Emergency Plan for Vaccines Template

Facility Name: _____

Date: _____ Staff Initial: _____
Revision Date: _____ Staff Initial: _____
Revision Date: _____ Staff Initial: _____
Review and update annually or when a change occurs.

Designated VFC* Contacts

Name	Role	Contact Information
	Vaccine Coordinator	Primary:
		Secondary:
	Back-up Vaccine Coordinator	Primary:
		Secondary:
	Back-up Vaccine Coordinator	Primary:
		Secondary:

Useful Emergency Numbers

Service	Name	Contact Information	Additional Information

Is a copy of the CDC's† Packing Vaccines for Transport during Emergencies readily available for staff?

☐ Yes, located: _____

☐ No

https://www.cdc.gov/vaccines/hcp/admin/storage/downloads/emergency-transport.pdf

Back-up Facility Information

Facility Name & Address	
Contact Name	
Contact Information	
Alternate Contact Information	

*VFC – Vaccines for Children

†CDC – Centers for Disease Control and Prevention

Before, During, and After an Emergency

Before an Emergency

- Maintain up-to-date emergency contact information and protocols. Ensure the information is accessible to all staff.
- Maintain up-to-date list of transport materials & location.
- If applicable: be familiar with the back-up power source(s) for your vaccine storage units.
- Annually, or with any change to the contact information section, review the before, during and after an emergency protocol with applicable staff.
- Ensure the information is accessible to all staff and staff has been trained on the CDC's Packing Vaccines for Transport during Emergencies.

During an Emergency

- Do not open the unit to conserve the current temperature.
- Place a "DO NOT OPEN" sign on the vaccine storage unit(s).
- Notify the designated VFC contacts and other emergency contacts as deemed necessary.
- Note the time the outage began and record the unit(s) current, minimum, and maximum temperatures.
- Assess the cause of power failure and as applicable, take immediate action to restore power.
- In the event the vaccine needs to be transported:
  - Contact the back-up storage facility to notify them of the estimated time of arrival and approximate length of storage time.
  - Gather the needed materials using the list of transport materials & location.
  - **Refrigerated vaccine:** Pack refrigerated vaccine following the CDC's Packing Vaccines for Transport during Emergencies and transport the vaccine to your back-up facility.
  - **Frozen vaccine**: Pack frozen vaccine last and separate from refrigerated vaccine to maintain frozen temperatures.

After an Emergency

- Verify the original storage unit(s) temperatures are within the CDC's required range.
- If applicable: utilize the CDC's Packing Vaccines for Transport during Emergencies to return the vaccine back to the original storage unit(s).
- Once the vaccine has been transported and is back in the original unit(s), download data from the temperature monitoring device(s) used for transport and review.
- If the vaccines were involved in a temperature excursion:
  - Immediately label the vaccines do not use until viability has been determined by manufacturer(s).
  - Contact the manufacturer(s) using the CDC's Vaccine Manufacturer/Distributor Contact List to determine vaccine viability.
  - Submit a VFC Temperature Excursion Report to the VFC Program for any State-supplied pediatric vaccine involved in an excursion.
    - Only a copy of the VFC Temperature Excursion Report needs to be submitted. No additional data (download(s), information from the manufacture, etc.) will need to be submitted unless requested by the VFC Program.
  - If any state-supplied vaccine was deemed nonviable, reconcile inventory and return/discard.

List of Transport Materials & Location

The CDC's recommendation is that vaccine should be transported in a portable vaccine storage unit or qualified pack-out. If these options are not available, utilize the supplies listed below and follow the instructions on the CDC's Packing Vaccines for Transport during Emergencies.

Item(s)	Location
Hard-sided coolers or Styrofoam™ vaccine shipping containers	
Conditioned frozen water bottles	
Insulating cushioning materials for two layers (bubble wrap, packing foam, or Styrofoam™)	
Corrugated cardboard (two pieces)	
Temperature monitoring device	

If applicable, information regarding back up power source

NOTE: Having a back-up power source alone does ***not*** meet VFC power loss prevention requirements. **VFC required power loss preventive measures such as labeling circuit breakers and electrical outlets, ensuring storage unit doors are closed, etc., must still be met**.