

VFC & VFAAR

Emergency Management Plan

INSTRUCTIONS: Use the following guidance for safeguarding vaccines in the event of planned or unplanned power interruptions (e.g., power outages, weather related circumstances, building maintenance/repairs, etc.).

Before an Emergency

1. Maintain emergency contact information for key staff responsible for vaccine management.
2. Store water bottles in fridge and cold packs in freezer to help maintain the interior temperature in the event of a power loss.
3. Identify alternate vaccine storage location(s), e.g., a local hospital or another VFC/VFAAR provider. Ensure the location has adequate space to accommodate vaccines and their temperature monitoring equipment meets VFC/VFAAR Program requirements.
4. Update the necessary contact information for alternate vaccine storage location(s), including the facility name, address, contact person, and telephone number.
5. Stock supplies indicated in Transporting Refrigerated Vaccines and Transporting Frozen Vaccines.
6. Label and keep accessible any necessary vaccine packing and transport supplies, copies of vaccine transport job aids, facility floor plans when available, and other related information.
7. Be familiar with back-up power sources for commercial/lab/pharmacy grade units.

During an Emergency

1. Assess the situation. Do not open the vaccine storage unit(s) affected.
2. Determine the cause of the power failure and estimate the time it will take to restore power.
3. Notify the key staff listed on this Emergency Plan as appropriate.
4. If the power outage is expected to be short-term, usually restored within 2 hours.
 - Record the time the outage started, the unit temperatures (CURRENT, MIN and MAX) and room temperature.
 - Place a “DO NOT OPEN” sign on storage unit(s) to conserve cold air mass.
 - Monitor the interior temperature until power is restored. Do not open the unit to verify the temperature.

Note: *Temperatures in commercial, pharmacy, and lab grade units tend to increase faster during power failures. As a result, clinics using these units need to monitor temperatures more frequently and may need to transport vaccines to an alternate location sooner.*

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Relocating Vaccine

If a power outage is long-term, is not expected to be restored by the end of the day, or vaccine storage units have reached out-of-range temperatures, prepare to relocate vaccines to the alternate storage location as feasible.

Before transporting vaccines:

1. Review emergency response plan and worksheet.
2. Contact the alternate storage facility to verify they can accept the vaccines.
3. Notify the VFC/VFAAR program(s).

If transport or relocation is not feasible, e.g. alternate location not available or unsafe travel conditions:

1. Keep units closed and document the temperatures (CURRENT, MIN, MAX).
2. Contact the VFC/VFAAR program(s).

Packaging and Transporting Vaccine

1. Notify the key staff listed on this Emergency Plan as appropriate.
2. Pack vaccine according to VFC/VFAAR guidelines.
3. Use frozen cold packs for frozen vaccines; never use dry ice:
 - Use approved frozen packs for refrigerated vaccines. Placing refrigerated vaccine directly on frozen packs and packaging it without sufficient insulation may freeze and therefore damage vaccine.
4. Package and prepare diluent:
 - MMR, Varicella and MMRV diluent can be stored at room temperature or in the refrigerator.
 - Diluents stored in the refrigerator should be transported with refrigerated vaccines.
 - Diluents stored at room temperature should be transported at room temperature.
 - Diluents packaged with their vaccine should be transported with the vaccine.
5. Upon arrival at the alternate vaccine storage location, document total vaccine transport time, the temperatures (CURRENT, MIN, and MAX) in the transport cooler(s) and the alternate storage unit(s).

After Power is Restored

1. Verify storage units are functioning properly before attempting to move any vaccine.
2. Follow the same transportation procedures and transfer vaccine back to its original storage unit.
3. Vaccine kept at the proper temperature during the power outage, whether transported or not, may be used.
4. For any vaccine not stored at the proper temperature:
 - Segregate it in the storage unit.
 - Mark it "DO NOT USE."
 - Contact the VFC/VFAAR program(s); be prepared to provide time frames and temperature information.

Never return vaccine to the vaccine distributor without VFC Program authorization.

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INSTRUCTIONS: Post this form on the outside of all vaccine refrigerators and freezers. Emergency contact must be an individual with 24-hour access to vaccines. ALWAYS contact the VFC/VFAAR Program before moving vaccines from your office.

Do you have a generator on site? (please check all that apply)	
<input type="checkbox"/> Yes, at the main site <input type="checkbox"/> Yes, at a back-up site <input type="checkbox"/> No access to a generator	
Clinic Name	VFC/VFAAR PIN
Vaccine Coordinator Name	Vaccine Coordinator Phone Number
Back-up Vaccine Coordinator Name	Back-up Vaccine Coordinator Phone Number
Emergency Vaccine Contact Name	Emergency Vaccine Contact Phone Number

Emergency Response Plan

ALWAYS

1. Contact the Vaccine Coordinator in your office.
2. Record the current time and temps in the storage unit(s).

IF THE POWER IS ON

1. Ensure the storage unit door(s) are closed tightly.
2. Ensure that the storage unit is plugged into an outlet.
3. Adjust the thermostat on the unit to bring temps into range.

IF THE POWER IS OFF

1. Call PECO Energy and ask for an estimated time of the outage. Record the estimate.
2. Call a VFC/VFAAR staff member. Leave a message if no one answers. Business hours: 8:30 am - 5 pm Mon - Fri.
3. If outside business hours, move vaccines to a back-up location using insulated cooler with ice packs.
4. After power returns or vaccines are secured in another storage unit, take inventory of the affected vaccines and call PDPH.
5. Record all actions taken and fax **Emergency Response VFC/VFAAR Vaccine Record** form to the Philadelphia Immunization Program 215-238-6948.

Important Contact Information	
PECO Energy	1-800-841-4141
Water Department	215-685-6300
PDPH Disease Control	215-685-6742
Shumethia Seal (VFC)	215-685-6424
Sarah Bonilla (VFAAR)	215-685-6837

One of these back-up storage locations should be available 24-hours a day	
Back-up Storage Location #1	Back-up Storage Location #2
Contact Person	Contact Person
Phone Number	Phone Number
Address	Address

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Emergency Contact Information

INSTRUCTIONS: *In case of emergency, first contact your on-site Vaccine Coordinators in the order listed below. Then contact PDPH staff (available Mon - Fri, 8:30 am - 5 pm), and any other appropriate emergency contacts (example: PECO Energy in the event of a power outage).*

Title	Name	Phone Number	Email Address
Your Vaccine Coordinator			
Your Back-up Vaccine Coordinator			
Your Medical Director			
PDPH: VFC Coordinator	Shumethia Seal	215-685-6424	Shumethia.Seal@phila.gov
PDPH: VFAAR Coordinator	Sarah Bonilla	215-685-6837	Sarah.Bonilla@phila.gov
PDPH: Vaccine Specialist	Christine Wilson	215-685-6728	Christine.Wilson@phila.gov
PDPH: Disease Control	Ask for Immunization staff	215-685-6742	
Power Company	PECO Energy	1-800-841-4141 Report an Outage	
Power Company	PECO Energy	1-800-494-4000 Customer Service	
Power Company (other)			
Water Department	Philadelphia Water Department (PWD)	215-685-6300	
Fridge/Freezer Repair Company			
Generator Repair Company			
Security Company			
Building Manager			
Other			

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Emergency Response Record

INSTRUCTIONS: Fill out this form for each affected storage unit.

Clinic Name		VFC/VFAAR PIN	
Vaccine Coordinator Name		Vaccine Coordinator Phone Number	
Date of Incident	Storage Unit Location	Room Temperature °F or °C	Generator Access

If there is a power outage, call PECO Energy 1-800-841-4141 and record the information below.

Time of the Power Outage	Power Restored (PECO estimate)	Power Restored (Actual)
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Current Vaccine Storage Temperatures

INSTRUCTIONS: Record the temperatures and the time. Circle temperature °F or °C and time AM or PM.

Storage Units	Current Temperature		Minimum Temperature		Maximum Temperature	
Refrigerator	Temperature	Time	Temperature	Time	Temperature	Time
	°F or °C	AM or PM	°F or °C	AM or PM	°F or °C	AM or PM
Freezer	Temperature	Time	Temperature	Time	Temperature	Time
	°F or °C	AM or PM	°F or °C	AM or PM	°F or °C	AM or PM

Inventory of Affected Vaccine

INSTRUCTIONS: If vaccines remain in storage unit during power outage, take inventory **after** the power returns. List all information of vaccines affected by the out of range temperatures, and the instructions from the VFC/VFAAR Program and vaccine manufacturers.

NDC #	Vaccine	Lot #	Expiration Date	# of Doses	Instructions

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Manufacturers & Distributors



Manufacturer	Website	Phone #	Products
U.S. Centers for Disease Control & Prevention (CDC)	www.cdc.gov/ncezid/dsr/	404-639-3670	Distributor for diphtheria antitoxin, VIG, smallpox vaccine
GlaxoSmithKline (GSK)	www.gskvaccines.com	866-GSK-VACC (475-8222)	Infanrix, Kinrix, Pediarix, Havrix, Engerix-B, Twinrix, Hiberix, Cervarix, Fluarix, FluLaval, Rotarix, Boostrix
Massachusetts Biological Labs	www.umassmed.edu/massbiologics/	617-474-3000	IGIM, Td, TT
MedImmune, Inc.	www.medimmune.com	877-633-4411	FluMist
Merck & Co., Inc.	www.merckvaccines.com	800-MERCK-90 (637-2590)	PedvaxHIB, Comvax, Vaqta, Recombivax-HB, Gardasil, M-M-R II, ProQuad, Afluria, Pneumovax 23, RotaTeq, Varivax, Zostavax, Td
Biotest Pharmaceuticals	www.biotestpharma.com	800-458-4244	HBIG
Novartis Vaccines	www.novartisvaccines.com/us/	877-NV-DIRECT (683-4732)	Fluvirin, Agriflu, Menveo, RabAvert (distributor for Ixiaro)
Pfizer (Wyeth Vaccines)	www.pfizerpro.com	800-438-1985	Prenar 13
Sanofi Pasteur	www.vaccineshoppe.com	800-VACCINE (822-2463)	Daptacel, Tripedia, Pentacel, ActHIB, Fluzone, Menomune, Menactra, IPOL, Imovax, Decavac, Tenivac, Adacel, Typhim Vi, YF-Vax
Talecris Biotherapeutics	www.grifols.com	800-520-2807	HBIG, IGIM, RIG, TIG