

Facility Name: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initial \_\_\_\_\_  
Revision Date: \_\_\_\_\_ Staff Initial \_\_\_\_\_  
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## Emergency / Power Outage Plan for Vaccines

**Until prepared to pack and move vaccines, KEEP ALL REFRIGERATOR/ FREEZER DOORS CLOSED**

**The temperature monitor must stay with the vaccines AT ALL TIMES**

*As appropriate for your facility, include name and phone numbers of emergency contacts below*

Facility Primary Vaccine Coordinator: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Facility Secondary Vaccine Coordinator: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Building Maintenance: \_\_\_\_\_ Phone: \_\_\_\_\_

Electric Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Alarm Monitoring Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Storage Facility: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (night) \_\_\_\_\_

Refrigerator Repair Company: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Emergency procedure for protecting vaccines**

- Activate generator if used for alternate source of power
- Check circuit breakers (Specify location) \_\_\_\_\_
- Contact primary or secondary vaccine coordinator at your facility and alternate storage facility to confirm arrangements (see names above)
- Prior to transport of vaccines, record time and refrigerator(s) and freezer(s) temperatures
- Do not open the refrigerator and/or freezer doors until preparations are complete for packing and moving the vaccine to the alternate storage unit or facility
- Begin process to transfer vaccines while maintaining cold chain procedures for storage and handling. See Vaccine Transport Methods (link pending) for instructions and diagrams  
(Specify alternate storage location) \_\_\_\_\_
- Keep calibrated state-supplied LogTag temperature monitoring device(s) with vaccines
- Place back-up temperature monitoring device in storage unit to determine when it is safe to move vaccines back
- Varicella vaccines (from freezer) must be kept frozen
- Place vaccine immediately into a storage unit once you reach the alternate storage site
- Use the same process to move the vaccines back to their permanent storage unit

## Pre Event

### **Identify location of essential materials for temporary vaccine storage or transport (See Vaccine Transport Methods for details and instructions)**

- Insulated coolers (2 or more)
- Cool packs (4 or more)
- Ice packs (4 or more)
- Portable freezer and/or original Varicella shipping container with original ice packs for transporting Varicella vaccine
- Temperature monitoring devices (move with vaccines)
- Insulating cushioning materials
- Flashlights (should be readily available)
- Spare batteries
- Other (as needed for your facility)

### **Transport of REFRIGERATED vaccines (maintain between 36° - 46° F, 2 - 8° C. Do not freeze)**

- Pack the refrigerated vaccines appropriately, according to one of the three methods described in Vaccine Transport Methods, to maintain the cold chain. Include a **currently calibrated temperature monitoring device** with the vaccines
- The temperature monitoring device should be placed next to the vaccine and should not come in contact with the refrigerated or frozen packs
- Keep vaccines in original boxes
- A manufacture vaccine package or an unpackaged individual vial/syringe/oral dose should never be in direct contact with frozen packs!
- Document the time and temperature of the vaccine storage unit as the vaccine is removed for transport
- Label the outside of the container(s) to identify the contents as **fragile vaccines requiring refrigeration**

### **Transport of FROZEN (Varicella) vaccines (must be kept frozen, maintain at 5° F, -15° C or colder)**

- Pack the frozen vaccines last along with a **currently calibrated temperature monitoring device** in a separate insulated container. A portable freezer is preferred. Follow the manufacture instructions for use. If a portable freezer is unavailable or unprepared at the time of transport, you may also use the original Varicella shipping container with the specialized frozen packs. The original shipping frozen packs from these boxes should be kept frozen in the freezer for emergency transportation. Place the Varicella vaccine and calibrated temperature monitor in the shipping container and wrap the frozen packs around the boxed vaccines
- The temperature monitoring device should be placed next to the vaccine and should not come in contact with the refrigerated or frozen packs
- Keep vaccines in original boxes
- A manufacture vaccine package or an unpackaged individual vial/syringe/oral dose should never be in direct contact with frozen packs!
- Document the time and temperature of the vaccine storage unit as the vaccine is removed for transport
- Label the outside of the container(s) to clearly identify the contents as **frozen vaccines** and with clear instructions to “**keep frozen**”

## Post Event

- Store vaccines maintaining the cold chain. Segregate the affected vaccines and mark them as “Do Not Use” until the vaccine viability can be determined
- Place Varicella vaccine immediately into a freezer even if the temperature was not maintained 5°F or

less during transport. Segregate the affected Varicella and mark them as “Do Not Use” until the vaccine viability can be determined

- Do not discard vaccines
- Download the graph from the temperature monitor that accompanied the vaccines
- Follow the [Temperature Excursion Instructions](#) and contact the vaccine manufacturers to obtain stability data on the viability of the vaccines.
- Email completed [Temperature Excursion Report](#) to [immune@alaska.gov](mailto:immune@alaska.gov) Include in the subject line: facility PIN, facility name, and "VFC temperature excursion report" to ensure appropriate processing.
- Call the Immunization Helpline at (907) 269-8088 / 888-430-4321 if you have any questions or concerns.
- If instructed to return non-viable vaccines, complete a Vaccine Return in VacTrAK, print a copy of the *Vaccine Return* page for your records plus one copy to place in the box of vaccines

**Review and update your Emergency Plan once a year and during staff turnover.  
Write the Revision Date and staff initials at the top of the first page.**