

# Emergency Response Plan

Reviewed Date					
Reviewer					

## POST ON OUTSIDE OF REFRIGERATOR FOR ALL STAFF

Practice Name:		PIN:	
Primary Person Responsible:		Phone:	
Secondary Person Responsible:		Phone:	
Person with 24 hour access:		Phone:	

### WHAT TO DO IN THE EVENT OF A POWER OUTAGE (FILL IN THE BLANKS)

Electrical

Power Company \_\_\_\_\_ Phone \_\_\_\_\_

How will the primary/secondary person be notified of an outage after business hours? \_\_\_\_\_

Who lives closest to the clinic location that would know about an outage during the weekend? \_\_\_\_\_

Name of Facility with Generator \_\_\_\_\_ Address \_\_\_\_\_

Name of Point of Contact for Generator \_\_\_\_\_ Phone \_\_\_\_\_

1. **If possible, do not open the refrigerator or freezer during a power outage.** An unopened unit will keep colder longer.
2. Call the power company and ask how long the power will be out. How long will power be out? \_\_\_\_\_
3. Monitor the storage temperatures once the power goes out and record on the back of this sheet or a temperature log.
4. If it looks like the power outage will last for several hours, prepare vaccines for alternate storage. Label the vaccine boxes "VFC" or place them in a separate bag for easy identification.
5. ALTERNATE STORAGE PLAN: \_\_\_\_\_

*E.g., Put vaccines in a cooler surrounded by ice with a thermometer, move to location with a generator.*

6. If the temperatures are out of range for several hours and vaccines are not moved to another functional storage unit, spoilage may have occurred. Mark the affected vaccine for identification. Do not administer these vaccines until manufacturers have been contacted. Do not automatically discard the affected vaccine.
7. Collect essential data on the reverse side of this sheet. Notify Virginia Vaccines For Children (VVFC) at 1-800-568-1929.

### WHAT TO DO IN EVENT OF STORAGE UNIT MALFUNCTION / PROBLEM

***The refrigerator door was left open, the plug was pulled, the temperature dial was set too cold or too warm***

Refrigerator Repair Company: \_\_\_\_\_ Phone \_\_\_\_\_

Location of Circuit Breaker: \_\_\_\_\_ Circuit # for Storage Unit \_\_\_\_\_

1. Record the current temperature of the refrigerator/freezer when the incident is discovered (see back of this sheet).
2. Close the refrigerator door and/or plug in the refrigerator to restore appropriate temperatures. Adjust the thermostat dial. Check your circuit breaker to see if the circuit for the refrigerator was tripped.
3. If the refrigerator cannot achieve appropriate temperatures within an hour, prepare vaccines for alternate storage.  
ALTERNATE STORAGE PLAN: \_\_\_\_\_
4. The unit may be malfunctioning if temperatures do not change after several hours. Call the refrigerator repair company.
5. Do not automatically discard the affected vaccine. Mark the affected vaccine for identification. Do not administer these vaccines until the manufacturers have been contacted. See the back of this sheet for manufacturers' phone numbers.
6. Collect essential data on back of this sheet. Notify VVFC at 1-800-568-1929.

