

EMERGENCY VACCINE MANAGEMENT PLAN (Sample)

Post on outside of storage unit for all staff

Phone Number:

Practice Name:	
Primary Person Responsible for Vaccines:	
Secondary Person Responsible for Vaccines:	
Person with 24-hours Access:	
County Health Department:	

How to Manage Vaccines in the Following Scenarios:

- **Power failure**
- **Vaccine storage unit failure**
- **Staff left the refrigerator door open**
- **Temperature was too cold**
- **Storage unit became unplugged**
- **Any other improper storage condition**

1. Close the door and/or plug in the refrigerator/freezer.
2. Record the current time and temperature of the refrigerator/freezer.
3. Move the vaccines to a refrigerator/freezer that is working properly and document the time of relocation. *Do not throw out the affected vaccine.*
4. Mark and quarantine the potentially compromised vaccines for easy identification.
5. Notify the VFC Program at 1-877-888-7468 Option 1.
6. Adjust thermostat as needed and monitor temperatures frequently.
7. Call manufacturers of all exposed vaccine(s) and submit documents* to floridavfc@flhealth.gov.

In Case of a Power Outage: If you do not have a generator, identify at least one location with a generator (hospital, 24-hour store, etc.). Before transporting, call the back-up location site to ensure that their generator is working and they have room for the vaccine stock.

1. Location & Contact's Name: _____ Telephone #: _____
2. Location & Contact's Name: _____ Telephone #: _____

How will you be notified of an outage? _____

*Completed On-Hand Inventory of Exposed VFC Vaccines form, Vaccine manufacturers' recommendation letters for all vaccines stored in the unit and Written, detailed explanation of the incident, including pertinent times and temperatures especially if vaccines were relocated, and plans to avoid future incidents.