

### Contingency Planning Resource

A contingency plan is required to be developed and implemented in the event of a power outage, and/or refrigerator malfunction. Premises must ensure that all processes and equipment required in the contingency plan are readily available at the time of the emergency. All staff must review and be aware of this plan prior to the emergency event so that prompt action can be taken to maintain cold chain. Maintaining vaccines in cold chain will ensure vaccine potency and viability.

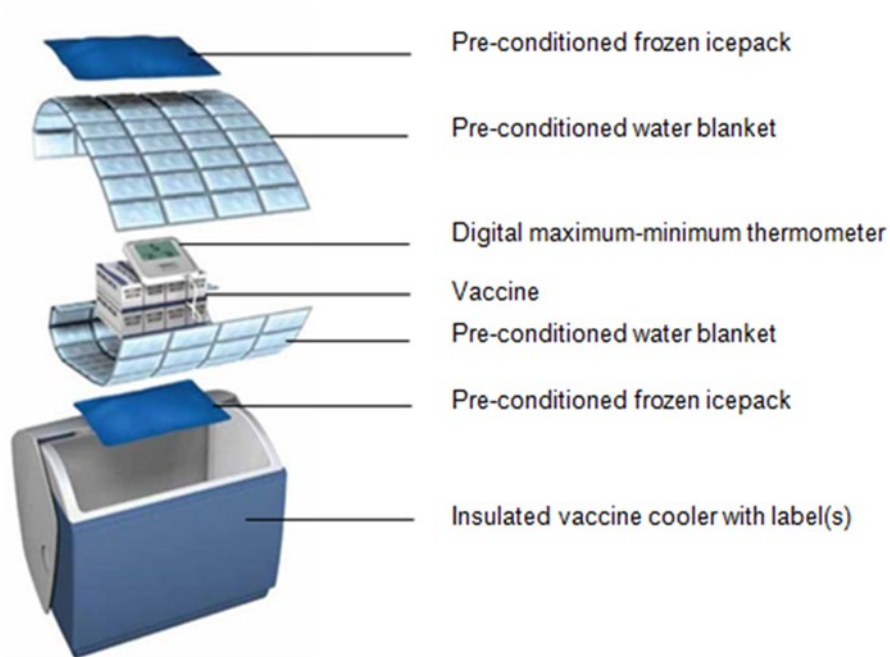
**All temperatures outside of +2.0°C and +8.0°C must be reported to Halton Region Public Health (311) immediately.**

Contingency Plan	
<b>Lead Contact Name:</b>	
<b>Lead Contact Phone Number:</b>	
<b>Backup Contact Name:</b>	
<b>Backup Contact Phone Number:</b>	
<b>Contingency Plan &amp; Location:</b>  <i>All secondary fridges must be approved by Public Health.</i>	In the event of a fridge failure, my plan is to:
	In the event of a short-term power failure (i.e. less than 4 hours) my plan is to:
	In the event of a long-term power failure (i.e. greater than 4 hours), my plan is to:
<b>Location of Contingency Tools and Equipment:</b>  <i>The number of insulated containers and packing material that should be maintained must be able to accommodate the entire vaccine inventory.</i>	Hard-sided insulated containers are stored:
	Refrigerated water blankets can be found:
	Frozen ice packs are located:
	Backup thermometer is located:
	Extra batteries are stored:

In the event of an electrical malfunction/fridge malfunction <u>only</u> , complete below:	
<b>Non-Functioning Fridge:</b>	When did the non-functioning fridge go out of range?
	What was the min/max/current temperature?
	When did the non-functioning fridge return back into cold chain range?
	What was the min/max/current temperature of the non-functioning fridge when it went back into cold chain range?
<b>Contingency fridge/ insulated container:</b>	When was vaccine transferred to the contingency fridge/ insulated container?
	What was the min/max/current temperature of the contingency fridge/ insulated container?
	When was the vaccine returned back into the functioning fridge?
<b>Thermometer Troubleshooting Steps:</b>	<input type="checkbox"/> Thermometer probe is placed in the center of the fridge inside an empty vaccine box. <input type="checkbox"/> Check when battery was last changed, replace if needed. Batteries need to be changed every 6 months. <input type="checkbox"/> Thermometer is set to “OUT” (not “IN”) <input type="checkbox"/> Mode is set to “MIN” and MAX” (not “LO” and “HI”) <input type="checkbox"/> Cord connecting the probe to the thermometer is plugged in an intact. (LL appearing on the display indicates that the probe is disconnected or damaged).
<b>Next Steps:</b>	<input type="checkbox"/> Report temperatures <b>outside</b> of +2.0°C to +8.0°C to Halton Region Public Health immediately by calling 311. <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete vaccine inventory. See page 5.</li> <li><input type="checkbox"/> Place vaccine in a bag and label <u>“DO NOT USE.”</u> Ensure vaccines are stored between +2.0°C to +8.0°C. Do not use or discard vaccines until Public Health has assessed vaccine viability.</li> </ul> <input type="checkbox"/> If vaccines are placed in a contingency hard-sided insulated container: <ul style="list-style-type: none"> <li><input type="checkbox"/> Hard-sided insulated container must be pre-conditioned between +2.0°C to +8.0°C (i.e. adding frozen ice packs, refrigerated water blankets) before placing vaccine in the insulated container.</li> <li><input type="checkbox"/> Replace frozen ice packs and refrigerated water blankets every four hours.</li> <li><input type="checkbox"/> Ensure that vaccines do not come in direct contact with frozen ice packs to avoid a freeze-thaw excursion</li> </ul> <input type="checkbox"/> If vaccines are placed in a fridge: <ul style="list-style-type: none"> <li><input type="checkbox"/> Fridge must be pre-inspected and approved by Public Health.</li> </ul> <input type="checkbox"/> COVID-19 VACCINE ONLY: If COVID-19 vaccines must be transported by vehicle, the <a href="#">Emergency Travel to Contingency Location Log</a> must be completed.

- Document the time and temperature (min, max, current) of the contingency fridge/ insulated container.
  - *Temperatures must be documented twice daily if placed in a contingency fridge.*
  - *Temperatures must be documented hourly if vaccines are placed in a hard-sided insulated container (see [Contingency Insulated Container Temperature Monitoring Log](#)).*
- Continue to document the time and temperature of the non-functioning fridge (twice daily).

### **How to Precondition a Hard-sided Insulated Container**



**SUPPLEMENTARY DOCUMENTATION TOOLS**

Complete sections A to D (where applicable)

**A. Contingency Insulated Container Temperature Monitoring Log**

	Vaccine moved to Insulated Container	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Vaccine moved back to fridge
<b>Time</b>										
<b>Current</b>	°									
<b>Min</b>	°									
<b>Max</b>	°									
<b>Initials</b>										

**B. Contingency Fridge Temperature Monitoring Log**

Week 1	Mon		Tue		Wed		Thur		Fri		Sat		Sun	
Time	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Current Temp														
Max Temp														
Min Temp														
Initials														

**C. COVID-19 VACCINE ONLY: Emergency Travel to Contingency Location Log**

	Existing Transit Time	Time Departed Premises	Time Arrived at Contingency Location	Time placed in Contingency Fridge
<b>Time</b>				
<b>Current Temp</b>	°			
<b>Max Temp</b>	°			
<b>Min Temp</b>	°			
<b>Initials</b>				

COVID-19 VACCINE ONLY- Total Transportation Time: \_\_\_\_\_

### D. Vaccine Inventory:

Brand	LOT #	Expiry Date	# of Doses Packed
Abrysvo™			
Act-Hib®			
Adacel®			
Adacel®-Polio			
Arexvy®			
Bexsero®			
Beyfortus® 50mg			
Beyfortus® 100mg			
Boostrix®			
Boostrix®-Polio			
Comirnaty®			
Engerix B® Adolescent/Adult			
Engerix B® Pediatric			
Gardasil® 9			
Havrix® Adult			
Havrix® Pediatric			
Imovax® Polio			
Imovax® Rabies			
Imvamune®			
Menactra®			
Menjugate®			
MMR® II			
Nimenrix®			

NeisVac-C®			
Pentacel®			
Prevnar 20®			
Priorix®			
Priorix-Tetra™			
ProQuad®			
RabAvert®			
Recombivax HB® Adolescent/Adult			
Recombivax HB® Pediatric			
Recombivax HB® Renal			
Rotarix™			
Shringrix®			
Spikevax®			
Td Adsorbed			
Td Polio			
Tubersol®			
Vaqta® Adult			
Vaqta® Pediatric			
Varilix®			
Varivax® III			
Vaxneuvance®			
Fluad®			
Flucelvax® Quad			
FluLaval Tetra			
Fluzone® HD			

Fluzone® Quadrivalent			