CHEMUNG COUNTY HEALTH DEPARTMENT VACCINE STORAGE, HANDLING AND EMERGENCY RECOVERY

PLAN FOR IMMUNIZATION POLICY AND PROCEDURE

This document offers guidance to:

- Maintain vaccine storage and handling plans to safeguard vaccine and supplies
- Guidance during improper vaccine storage and handling events
- Provide for emergency response measures

This plan is posted on or near vaccine storage equipment and all staff are trained regarding the plan.

A copy of the CDC Vaccine Storage & Handling Toolkit is located in the P&P manual as well as, in the immunization room as a resource that provides general guidelines on how to protect vaccine supplies. Online access at http://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf

Vaccine Storage Requirements:

Vaccine will be stored in Room #143 at Chemung County Health Department. Vaccine will be maintained following the CDC Vaccine management recommendations for storage and handling and per vaccine management policy stated in Section 2 of the CCHD Immunization Policy and Procedural Manual.

Proper storage temperatures for refrigerator and freezer are posted on each unit.

Equipment Safeguard:

The John C. Gridley Office building is equipped with backup power resources. The external back up generator is regularly monitored and inspected by the Building and Grounds Department.
The vaccine refrigerator and freezer are wired on separate circuits to the breaker box and do not share electric service with any other receptacle. The breaker box is clearly posted with a warning to not interrupt service to the two breakers for the storage units. No items are allowed to block access to the breaker box.

Temperature Monitoring:

The vaccine refrigerator is an ISO Certified 44.9 cu ft. Helmer Horizon Series Pharmacy Refrigerator with microprocessor-based controller providing constant temperature monitoring with LED display and battery back-up. The vaccine freezer is an ISO Certified Helmer Horizon Series 4 cu ft Laboratory undercounter freezer with a microprocessor –based controller to provide constant temperature monitoring and control with a door mounted LED display and battery back-up.

The refrigerator and freezer are equipped with certified, calibrated thermometers with certificates of traceability placed centrally in each unit. Both the refrigerator and freezer are equipped with ISO Certified Fridge-tag 2L digital Data Loggers for continuous temperature monitoring and data retention for 60 days providing high/low temperature monitoring.

Refrigerator and freezer temperatures are checked and logged am and pm daily during office hours. Temperature monitoring allows for identifying the duration of temperature variations. If a temperature outside the recommended range is found, take immediate action to correct and document the problem as outlined in the procedure section below.

The temperature sensor continually monitors the temperature and alarms when the internal temperature is outside the set range. Any temperature excursion will trigger alarms in the immunization room, the Maintenance Dept. and Chemung County Nursing Facility 2nd floor nurse’s station. If outside office hours, the Maintenance and/or Supervising nurses will respond to the alarm and take corrective action, including notifying the Vaccine Coordinator. After hours notification may be to the on-call nurse for the Public Health Dept. through Total Recall.

Additional Vericor commercial Cool Cube Transport containers are stored in the immunization room. Three lockable, wheeled containers (12x12x12 inches inside) that keep temperature sensitive products between 2 – 8 degrees Celsius for up to 4 days without electricity. A fourth Vericor tote size, soft pack is also available. Removable refrigerated/frozen panels are kept ready at all times.
Vaccine Management Plan for Emergencies:

Follow these step by step instructions if improper vaccine storage or during an emergency to determine whether vaccines should be transported or sheltered in place.

1) Do not open the storage units. Leave the doors closed to conserve the temperature. Place a “do not open” sign on the units.
2) Notify the Vaccine Coordinator, Deputy Public Health Director and/or emergency contacts noted on the Emergency Contact Information for Vaccine Management and Emergency Plan (found in the Immunization Room/policy and procedure manual and all on call binders). Notify the Chemung County EMO to be on standby.
3) Note the time the outage/excursion started and storage unit temperatures on the Vaccine Emergency Response Worksheet.
4) Print an updated NYSIIS inventory of all accounts, VFA, VFC and MMR. If unable due to emergency obtain most recent inventory list from monthly inventory file.
5) Assess to determine the cause of the power failure/excursion and estimate the time it will take to restore power.
6) Take appropriate action.

In the event of a power failure or equipment failure that is anticipated to be short term, i.e. <2 hours in duration:

- Additional ice or frozen ice packs will be placed in the refrigerator and/or freezer
- The onset time and temperature will be recorded
- The doors will be closed and a sign will be posted alerting all staff of the need to keep doors closed
- Once power is restored or equipment failure is resolved, the time and temperature will be recorded
- If the temperature was not within acceptable range, the vaccine manufacturer and/or NYSDOH regional representative will be consulted regarding the integrity of the vaccine and further action as indicated
- Set up the three Vericor commercial coolers per manufacturers instructions. Maintain two at refrigeration temperature and one at freezer temperature. Keep empty and available. (coolers provide controlled temperature for up to 48 hours)

During the event the Vaccine Coordinator essential data will be recorded on the Emergency Response Worksheet.

Do not allow vaccines to remain in a non-functioning storage unit for more than two hours.

When it is determined that vaccine storage will be required for longer than 2 hours proceed with plan to move vaccine to an alternate storage facility:
In the event that the vaccine requires moving it to functioning storage outside of the facility:

Packing and Moving the Vaccine:

1) Notify your back up facility of need to store vaccine at their location per the Emergency Contact Information for Vaccine Management and Emergency Plan.
2) Open refrigerated/freezer storage units only after all necessary preparations for packing and moving to alternative storage sites have been made.
3) Using the prepared Vericor commercial coolers from above pack vaccine separating containers so that vaccine is not in direct contact with the cold packs. Pack frozen vaccine last.
4) Complete an inventory of all vaccine during packing.
5) Transport the vaccine following proper cold-chain procedures for storage and handling as directed by CDC Vaccine Storage & Handling Toolkit.

If transport or relocation is not feasible (e.g., alternate location is not available or travel conditions are unsafe) keep vaccine in Vericor commercial coolers closed and notify both the Chemung County EMO and VFC Call Center as soon as possible.

Post Event

In the event the integrity of the vaccine has been compromised at any time, inform the Vaccine Coordinator. Compromised vaccine will be separated from usable supply within the refrigerator and labeled until disposition is determined. (Manufacturer’s Follow-Up Information Sheet). The Vaccine Coordinator/Designee will notify the Western Regional office of NYSDOH. The Coordinator will contact the manufacturer of the vaccine to determine if the vaccine may be used.

Completed documentation will include the action taken and the results.

Any expired or nonviable vaccines must be returned to their program origin per NYSIIS instructions.

Medical Director _____________________________       Date _______________

Vaccine Coordinator _____________________________       Date _______________