

EMERGENCY RESPONSE PLAN (Sample)

Post on outside of refrigerator for all staff

Practice Name: _____	
Primary Person Responsible for Response Plan: _____	Phone: _____
Secondary Person Responsible for Response Plan: _____	Phone: _____
Person with 24-hour access: _____	Phone: _____

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 backup 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?: _____

Transport vaccines in an insulated cooler with a barrier separating the vaccines from the ice/cold packs. Transport Varicella and MMR-V vaccines with dry ice.

Location where provider may purchase dry ice: _____ Telephone #: _____

If your emergency back-up location is more than 30 minutes away and you have a large quantity of vaccine, consider renting a refrigerated truck to transport your vaccine.

Refrigeration Company: _____ Telephone #: _____
Local Health Department: _____ Telephone #: _____

PREVENT LOSS FROM EXPIRED VACCINES!!

Check and rotate your stock to assure shortest dated vaccine is used first. Create and post a vaccine expiration table on your refrigerator. Notify the VFC Program if vaccines are going to expire within 3-6 months.

CHECK AND RECORD REFRIGERATOR AND FREEZER TEMPERATURES TWICE A DAY

- In the morning when the practice opens.
- In the afternoon to allow for adjustments prior to the time the practice closes.

What to do if a power failure occurs, staff left the refrigerator door open, the temperature was too cold, the refrigerator plug was pulled or any other situation which would cause improper storage conditions:

1. Close the door and/or plug in the refrigerator/freezer.
2. Record the current temperature of the refrigerator/freezer.
3. Store the vaccines at appropriate temperatures. Move the vaccines to a refrigerator/freezer that is working properly. Do not throw out the affected vaccine.
4. Mark and remove the potentially compromised vaccines for easy identification.
5. Collect essential data and notify the VFC Program at (800) 483-2543.
6. Call all manufacturers of affected vaccine(s). Use the Emergency Response Worksheet.