

## Emergency Handling Procedures for Vaccine

**Prior to an emergency, all immunization providers should:**

- Identify an alternative vaccine storage facility that has proper refrigerator and freezer units, temperature-monitoring capabilities and backup power where vaccine can be stored in an emergency. An alternate site available 24/7 is preferred. Call annually to make sure this facility is still available.
- Designate staff who will be responsible for packing and moving the vaccine to a safe location.
- Have the appropriate packing material on hand at all times, including insulated containers and cold/ice packs, bubble wrap, etc.
- Have a list of emergency phone numbers for local utility companies.
- Ensure written descriptions of floor plans and vaccine locations are available.

**In an emergency, call the following people immediately:**

_____	<b>Phone:</b> _____
<b>Primary contact:</b>	<b>Cell:</b> _____
_____	<b>Phone:</b> _____
<b>Backup contact:</b>	<b>Cell:</b> _____

**The emergency handling plan must be updated annually or when changes occur and reviewed by all staff who have vaccine storage and handling responsibility, especially as staffing changes occur.**

In addition, a record must be maintained of ALL staff responsible for emergency handling of vaccines to include their signature and date when they reviewed the emergency plan.

<b>Read by:</b>	<b>Date</b>

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**Original Emergency Handling Procedures date:** \_\_\_\_\_

**Revision of Emergency Handling Procedures:** \_\_\_\_\_