

**Vaccine Distribution & Use**  
**PHASES 1/2 - SITUATIONS A, B, and/or C**  
**Human case of novel (new) influenza virus (no human spread) overseas,**  
**in North America, and/or NJ**  
**RESPONSE ACTION - NO ACTIVITY**

NOTE: Appendix 1 of this plan contains documents specific to vaccine distribution during an influenza pandemic. Distribution of vaccine is implemented in accordance with the New Jersey (NJ) Strategic National Stockpile (SNS) Plan, a comprehensive plan provided to the Centers for Disease Control and Prevention's (CDC) Division of SNS on a yearly basis. Additional detail related to drug distribution and use, and other attachments referenced are located in the NJ SNS Plan, which is housed in the Health Command Center (HCC) and in the Office of the Senior Assistant Commissioner, Health Infrastructure Preparedness and Emergency Response (HIPER).

**Vaccine Distribution & Use**  
**PHASE 3 - SITUATIONS A, B and/or C**  
**Human case of novel (new) influenza virus (no human spread) overseas,**  
**in North America, and/or NJ**  
**RESPONSE ACTION - WATCH**

**Action Item 1: Exercise and Update the Vaccination Distribution Plan**

- 1.1 The Director of Communicable Disease Service (CDS) and the Program Manager of Emergency Planning conduct an annual review and update of the Vaccine Distribution Plan (VDP).

The Director of CDS and the Program Manager of Emergency Planning provide the updated VDP to the following individuals:

- Commissioner
  - Deputy Commissioner/State Epidemiologist
  - Deputy State Epidemiologist
  - Senior Assistant Commissioner
  - HIPER Medical Director
- 1.2 The SNS Coordinator and the Regional Planners conduct a review of Receipt, Stage, and Storage (RSS) Sites using the Local Information Network and Communications System (LINCS) Agency RSS checklist to ensure cold chain custody procedures are in place, points of contact are current, security agreements are in place, and adequate refrigeration storage space exists. The list of RSS Sites is located in "RSS Facility Checklist by LINCS Agency" and Hippocrates, NJDHSS' situational awareness software.
- 1.3 The Director of CDS and the Program Manager of Emergency Planning work with the HIPER Exercise Team to ensure that adequate exercises are conducted for training of staff in the VDP.

**Vaccine Distribution & Use**  
**PHASE 3 - SITUATIONS A, B and/or C**  
**Human case of novel (new) influenza virus (no human spread) overseas,**  
**in North America, and/or NJ**  
**RESPONSE ACTION - WATCH**

**Action Item 2: Develop vaccine target groups**

- 2.1 NJDHSS senior staff, with input from the stakeholder Influenza Advisory Committee (IAC), develop recommendations for health based vaccine target groups based upon current federal guidance. As of this writing, that is the October 2007 document “Draft Guidance on Allocating and Targeting Pandemic Influenza Vaccine” (Appendix 2) <http://www.pandemicflu.gov/vaccine/prioritization.pdf>.

The recommendations are based upon CDC - U.S. Department of Health and Human Services (HHS) Advisory Committee on Immunization Practices (ACIP), the national Vaccine Advisory Committee’s vaccine target group recommendations, and epidemiologic and surveillance data.

- 2.2 HIPER Senior Assistant Commissioner works with the NJ Office of Homeland Security and Preparedness (NJOHSP) to identify critical infrastructures (CI) and develop prioritized lists of positions supporting CI. NJOHSP tasks all state agencies and NJ CI sectors with developing plans to identify essential positions for maintaining CI, and to develop and maintain priority lists of essential staff for vaccination. This serves as a basis for determination of vaccine distribution. Each CI entity works through their occupational health clinic or contracted provider to provide vaccine to their employees.

**Vaccine Distribution & Use**  
**PHASE 3 – SITUATION D**  
**First case of human to human spread of novel (new) influenza overseas**  
**RESPONSE ACTION - ALERT**

**Action Item 1: Determine Vaccine Allocation**

- 1.1 HIPER SNS Coordinator contacts the CDC to determine the amount of vaccine allotted for New Jersey
- 1.2 As members of the Pandemic Influenza Response Team (PIRT) Policy Group identified in the NJ State Pandemic Influenza Response Plan, the NDHSS Commissioner and the Deputy Commissioner/State Epidemiologist, recommend to the PIRT Policy Group the allocation plan for health target groups identified in Action Item 2 above.
- 1.3 The NJOHSP recommends the CI allocation plan to the PIRT Policy Group.
- 1.4 The PIRT Policy Group recommends the allocation plan for both CI and health based target groups to the Governor.

**Vaccine Distribution & Use**  
**PHASE 3 – SITUATION D**  
**First case of human to human spread of novel (new) influenza overseas**  
**RESPONSE ACTION - ALERT**

**Action Item 2: Notify stakeholders and the public of the allocation plan**

- 2.1 After the Governor determines the allocation plan, the Commissioner conducts a conference call with public health and healthcare stakeholders (e.g., LINCS agencies, LHDs, hospitals and members of the IAC). These entities are advised on which target groups need to be vaccinated.
- 2.2 CDS health educators work with Office of Communications (OCOM) and the NJ Department of Human Services, Division of Mental Health Services, Disaster and Terrorism Branch to develop risk communication messages regarding the allocation plan.
- 2.3 NJDHSS posts the priorities on the NJDHSS website and forwards them through the Health Alert Network (HAN).

**Vaccine Distribution & Use**  
**PHASE 3 – SITUATION E**  
**First case of human to human spread of novel (new) influenza in North America**  
**RESPONSE ACTION - RESPONSE**

**Action Item 1: Request vaccine**

- 1.1 The Commissioner convenes a meeting with the PIRT Policy Group to consider recommending that the Governor request vaccine and issue a declaration of Public Health Emergency.
- 1.2 The Commissioner advises the Governor to request vaccine and medical supplies and declare a Public Health Emergency.
- 1.3 The HIPER Senior Assistant Commissioner notifies the Program Manager of Emergency Planning of the intent to request the vaccine and medical supplies.
- 1.4 The HIPER Senior Assistant Commissioner or the Program Manager of Emergency Planning provides a “heads up” to the Division of State Police Regional Operations and Intelligence Center (ROIC) at (number removed).
- 1.5 Once the Governor approves the request for vaccine, the Program Manager of Emergency Planning follows the SNS request procedure in the NJ SNS Plan, Appendix H.

**Action Item 2: Prepare for vaccine receipt and distribution**

- 2.1 Once the CDC informs NJDHSS that the vaccine is being shipped:
  - The HIPER Senior Assistant Commissioner or the Program Manager of Emergency Planning advises the ROIC to notify support agencies responsible for providing direct service in the RSS operations according to “Notification for the Activation of

**Vaccine Distribution & Use**  
**PHASE 3 – SITUATION E**  
**First case of human to human spread of novel (new) influenza in North America**  
**RESPONSE ACTION – RESPONSE**

the RSS Facility” (Appendix I). This serves as notification of pending RSS activation and enables those agencies to begin their preparations.

- The Program Manager of Emergency Planning activates the SNS Plan.
- The NJDHSS advises LINCS agencies to activate their RSS Sites and their vaccine administration sites to implement security procedures for RSS sites/receiving sites.
- To facilitate the appropriate law enforcement role, the HIPER Senior Assistant Commissioner recommends that the Office of the Attorney General provide a directive to each county prosecutor’s office instructing both county and local law enforcement agencies to work with their respective LINCS agencies in assuring security of vaccine and clinical operations.

**Vaccine Distribution & Use**  
**PHASE 3 – SITUATION F**  
**First case of human to human spread of novel (new) influenza in NJ**  
**RESPONSE ACTION - RESPONSE**

**Action Item 1: Receive and distribute vaccine**

- 1.1 The NJDHSS Commissioner conducts a conference call with LINCS agencies to:
- inform of the state’s vaccine allocation and distribution plan,
  - advise them to immediately report any damaged product and/or any break in the cold chain to CDS’ Vaccine Preventable Disease Program, and
  - advise them to activate their Medical Reserve Corps (MRC) to assist in vaccine administration sites.

**Action Item 2: Prepare to open vaccine administration sites**

- 2.1 HIPER Medical Director or other NJDHSS medical staff issues a standing order for vaccination and provides it to the LINCS agencies through the HAN.
- 2.2 NJDHSS compiles and makes available a list of all vaccine administration sites in New Jersey.
- 2.3 CDS works with the NJDHSS OCOM to develop messages for both the LINCS agency Health Educator/Risk Communicators (HERCs) and the public on target groups for flu vaccination and vaccine administration sites to include locations and hours of operation.
- 2.4 NJDHSS provides just in time, web-based training to appropriate staff on the use of the following for collection of CDC required data:
- NJDHSS Immunization Information System (NJIIS) - At a minimum, the following information may be collected on NJIIS: individual’s name and address, zip code, date of birth, phone number, date of vaccination, lot number, vaccine manufacturer, and vaccine administration site location.
  - NJ Preparedness Vaccination System (NJPVS) – This is a module of NJIIS. It tracks vaccine administrators and receipt and record of the vaccinations.

**NJDHSS Antiviral Drug Distribution & Use Operational Plan**  
**PHASE 3 – SITUATION F**  
**First case of human to human spread of novel (new) influenza in NJ**  
**RESPONSE ACTION - RESPONSE**

- 2.5 NJDHSS CDS designates a vaccine Safety Officer to work with OCOM to develop press releases and HAN messages related to adverse event reporting.
- 2.6 The Safety Officer provides all vaccine administration sites with any new information on personal protection to be included in just-in-time training for those individuals staffing the vaccine administration sites.

**Action Item 3: Open vaccine administration sites**

- 3.1 Upon receipt of the vaccine allocation and notification by the Commissioner, LINCS agencies activate their vaccine administration sites.
- 3.2 NJDHSS advises the Health Officer to ensure that all staff (e.g., vaccinators, security, food service, mental health workers, etc.) working in vaccine administration sites follow personal protection guidelines as outlined in the NJDHSS Antiviral Distribution Plan.
- 3.3 NJDHSS RSS staff process all requests for medical supplies and additional vaccine in accordance with Office of Emergency Management procedures. (See New Jersey's SNS Plan.)
- 3.4 NJDHSS CDS requires the following data:
  - NJDHSS CDS advises LINCS agencies to use NJIIS, NJ Emergency Preparedness Inventory System, and NJPVS for collection of CDC required data.
  - NJDHSS CDS tallies the number of individuals vaccinated by county on a daily and weekly basis.
  - NJDHSS CDS automatically transmits vaccine data to CDC within 24 hours through NJIIS.

**Action Item 4: Verify target groups**

- 4.1 NJDHSS requires vaccine administration site staff to verify that individuals receiving vaccine qualify under the NJ target group allocation.
  - Documentation for age based criteria (e.g., birth certificate, driver's license)
  - Documentation for risk based criteria (e.g., signed prescription from a qualified licensed health care provider listing the risk)
  - Documentation for critical infrastructure based criteria:
    - Name appears on list of eligible employees AND
    - Identification (e.g., employee ID, birth certificate, driver's license)

**Vaccine Distribution & Use**  
**PHASE 4 – SITUATIONS A, B, and/or C**  
**Clusters of cases of human spread overseas, in North America, and/or NJ**  
**RESPONSE ACTION - RESPONSE**

**Action Item 1: Continue activities from Phase 3F, Action Items 1, 3 and 4.**

**Vaccine Distribution & Use**  
**PHASE 5 – SITUATIONS A, B and/or C**  
**Widespread cases of human to human spread of novel (new) influenza overseas,**  
**in North America, and/or NJ**  
**RESPONSE ACTION - RESPONSE**

**Action Item 1: Continue activities from Phase 3F, Action Items 1, 3 and 4.**

**Action Item 2: Re-evaluate target groups**

- 2.1 NJDHSS senior staff consider CDC guidelines and efficacy data, and with input from the stakeholder IAC, review who has been vaccinated and whether a second dose is recommended, and develop recommendations for health based vaccine target groups.
- 2.2 HIPER Senior Assistant Commissioner works with NJOHSP to identify essential staff who have already been vaccinated and consider whether a second dose is recommended, and develop recommendations for CI vaccine target groups.
- 2.3 Data from the tasks above is reviewed by the PIRT Policy Group to determine if the allocation plan should be modified. If there is a recommended change, the Governor is notified.

**Vaccine Distribution & Use**  
**PHASE 6**  
**Increased and sustained transmission in the general population**  
**RESPONSE ACTION - RESPONSE**

**Action Item 1: Continue vaccinating target groups in accordance with recommendations and resources.**

**Vaccine Distribution & Use**  
**BETWEEN WAVES**  
**RESPONSE ACTION - RESPONSE**

**Action Item 1: Continue vaccinating target groups in accordance with recommendations and resources.**