

Establish an office-specific emergency plan for equipment malfunctions and power failures

Equipment Malfunction:

The most important action to take is to protect the vaccines as quickly as possible. **If the temperature is outside the +2°C to +8°C range**, follow these steps:

- Check that the thermometer is working correctly, the battery may need to be changed
- Record the date, time, and three temperatures (the current refrigerator temperature, the minimum temperature reached since last check, and the maximum temperature reached since last check) on the *Temperature Form*
- If the refrigerator is malfunctioning, move the vaccines to a properly functioning, monitored refrigerator
- If an alternate refrigerator is not available, place the vaccines in an insulated cooler, along with ice pack(s) and insulating material to prevent the vaccines from freezing
- Check that the refrigerator plug has not become disconnected
- Adjust your fridge dial setting or have the refrigerator serviced, and check that the temperature is between +2°C to +8°C before returning the vaccines to the refrigerator
- Place vaccines exposed to temperatures outside the +2°C to +8°C range in a container and label it “**DO NOT USE.**” Record the date and time on the container
- Contact your local Public Health Office for further guidance about whether the vaccines can still be used
- **DO NOT DISCARD OR USE THE EXPOSED VACCINE UNTIL THE SITUATION HAS BEEN ASSESSED BY PUBLIC HEALTH.**

Power Failure:

The most important action to take is to protect the vaccines as quickly as possible.

- Record the refrigerator temperatures (maximum-minimum and current), room temperature and time as soon as possible after the start of the power failure on the *Temperature Form*. Reset the thermometer.
- If the power failure is expected to be less than 4 hours, keep the refrigerator door closed, and continue to monitor the temperature. Water bottles stored on empty shelves and in the door will maintain the temperature longer
- Place a “Do Not Use” sign on the refrigerator. Do not open the refrigerator unless it is to remove vaccines for alternate storage
- If the power failure is expected to be more than 4 hours, or if the refrigerator temperature is going outside the +2°C to +8°C range, take the vaccines to a facility that has a functioning monitored fridge (e.g. with power or back-up generator)
- If an alternate refrigerator is not available, place the vaccines in an insulated cooler, along with ice pack(s) and insulating material to prevent the vaccines from freezing
- When the power is restored, record the time and refrigerator temperatures (current, minimum, and maximum) on the *Temperature Form*
- Place vaccines exposed to temperatures outside the +2°C to +8°C range in a container and label it “**DO NOT USE.**” Record the date and time on the container
- Contact your local Public Health Office for further guidance about whether the vaccines can still be used
- **DO NOT DISCARD OR USE THE EXPOSED VACCINE UNTIL THE SITUATION HAS BEEN ASSESSED BY PUBLIC HEALTH**