

# Appendix A – Contingency Plan Template

## **VACCINE COLD CHAIN CONTINGENCY PLAN**

In advance of a power outage/refrigerator malfunction, download and print hard copies of the most up-to-date cold chain incident forms from the WECHU’s website: <https://www.wechu.org/professionals/health-care-providers/vaccine-providers>

**ORGANIZATION/OFFICE NAME:** \_\_\_\_\_

**PRIMARY EMERGENCY CONTACT NAME:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**SECONDARY EMERGENCY CONTACT NAME:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

### **In case of power outage/refrigerator malfunction, follow these steps:**

1. Record the time of discovery, minimum, maximum and current refrigerator temperatures.
2. **DO NOT OPEN THE FRIDGE DOOR. DO NOT REMOVE VACCINES.** Place a sign on the fridge door that says, “DO NOT OPEN/DO NOT USE VACCINE”.
3. If the refrigerator is currently outside of +2.0°C and +8.0°C and the power outage/refrigerator malfunction is expected to last more than a few hours, vaccines should be placed in a properly packed cooler chilled to between +2.0°C and +8.0°C for transport to a monitored refrigerator. Our cooler supplies are located:  
\_\_\_\_\_

*[See image of packing a vaccine cooler on page 11 of Maintain the Cold Chain Quick Reference Guide. Ensure to monitor the minimum, maximum and current temperatures hourly. Document all of the vaccines that are placed in the cooler.]*

4. In the event of a long-term power outage or refrigerator malfunction (more than 4 hours), vaccines can be relocated to the following pre-designated location:

**LOCATION NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

5. When the power is restored, record the time, minimum, maximum and current refrigerator temperatures. Record the time again when the temperature returns to between +2.0°C and +8.0°C. It is now safe to return the vaccine to your refrigerator. Keep a sign on the refrigerator that says “DO NOT USE VACCINE” until you have received confirmation from the WECHU that they are safe to use.

**ALWAYS REPORT ANY TEMPERATURE INCIDENTS/EXCURSIONS OUTSIDE OF +2.0°C and +8.0°C TO THE WECHU at 519-258-2146 ext. 1121.**