

EMERGENCY RESPONSE PLAN

Post on outside of refrigerator for all staff

Practice Name:	
Primary Person Responsible:	Phone:
Secondary Person Responsible:	Phone:
Person with 24-hour access:	Phone:

For a Power Outage: If you do not have a generator, identify a location with one (hospital, 24-hour store, etc.).
Before transporting, call the back-up location site to ensure that their generator is working.

Location Name _____ Ph# _____

How will you be notified of an outage? _____

Refrigerated vaccines must be transported in a cooler with cold packs.

Frozen vaccines like varicella and MMRV must be transported with DRY ICE.

Location where dry ice may be purchased _____ Ph# _____

If your 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 _____ Ph# _____

OTHER RESOURCES:

LHD Contact: _____ Ph# _____

PREVENT LOSS FROM EXPIRED VACCINES!!

**Check and rotate your stock at least monthly. (Post vaccine expiration date table.)
Notify your local health department if vaccines are going to expire within 6 months.**

CHECK AND RECORD REFRIGERATOR AND FREEZER TEMPERATURES TWICE A DAY

- Once in the am when the practice opens.
- Once in the pm when the practice closes.

What to do if a power failure occurs, the refrigerator door was left 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. Make sure that the refrigerator/freezer is working properly or move the vaccines to a unit that is. Do not automatically throw out the affected vaccine. Mark the vaccine so that the potentially compromised vaccines can be easily identified.
4. Collect essential data on the reverse side of this sheet and notify the local health department.
5. **Call all manufacturers of affected vaccine(s) (see table on the backside).**

Turn over for Emergency Response Worksheet

