



Post on Outside of all Refrigerators for all Staff

Vaccine Management & Emergency Response Plan

VFAAR PIN:	Practice Name:
VFAAR Site Contact Name:	Phone:
Vaccine Deliveries	
Primary person responsible for receiving deliveries:	Phone:
Secondary person responsible for receiving deliveries:	Phone:
Vaccine Storage	
Primary person responsible for temperatures:	Phone:
Secondary person responsible for temperatures:	Phone:
In case of Emergency	
Person with 24-hour access to vaccines:	Phone:

EMERGENCY PLAN: In the case of a power failure, the refrigerator and/or freezer is broken, the door was left open, the temperatures are out of range, the storage unit was unplugged or any other situation which would cause out of range temperatures:

1. Inform the VFAAR Contact in your office (listed above).
2. Record the current time and temperatures in the freezer and refrigerator on emergency worksheet (page 2).
3. Make sure all doors are closed tightly and ensure the unit is plugged in. *Keep door closed, unless the decision is made to move the vaccines.*
4. If the issue is not a power outage, adjust the thermostat on the unit to bring temperatures back in range.
5. If the power is out, call PECO and ask for an estimated time for the power turning back on, record the time on the emergency worksheet (page 2).
6. Call PDPH VFAAR staff on call down list. Leave a message if no one answers.
7. If during business hours, follow instructions from VFAAR. If outside business hours, move vaccines to a secure location. Vaccines must be transported in an insulated cooler with ice packs, place a barrier (cardboard, bubble wrap, etc) between the vaccines and ice packs. Varicella & MMRV must be transported on approved cold packs.
8. After the power returns or the vaccines are secured in another storage unit, take inventory of the affected vaccines; record on the emergency worksheet (page 2). Call all manufacturers of affected vaccines; record the manufacturer recommendations.
9. Record all actions taken on the emergency response worksheet and **fax** to VFAAR Program, Emily Gibble (215) 685 - 6806.

*****ALWAYS contact VFAAR Program BEFORE moving vaccines from your office*****

Emily Gibble: (215) 685-6424 | Christine Wilson: (215) 685-6728

Division of Disease Control: (215) 685-6742 (ask for a VFAAR staff person)

Alternative storage locations: One of the following locations should be available 24-hours a day.

Option #1: Contact Name: _____ Phone: _____
Address: _____

Option #2: Contact Name: _____ Phone: _____
Address: _____

Important Note:
Varicella vaccine must be transported on approved cold packs.

Location where cold packs may be obtained: _____ Phone: _____

Other Important Numbers:
PECO: 1-800-841-4141 Philadelphia Water Department: (215) 685-6300

VFAAR Emergency Response Worksheet

Fax to (215) 685-6806

VFAAR PIN:	Practice Name:
VFARR Site Contact:	Phone Number:

Generator Access (Please check): None On site Accessible via alternate site

Storage Unit Location: _____ **Date of Incident:** _____

Record the following temperatures and the time they were taken in the table below. Circle whether the temperature is Fahrenheit (F) or Celsius (C).

	Current Temperature	Minimum Temperature	Maximum Temperature
Refrigerator	F / C Time: _____	F / C Time: _____	F / C Time: _____
Freezer	F / C Time: _____	F / C Time: _____	F / C Time: _____

Power Outage: *Contact PECO and find out the time the power went out (if staff were not in the office) and the estimated time the power will return on.*

Time of power outage: _____

PECO estimated time power to return: _____ Actual time power returned: _____

Affected Vaccine(s): *Use multiple pages if necessary*

If vaccines remain in storage unit during power outage, take inventory AFTER the power returns on. List below the vaccines, including lot number and number of doses, affected by the out of range temperatures. Indicate the instructions for each vaccine from VFAAR and the manufacturer.

Vaccine	Lot Number	NDC Number	Expiration date	# of doses	Instructions from VFAAR & manufacturer (Include case number)