

5.0 FORMS

5.1 Emergency Event Recovery Plan

A. Emergency phone numbers, companies, and points of contact

1. List the designated person(s) responsible for:

- Monitoring the operation of the vaccine storage equipment and systems daily;
- Tracking inclement weather conditions; and
- Assuring the appropriate handling of the vaccine during the emergency event.

Name of employee	Work phone	Home phone	Cell phone

2. Determine if your refrigerator is having a mechanical failure or if the building has lost electrical power.

- Check with the building maintenance to ensure that the generator is operational and has been activated.

Building maintenance	Time of contact	Work phone	Emergency phone

3. Contact the designated company responsible for restoring power to the location in the event of a power failure.

Power company	Time of contact	Work phone	Emergency phone

4. Contact the designated company responsible for repair where the compressor or the refrigeration equipment has been destroyed or you need emergency maintenance.

Repair company	Time of contact	Telephone number

5. If a time frame for the restoration cannot be determined, implement the following procedures for transferring the vaccines to an alternative storage facility with backup power.

B. List emergency phone numbers and points of contact for location with a backup generator.

This may be the local hospital, LTC facility, etc. Make arrangements with the site to store your vaccine there when weather predications call for inclement weather or when your vaccine storage equipment cannot be fixed or the power cannot be restored **within 4-6 hours**. Before moving your vaccine, call the location to ensure that their backup generator is working.

Alternative facility	Time of contact	Work phone	Emergency phone

C. Describe how to enter the building and vaccine storage spaces in an emergency if closed or after hours. Include a floor diagram and the locations of the following:

Item	Location(s)
Doors	
Flashlights	
Spare batteries	
Light switches	
Keys	
Locks	
Alarms	
Packing/insulating materials	

D. If possible, conduct an inventory before you move the vaccine.

E. Package the vaccine as per packing instructions.

F. Move vaccine to backup storage according to prearranged plans.