



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) https://www.fda.gov/vaccines-blood-biologics/vaccines/questions-about-vaccines Department of Health Care Services (DHCS) All Plan Letter 20-006, Site Reviews: Facility Site Review and Medical Record Review or any superseding APL		

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. Site personnel must be able to verbalize the procedures in the plan used to promptly respond to OUT OF RANGE TEMPERATURES.

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.

- a. 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. Quarantine vaccines until guidance is obtained.
- 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
- B. For VFC providers, follow program requirements for documentation and reporting.

Resources:

CDC Vaccine Storage and Handling Toolkit: <https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf>

CDC Impact of Power Outages on Vaccine Storage: <https://www.cdc.gov/disasters/poweroutage/vaccinestorage.html>

About the VFC Program: <http://eziz.org/vfc/overview/>

First Name Last Name – Title

Date

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