergency Phone
	Primary		
	Secondary		

Building Maintenance	Contact Name	Work Phone	Emergency Phone
	Primary		
	Secondary		

Designated company responsible for:

- Repairing compressor or other refrigeration equipment that has been destroyed, or other emergency maintenance

Repair Company	Contact Name	Work Phone	Emergency Phone
	Primary		
	Secondary		

B. Back-up Storage Facilities

If your practice has a back-up generator on site, it is recommended that you list one **Alternate Vaccine Storage Site**. If your practice does **not** have a back-up generator on site, it is strongly recommended that you list two Alternate Vaccine Storage Sites. Storage sites may be a local hospital, retirement home, fire station, another practice, etc. The location must always have someone present, so you will have access to your vaccine when you need it. Make advance arrangements to store your vaccine when weather predictions call for severe inclement weather (tornadoes, hurricanes, ice, severe snow storms, etc.), when your vaccine storage equipment cannot be fixed, or when power cannot be restored within six hours. Before moving vaccine, call the location to ensure their back-up power is working. Alternate sites should be reconfirmed **every year** and should be noted as such.

☐ **Check here if your practice has back-up power (generator) and will be used as the Primary Site.**

For location(s) with back-up power (generator):

Alternate Vaccine Storage Site (1) – recommended

Facility Name	Contact Name	Work Phone	Emergency Phone
Address	**City**	**State**	**Date of Arrangement**
		R.I.	

For location(s) without back-up power (generator):

Alternate Vaccine Storage Site (2) – two additional sites are strongly recommended

Facility Name	Contact Name	Work Phone	Emergency Phone
Address	**City**	**State**	**Date of Arrangement**
		R.I.	

C. Navigating Storage Facilities

Describe how to enter the building and vaccine storage spaces in an emergency if closed or after hours. Complete the section below **or** include a floor diagram of your practice with the locations of:

Item	Location(s)
Doors	
Flash Lights	
Spare Batteries	
Light Switches	
Keys	
Locks	
Alarms	
Circuit Breakers	
Vaccine Storage Unit(s)	
Packing Materials	

D. Taking Inventory

Prior to transporting vaccine, generate a ***Vaccine Inventory Printout*** from OSMOSSIS that lists all vaccines by Lot #. If you cannot access OSMOSSIS, create a manual inventory of all items to be relocated. Manual inventory should include product NDC, Lot #, and dose quantities.

E. Packing Vaccine

Adhere to CDC guidance for the pack-out process which can be found in the Immunization Resource Manual. Package vaccine in a well-insulated, 2-inch thick container with conditioned frozen water bottles or conditioned frozen re-useable gel coolants. It is recommended that you keep the coolers that are used by McKesson to deliver your vaccines. The standard McKesson cooler can hold approximately 100 doses of vaccine. These temporary containers must remain closed once vaccines are packed and should only be stored for as long as the qualified containers and pack-outs are validated. When the McKesson container is packed according to CDC directions, it has shown to maintain appropriate temperatures up to 48 hours. If your facility is without power for more than 48 hours, it is recommended to repack.

Vaccines must not directly touch the conditioned frozen water bottles as doing so may inactivate the vaccine (exception: MMR). Keep vaccines in their original package during transport. Note:

- Varicella and MMR-V must be kept frozen; therefore, package them separately from other

vaccines. Follow pack out instructions BUT, do not condition the frozen bottle or frozen coolant, they must remain frozen when packing Varicella and MMR-V.

- Before reconstitution (i.e. when there is no longer an emergency), MMR vaccine may be stored in the freezer, or, at 2° to 8°C (6°F to 46°F) **or colder**. MMR, MMR-V, and Varicella are extremely sensitive to light as well as warm temperatures. Storing MMR vaccine in the freezer significantly increases the likelihood that it will remain viable after a power outage.

A TMD device must be placed with the vaccine. The TMD currently used for your vaccine unit(s) may be used during transport and for alternate storage. The temperature probe goes in the container right next to the vaccines and the device stays out and rests on top of the container. This TMD may be used to monitor temperatures for all coolers packed as long as all coolers are packed with the same materials, using the pack out process. Once vaccine is properly packaged, and if using the vaccine transport option #1, #2, or #4, transport it to back-up storage per pre-arranged plans. Load vaccine coolers inside the vehicle; never place vaccine coolers in the trunk. Review travel routes to take (alternative routes if necessary), time in route, etc. Ensure vaccine containers are properly stored in the emergency storage facility (freezer vs. refrigerator, adequate circulation, functioning temperature monitoring devices, etc.).

If using pack out option #3, leaving the vaccine in the office, follow above packing instruction and then securely tape shut the cooler cover.

F. Training Staff

Post your **Vaccine Storage Emergency Preparedness Plan** on or near vaccine storage equipment. Ensure that all staff (current and new) review the plan and understand it as part of their orientation. It is recommended staff receive orientation on how to properly pack vaccine coolers.

G. Vaccine Replacement

Failure to implement your **Vaccine Storage Emergency Preparedness Plan** during an emergency is considered negligent and will require the practice to replace vaccines lost, based on the Vaccine Replacement Policy.

Recommendations:

1. Update this plan as staff changes occur. The plan should be reviewed and edited, at least **once a year**, regardless of staff changes. Doing this may save hours of work later, as well as financial costs.
2. Fill empty space and door shelves in refrigerator with bottles of cold water, and line sides and bottom of freezer with bottled water. This will help maintain the unit's internal temperature for a longer period if out of order.