

Things to Include in a Vaccine Relocation Plan

Power Outage/Equipment Failure/Inclement Weather/Office Closure

* All forms can be found on the VFC webpage. Please be sure each form described below is included in your plan.

* Items in “ ” can be included in your plan, exactly as written here.

- Who to call to move vaccines? Names and phone numbers (list in order to call)
Jane Smith: 999-999-9999
Mary Brown: 999-999-1111
Dr. John Doe: 999-111-0000
- Where are you taking vaccines? Name, address, and phone number
- Where are the refrigerator and freezer located? (Pharmacy, lab, etc.)
- Where are the packing supplies (coolers, cardboard, bubble wrap, frozen water bottles, digital data logger thermometer) located?
- “Complete the **Vaccine Transport Inventory Sheet.**”
- “Pack refrigerated and frozen vaccines according to handouts **Transporting Refrigerated Vaccines & Transporting Frozen Vaccines.**”
- “Complete the **Vaccine Transport Monitoring Sheet.**”
- “Transport vaccines in the passenger compartment NOT the trunk of the vehicle.”
- “See attached directions to get to relocation site.” Please include printed map and written directions (i.e., Google Maps, MapQuest).
- Where are the refrigerator and freezer located at the relocation site? (Pharmacy, lab, etc.)
Include directions to get to designated vaccine storage units (i.e., Go thru Main entrance, make a right at visitor’s desk, 1st hallway on left, go through double doors...)
- “Refrigerator and freezer temperatures (current, minimum, and maximum) should be monitored and in range for at least 24 hours prior to moving vaccines back to office after power outage.”
- Date and signature of person responsible for keeping plans updated/reviewed.
- Complete quarterly review of backup site.

SAMPLE - INDIVIDUALIZED VACCINE RELOCATION PLAN

Emergency Vaccine Plan for ABC Pediatrics

Contact Names/Phone #'s:

1. Mary Jones (xxx) xxx-xxxx
2. Tom Smith (xxx) xxx-xxxx
3. Dr. Susan Miller (xxx) xxx-xxxx

Vaccine Storage Unit Location:

Vaccine refrigerator and freezer are located in med room A. Spare refrigerator/freezer also located in med room A.

Vaccine Transport Supplies:

- Flashlight – in red backpack found on top of spare refrigerator – batteries are in the front pocket of the backpack
- Blue Cooler – to left of spare refrigerator
- Portable Freezer Unit (with cord inside) – to left of vaccine refrigerator
- Bubble wrap/cardboard – inside of blue cooler
- Backup/transport DDL – on top of vaccine freezer
- Backup DDL Glycol & Probes – spare refrigerator/freezer
- Frozen water bottles and ice packs – spare freezer

*In the event of storage unit failure or power outage, please transport vaccines to backup location, **Taylor's Pharmacy.***

Backup Location:

Taylor's Pharmacy

30 Cumberland Ave

Harrisburg, PA 17104

Phone #: (xxx) xxx-xxxx (call to alert prior to dropping off vaccine)

Primary Contact: **John Taylor, (xxx) xxx-xxx**

Instructions:

- 1) Complete the **Vaccine Transport Inventory Sheet.**
- 2) Pack refrigerated and frozen vaccines according to handouts **Transporting Refrigerated Vaccines & Transporting Frozen Vaccines.**
- 3) Contact Taylor's Pharmacy to alert them of transport.
- 4) Complete the **Vaccine Transport Monitoring Sheet.**
- 5) Transport vaccines in the passenger area, NOT the trunk, of the vehicle.
- 6) See attached Google directions to get to Taylor's Pharmacy. Once arrived:
 1. Enter at front doors, turn right, and walk straight back towards the pharmacy counter.
 2. Vaccine refrigerator and freezer are located in the back, left corner of the pharmacy area.

****Once power is restored at ABC Pediatrics, refrigerator and freezer temperatures (Current, Min, Max) must be monitored and in range for at least 24 hours prior to moving vaccine back to office.**

Quarterly Review

Date Verified	Backup site contact person	OK for Backup?	VFC Coordinator Signature