A VSEP is a policy and protocol specific to your office/agency regarding what to do if your vaccine refrigerator and/or freezer temperatures fall out of the safety range. A VSEP is a way of preemptively organizing what will be done if vaccine safety is in question and what individuals will be responsible for the execution of the VSEP. Your VSEP must be easy to read and easy to locate. All staff should know how and where to access the VSEP. Your VSEP is made up of the policy and procedures for emergency situations as well as a packet of materials you will need. This packet should include a flashlight, information around where to get vaccine transport materials, incident report, and a copy of the VESP.

A VSEP should consist of the following:
- Contact list
- Policy on when to move the vaccine
- Alarm/Lock and Key information
- Instructions for Power Failure
- Instructions for Equipment Failure
- Chart of Vaccines and their cold chain requirements

The main objective of creating a VSEP is to make a plan that works for your office/agency. See the sample VSEP below. For questions or concerns setting up a storage emergency plan if you do not already have one contact Jillian Heist at 867-2523 or e-mail heistj@co.thurston.wa.us
SAMPLE
VACCINE STORAGE EMERGENCY PROCEDURES (VSEP)

Important Phone Numbers:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bart Simpson Alarm:</td>
<td>(800) 555-1234</td>
</tr>
<tr>
<td>Louisville Power Company:</td>
<td>(888) 555-5678</td>
</tr>
<tr>
<td>IRS Energy Systems:</td>
<td>(800) 555-9012</td>
</tr>
<tr>
<td>Local Hospital:</td>
<td>(888) 555-0987</td>
</tr>
<tr>
<td>Local Health Jurisdiction:</td>
<td>(888) 555-4567</td>
</tr>
<tr>
<td>24/7 Emergency Contact:</td>
<td>Name: (888) 555-2345</td>
</tr>
</tbody>
</table>

Lock Combination: 9876
Key Location: On the hook behind the fridge

When a power failure occurs, or when the freezer or cooler units go out of temperature range, Simpson Alarm is notified by the alarm system. Then they begin calling the people on our list in the following order until someone is contacted:

- Program Pager 555-2345
  (if no one answers in 20 minutes, continue calling list)
- Contact A 555-6789
- Contact B 555-0123
- Contact C 555-4567
- Contact D 555-8901

When receiving an alarm call from Simpson Alarm, be sure to ask:
- Which unit is malfunctioning?
- Is the unit too warm or too cold?
- How long has the unit temperature been out of range?

All alarms need to be followed up with a visit to the storage location to check on the functioning of the storage units.

A vaccine storage emergency response packet is located at the main office/front desk, under the computer desk of the secretary (first desk as you enter the office). The packet includes the following:

- flashlight
- key to the storage location
- keys to the cooler
- copy of this procedure memo with important telephone numbers
- combination for the lock
**Power Failure:**

In the event of a power failure, call **Louisville Power Co: (888) 555-5678** to notify them of the power outage and to obtain estimated time it will take to restore power.

Check temperature in refrigerator/freezer only once when power initially goes out. KEEP DOORS SHUT UNTIL POWER RESUMES OR VACCINE NEEDS TO BE MOVED.

If there is a power failure, the backup generator should kick in and continue to supply power to the units until the main power supply returns.

If no backup generator exists and power is expected to be out for extended periods of time (9 hours or so) then implement vaccine plan to move vaccine or contact TCPHSS.

If using a secondary power source follow use guidelines (e.g. instructions for generator maintenance and use).

**Refrigeration Failure:**

If the malfunction is due to a refrigeration system failure, call: **IRS Energy Systems: (800) 555-9012.**

There needs to be an immediate repair visit. If for any reason IRS Energy Systems does not respond, continue contacting refrigeration repair service companies in the phone book listing under “Refrigeration Equipment-Commercial-Sales and Service” until someone responds.

If the malfunction cannot be resolved within nine hours, vaccines not requiring freezing may be moved. Contact Person Z at (888) 555-9887. Once transport is arranged pack vaccine with ice into portable coolers and transport following cold chain guidelines. If you do not have an emergency arrangement you may contact Jillian Heist at (360) 867-2523.

**Vaccine Cold Chain Storage Requirements:**

**Can be stored frozen OR can be refrigerated at 35° F to 46° F (2° C to 8° C)**
- MMR

**Can ONLY be stored frozen at 5° F (-15°C)**
- Varicella, MMRV

**Can ONLY be stored refrigerated at 35° F to 46° F (2° C to 8° C)**
- DTaP, DT, Td, IPV, HIB, HepB, HepA, PCV7, Pneumococcal Polysaccharide, Influenza, 2009-2010 H1N1 Influenza A.

Protect vaccine from light by retaining in original, intact packaging.