

# Worksheet for Developing an Emergency Plan for Managing Vaccine

Name	Phone numbers (home, cell)
Vaccine Coordinator:	
Backup Vaccine Coordinator:	
System-Level MnVFC Contact (if applicable):	

Emergency Staff Contact List		
Name (in order of priority)	Emergency role (pack, transport, etc.)	Phone numbers (home, cell)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

<b>Vaccine Storage Unit Specifications</b>				
Type of unit (refrigerator or freezer)	Location	Brand	Model number	Serial number

**Written instructions for how to enter your facility and access vaccine storage units if the building is closed or it's after hours.**

<b>Materials</b>			
	<b>Location of item</b>	<b>Person responsible for material</b>	<b>Phone number</b>
Flashlights			
Spare batteries			
Insulated containers or coolers or portable fridge/freezer			
Insulated barrier (e.g., bubble wrap, packing paper, newspaper)			
Cold/frozen water bottles			
Back-up data logger with a current and valid Certificate of Calibration			

<b>Written instructions for vaccine packing to maintain the cold chain with appropriate supplies, including temperature monitoring devices.</b>

Alternate Vaccine Storage Facility(s)	
Facility name:	
Address:	
Contact person:	
Phone number during business hours:	Phone number after business hours:
Storage capacity:	
Facility name:	
Address:	
Contact person:	
Phone number during business hours:	Phone number after business hours:
Storage capacity:	

Transportation to Alternate Vaccine Storage Facility(s)		
	Contact person	Phone numbers
Vehicle 1:		
Vehicle 2:		

Emergency Resources Contact List			
Emergency resources	Company name	Contact person	Phone numbers
Electric power company			
Generator repair company			
Generator fuel source			
Refrigerator repair company			
Local health department			
State health department	MnVFC program		651-201-5522

**Remember to document the incident and your actions.**

- *Storage and Handling Mishap Log* on Program Resources ([www.health.state.mn.us/people/immunize/hcp/mnvfc/resources.html](http://www.health.state.mn.us/people/immunize/hcp/mnvfc/resources.html)) (see Appendix A).
- *Storage and Handling Mishap Checklist* on Program Resources ([www.health.state.mn.us/people/immunize/hcp/mnvfc/resources.html](http://www.health.state.mn.us/people/immunize/hcp/mnvfc/resources.html)) (see Appendix B).

Date reviewed	
Reviewed by	
Title	
Signature	