

CAROLINA FAMILY HEALTH CENTERS, INC.

PROCEDURE

TITLE: CLN-106P Emergency Vaccine Management Plan and Planned Transport of Vaccines

EFFECTIVE DATE: December 2016

SECTION: Clinical

REFERENCE POLICY: N/A

RESPONSIBLE CHIEF OF STAFF: Chief Medical Officer

RESPONSIBLE COMMITTEE: Medical CIT

REVIEW: 10/15/2019, 02/2022, 05/06/2025

I. PURPOSE

The purpose of this procedure is to document and provide a plan on how vaccines are protected during an emergency that has the potential to compromise vaccine storage conditions and damage the vaccine supply. Additionally, this procedure outlines how the vaccine cold chain is maintained during vaccine transport.

II. PROCEDURE

For the protection of vaccines, Carolina Family Health Centers, Inc. (CFHC, Inc.) staff follows the *North Carolina Immunization Program (NCIP) Emergency Vaccine Management Plan*, which can be found on the NC Department of Health and Human Services' (NC DHHS) immunization branch website (<https://www.dph.ncdhhs.gov/programs/epidemiology/immunization/providers/storage-and-handling/emergencies>). As part of this plan CFHC, Inc. displays the properly completed NCIP Emergency Vaccine Management Plan/Disaster Recovery Plan form on the vaccine refrigerator(s) and freezer(s) storage units in plain view at all locations (Wilson Community Health Center (WCHC), Harvest Family Health Center (HFHC), and Freedom Hill Community Health Center (FHCHC)). The Clinical Site Manager at each of the CFHC, Inc. locations serves as the Vaccine Coordinator for that facility. WCHC, HFHC, and FHCHC have generators dedicated to essential equipment, including the refrigerators and freezers used for the storage of vaccines, as a method of backup in the event of a power outage.

In accordance with CFHC, Inc. *RM-200 Emergency Preparedness Plan*, the Director of Clinical Services serves as CFHC, Inc. Emergency Coordinator. When notification of an emergency (i.e., equipment failure, power outages, natural disasters, etc.) is received, the Director of Clinical Services is responsible for determining if vaccines need to be secured. If it is identified that the storage conditions could compromise the stability of the vaccines, the Director of Clinical Services works with the Clinical Site Managers or designee to coordinate the transport of vaccines. Since all CFHC, Inc. locations have generators dedicated to essential equipment, in the event the generator at the affected location is non-functional, vaccines are transported to one of the other CFHC, Inc. locations (i.e., WCHC to transport to HFHC or FHCHC; HFHC to transport to WCHC or FHCHC; FHCHC to transport to WCHC or HFHC). If vaccines need to be secured at an off-site location, the Vaccine Coordinator or designee at that location is responsible for taking a physical inventory, printing the inventory checklist from the North Carolina Immunization Registry (NCIR) [if able to], and

designating a CFHC staff member to transport the vaccines to the identified off-site location. Vaccines for storage are stored separately to prevent inventory usage by the storage facility.

Transporting Vaccines:

For the storage and handling of vaccines being transported (for routine or emergency situations) to off-site locations, CFHC, Inc. follows the Centers for Disease Control & Prevention (CDC) storage and handling guidelines, which can be found on their website (<https://www.cdc.gov/pinkbook/hcp/table-of-contents/chapter-5-vaccine-storage-and-handling.html>). The CDC guidelines are posted in each vaccine storage room. Per the CDC guidelines, vaccines can be transported in a portable vaccine refrigerator or freezer in emergency or routine transport; however Conditioned Water Bottle Transport System should only be used in emergency transport. The Clinical Site Manager or designee initiates the *Portable Vaccine Refrigerator/Freezer Unit Transport Checklist* (see attachment) and reviews the vaccine transport rules with the designated CFHC staff completing the transport to assure vaccines are packaged and transported to the off-site storage facility per CDC guidelines. The *Refrigerated and/or Frozen Vaccine Transport Checklist* (see attachment) is used if the Conditioned Water Bottle Transport System has to be used. Signatures are obtained on the checklist of the staff who package and transport the vaccines. Upon delivery, the designated CFHC staff member completes the Delivery Receipt of Vaccine section of the checklist and ensures the vaccines are stored appropriately.

After the emergency event and power is restored, the Clinical Site Manager or designee ensures the vaccine storage unit temperature is recorded (as close to the time power was restored) and continues to monitor unit temperatures until they reach the appropriate range (Refrigerator: 2-8°C; Freezer: -15°C or colder). The Clinical Site Manager or designee records the duration of the outage, including maximum temperature observed on the temperature log of each unit. The designated CFHC staff member returns to the off-site back-up facility to retrieve the vaccines and completes the Return Receipt of Vaccines section of the checklist. Upon return of the vaccines, the Clinical Site Manager or designee records the return temperature reading on the checklist and reviews the checklist for any temperature excursions while the vaccines were offsite. If any of the recorded temperature readings are not within normal range, then label the vaccines “Do Not Use” and store the vaccine appropriately. The Clinical Site Manager or designee notifies the Immunization Branch immediately for further guidance and documents the details of the temperature excursion. A physical inventory is completed to verify that all vaccines transported are returned according to the inventory packing list. The Clinical Site Manager files the checklist in the vaccine temperature log binder.

III. ATTACHMENTS

- *Accucold Portable Vaccine Refrigerator/Freezer Unit Transport Checklist*
- *Refrigerated Vaccine Packaging Transport Checklist*
- *Frozen Vaccine Packaging Transport Checklist*