

## Section 6: Vaccine emergency plan

Activate your emergency plan and transport your vaccine to your alternate storage facility, if:

- The vaccine storage unit is out of range and will not return to the appropriate temperatures for four hours or more, or
- There is a major temperature excursion.

### Emergency vaccine transport

#### Step 1: Gather materials

Hard-sided coolers, coolers built for vaccine transport, or foam vaccine shipping containers.	Insulating filler material
	Cardboard
Conditioned water bottles for refrigerated vaccine, frozen water bottles for frozen vaccine, or other transport material approved by OIP.	Digital data logger
	Current vaccine inventory – ALERT IIS printout

#### Step 2: Arrange delivery with accepting clinic

Contact alternate storage facility with estimated time of arrival and approximate length of storage time.

#### Step 3: Pack for transport

Use a Styrofoam or hard sided cooler at least 2 inches thick designed for transporting vaccines.

Place a layer of conditioned frozen water bottles (for refrigerated vaccine) or frozen water bottles (for frozen vaccine) in the bottom of the transport container. To condition water bottles, run them under warm water for a few minutes until they begin to thaw and the ice spins freely inside the bottle.

Cover water bottles with a layer of cardboard.

Cover the layer of cardboard with 1–2 inches of filler material (e.g., bubble wrap or crumpled paper) to ensure vaccines do not touch the water bottles or shift during transport.

Place the vaccine in a plastic bag with a calibrated digital data logger (the display goes on the outside of the container). Place the bag on top of the filler material.

Place another layer, 1–2 inches, of filler material on top of vaccines. Top with another layer of cardboard.

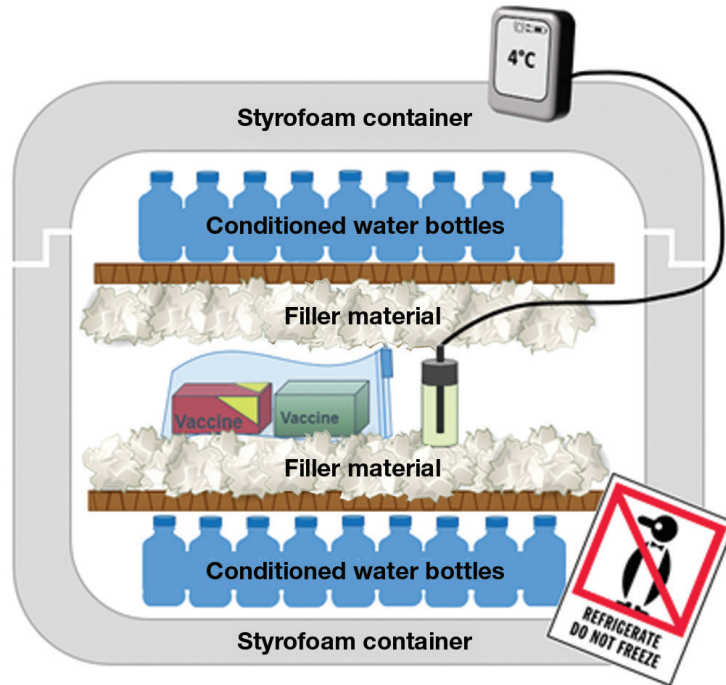
Place another layer of conditioned frozen water bottles or frozen water bottles on top of cardboard.

Add vaccine inventory printout from ALERT IIS.

Secure any gaps in the container with filler material. Seal with packing tape.

Affix digital data logger display on the outside of the container, on top of the lid.

Affix “Rush! Vaccine Perishable” and “Do Not Freeze” stickers to the transport container.



### Step 4: Arrive at destination

Unpack and properly store vaccines.

Record minimum and maximum temperatures for the transport period.

### Step 5: Document the event

When the vaccine is safely back at your clinic, document the transport in your vaccine storage troubleshooting record.

Contact the VFC Help Desk at 971-673-4VFC (4832) to report the emergency before administering vaccine.

- When external temperatures are below 20°F or above 85°F, only transport if necessary. Before doing so, contact the OIP.
- Do **not** leave the insulated container in an unconditioned location such as the trunk of a vehicle.
- Drive directly to the receiving site to minimize transport time.
- Do **not** use non-phase change gel cold packs or dry ice to transport vaccine.
- Always use digital data loggers to monitor temperatures during transport.
- Frozen vaccine must be transported separately from refrigerated vaccine.

## Key phone numbers and information

Write down storage unit details, key phone numbers and other instructions. Primary and back-up staff should keep a copy of this information, building keys and alarm codes in case emergency vaccine relocation or storage unit maintenance is required.

### Vaccine storage equipment

Unit type (e.g., freezer)	Location	Brand	Model #	Maintenance needs

### Thermometers

Primary or back-up	Brand	Model and serial #	Calibration due date

### Important contact information

Maintenance/repair company:	Phone number:
Power company:	Phone number:
Calibration company or laboratory:	Phone number:
Location of calibration certificates:	Location of back-up thermometers:

### After-hours building access

Alarm codes and instructions:

Doors, locks and keys:

Light switches and flashlights:

Circuit breaker location and instructions:

Generator instructions:

Location of generator and fuel:

Routine maintenance and generator testing instructions:

### Alternative storage site

Facility name and contact person:

Phone number:

Address:

## Alternate storage site agreement

\_\_\_\_\_ [Site A] and  
\_\_\_\_\_ [Site B]

agree that during a power outage or equipment failure, site A may store its vaccine and other refrigerated pharmaceuticals in site B's refrigerator and freezer with back-up generator.

Site A will contact site B before transporting vaccine. This agreement is effective as of \_\_\_\_\_ and will remain until modified or terminated as agreed by both sites.

\_\_\_\_\_  
Signature of site A administrator or manager

\_\_\_\_\_  
Signature of site B administrator or manager