

BRAZOS VALLEY COMMUNITY ACTION AGENCY, INC.
Health Services

Procedure Manual

Procedure Subject/Title: Vaccine Storage Emergency Protocol
Applicability: All BVCHC Clinic Sites
Purpose: To ensure that vaccines are maintained safely at all times.

NOTE: ALL SITES WILL COMPLY WITH THESE PROCEDURES. ALL SITES REPORT THROUGH AN AGENCY VACCINE COORDINATOR.

Procedure:

1. Vaccines are to be transferred as soon as possible to the designated emergency storage site in the event of:
 - A. Extended power outage with unstable temperature regulation.
 - B. Construction/repairs of clinic that might involve interruption of power.
 - C. Any other planned or unplanned event that could compromise maintenance of temperature parameters for vaccines.
2. Any staff member with a concern regarding the safe storage of vaccines should contact their immediate supervisor.
3. When notification occurs all management staff of the clinic and the administrator responsible for the site should be notified of the concern and consulted regarding the plan of action.
4. The Texas Department of Health in the county where the clinic is located will be contacted to notify them of our emergency situation and the need for temporary storage of our vaccine supply. If we are unable to reach the Texas Department of Health the nearest hospital facility or other public agency equipped with a generator (i.e. law enforcement/ambulance offices/dispatch facilities) will be contacted and arrangements made to transfer vaccines for storage.
5. Before transporting vaccines the following actions must occur:
 - A. Do not discard any vaccine.
 - B. Record the refrigerator/freezer temperature(s) and the time the temperature reading was obtained.

- C. Keep the doors to the units closed as much as possible.
 - D. Be sure that the location where the vaccines are being transported to have been notified of your approximate time of arrival with the vaccines.
6. To transport the vaccines:
- A. Note the time and the temperature of the refrigerator/freezer and remove the vaccine for transportation.
 - B. Move the vaccine directly from the refrigerator/freezer into the appropriate transfer container.
 - i. Document the number of doses of each vaccine being transported on the Emergency Response form. Make a copy of this form and place the original in your Private Stock Vaccine notebook. Take the copy with you to the transfer site and provide it to the facility who is storing your vaccine. Document the name of the person who assumed responsibility for your vaccine.
 - ii. Preparation of refrigerated vaccines:
 - a. These vaccines must be packed and stored to maintain an internal temperature between 35 degrees and 46 degrees Fahrenheit. Place a thermometer in the container that you are packing your vaccines in.
 - b. Place each type of vaccine in a labeled bag. Label should include name of our clinic, name of contact person and the contact person's telephone number.
 - c. Pack with ice packs. Vaccines must be separated from the ice packs with plastic or foam.
 - d. Document the temperature inside the container just before closing the container.

- iii. Preparation of frozen vaccines:
 - a. Frozen vaccines must be transported in the proper transport box to maintain an internal temperature at or below + 5 degrees Fahrenheit. Place a thermometer in the container that you are packing your vaccines in.
 - b. If a transport box is not available, contact the Local Health Department to which you are transporting the vaccine and ask for an available Vaxipack transport box.
 - c. Place the frozen vaccine in a bag and label it with the name of our clinic, name of contact person and the contact person's telephone number.
 - d. Document the temperature inside the container just before closing the container.
 - e. **Varicella must not be allowed to thaw. Should thawing occur contact the manufacturer and/or Private Stock Vaccine coordinator for further instructions. Do not discard the vaccine. Private Stock Vaccine coordinator will provide instructions on next steps.**

******Be careful to ensure that frozen vaccine is placed in the correct container and that refrigerated vaccines are not placed in the container used to transport the frozen vaccines.**

- C. Transport the vaccines to the accepting storage facility.
- D. Document temperature in transfer containers when the container is opened. Remove all vaccines and place in a refrigerator or freezer, as appropriate. Maintain them in the bag with the facility name and contact person's name and phone number on them.

7. To return vaccines to our clinic site:
 - A. Be certain that our facility's refrigerator/freezer has been maintaining the correct temperature range for a period of at least two hours.
 - B. Follow the same procedures as documented in #6 above to retrieve and transport the vaccines back to our clinic site.
 - C. If there is concern about the efficacy of the vaccines do not administer them until the Private Stock Vaccine has been contacted re: your concerns and instructions received and this is documented.