

Health Care Provider: Vaccine Storage and Handling Contingency Plan

This Contingency Plan is for vaccine storage and handling in the event of a vaccine refrigerator malfunction, anticipated or unexpected power disruption, or other emergency that may compromise vaccine storage conditions. It will also be exercised for an office shut down of a week or more. In the event of a short term power outage / issue, the vaccine may be placed in a monitored insulated container.

- ☐ Health Care Provider _____
- ☐ Office is located at _____
- ☐ The designated primary contact person for vaccine storage and handling at our office is _____ . They are responsible for setting up and maintaining a monitoring and/or notification system for proper storage and handling of vaccines during the implementation of the Contingency Plan.
- ☐ The back-up contact person is _____

Method chosen to maintain cold chain:

- ☐ We have access to a Generator
- ☐ We have an alternative monitored vaccine refrigerator if problem with just one refrigerator
- ☐ We have access to an alternative storage facility (establish at least one in advance) within a reasonable distance where vaccines can be appropriately stored and monitored
- ☐ We will transport vaccine to the nearest Hastings Prince Edward Public Health office:
 - ☐ Belleville Main Office -179 North Park St.
 - ☐ Picton - 35 Bridge St / with Picton Family Health Team
 - ☐ Trenton - 499 Dundas St West
 - ☐ Bancroft - 1P Manor Lane / Professional Services Building
- ☐ Vaccine will be bagged, labelled, and accompanied by a list of inventory, in a properly conditioned insulated container as per the **Vaccine Transport** section of the HPEPH Checklist for Vaccine Storage and Handling, which is a summary of the Vaccine Storage and Handling Guidelines, 2012.
- ☐ The staff members have been trained so that they understand the Contingency Plan and their responsibilities for maintaining the cold chain for all vaccines.
- ☐ Emergency supplies, such as appropriate packing materials, will be kept on hand to accommodate transport of the maximum vaccine supply, including the following:
 - insulated containers
 - insulating material (e.g. crumpled paper, bubble wrap, and Styrofoam pellets)
 - packaging material, ice pack(s) (including ice blankets) and/or gel pack(s)
 - calibrated digital temperature monitoring devices
 - flashlight
 - batteries

For questions or concerns, please contact the Vaccine Information Line at 613-966-5500 Ext 485. After hours or on weekends, for a power disruption, or other emergency that may compromise vaccine storage conditions, call 613-966-5500, and your call will be returned by the on-call staff.