



# Policy and Procedure

Policy Name:	Power Malfunction and Vaccine Management		
Effective Date:		Revision Date:	
Department(s)/Site(s):			
Document Owners:			
Approved By:			
Relevant Law/Standard:	The Center for Biologics Evaluation and Research (CBER) at the Food and Drug Administration (FDA) <a href="https://www.fda.gov/vaccines-blood-biologics/vaccines/questions-about-vaccines">https://www.fda.gov/vaccines-blood-biologics/vaccines/questions-about-vaccines</a> Department of Health Care Services (DHCS) All Plan Letter 20-006, Site Reviews: Facility Site Review and Medical Record Review		

**Purpose:**

Provide guidance for emergency vaccine maintenance and storage during power outage and/or malfunction.

**Definition:**

A power failure is when the electrical supply to a building or area is interrupted.

**Policy:**

Provide staff trainings and maintenance on the CDC Toolkit (see Link) on-site in an easily accessible area near the vaccine storage unit: Complete and review monthly - vaccine storage, handling, and transport (See Appendix A)

**Procedure:**

- A. In the event that the building loses power for more than five minutes, the Office Lead and/or \_\_\_\_\_ shall check the circuit breaker.
- B. If the power is restored by tripping the breaker, the Office Lead and/or \_\_\_\_\_ shall record the time and date of the power outage, as well as any additional action that was needed in restoring power. Patient care should continue as scheduled unless otherwise informed by the Office Lead and/or \_\_\_\_\_.
- C. If the power is not restored by tripping the breaker, the Office Lead and/or \_\_\_\_\_ shall notify all employees to continue patient care as regularly as possible. Patients shall be instructed to safely leave the building via the stairway, if able.

- D. \_\_\_\_\_ (designated person) shall call PG&E (Pacific Gas and Electric) to determine the possible cause and length of the power outage. In the event that PG&E is unaware of the power outage, the office doors should be locked and a sign requesting patients knock for assistance.
- E. Monitor vaccines during a power outage
- F. Assess whether vaccine can be used after an emergency
- G. Indicate the protocol for transporting vaccines to and from an alternative vaccine storage facility
- H. The office maintains the following protocol:
  - a. Maintain contact information in checklist for general information
  - b. Maintain up-to-date contact information for:
    - i. Alternative vaccine storage (one or more)
    - ii. Transportation of vaccines
  - c. Keep a copy of emergency SOPs with emergency supplies and of multiple off-site locations such as homes of vaccine coordinator and alternate coordinator and with building manager, security staff and alternative storage facility
  - d. Maintain diagram to facility showing important elements, including doors, flashlights, packing materials, batteries, circuit breaker
  - b. Identify how to access your building and facility after hours
  - c. List vaccine storage unit specification (type, brand, model number, serial number)
  - d. List approved alternative vaccine storage facility (one or more)
  - e. Maintain and provide regular trainings for staff on vaccine protocols:
  - f. List and check packing supplies for vaccines and diluents for emergency transport

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First Name Last Name – Title

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Date

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The material in this document is a knowledge-sharing tool provided by the FSR team to enhance compliance with Facility Site Review requirements. All content is for informational purposes and may be used and/or modified according to site-specific practices. Ensure appropriate review and approval by site management prior to adoption.



## View or Print Toolkit

The Vaccine Storage and Handling Toolkit is a comprehensive guide that reflects best practices for vaccine storage and handling from Advisory Committee on Immunization Practices (ACIP) recommendations, product information from vaccine manufacturers, and scientific studies.

**Link:**

<https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf>

Center for Disease Control and Prevention - U.S. Department of Health and Human Services, Vaccine Storage and Handling Toolkit (Power malfunction preparedness Page 30 through 34)