

OSIIS ID \_\_\_\_\_ VFC Pin Number: \_\_\_\_\_

You **must** contact your Immunization Field Consultant (IFC) when:

- You have a change in staff that handles your VFC vaccine
- There is an address or phone number change for your office
- You need vaccine; want to force order vaccine; want to make changes with vaccines
- There is a power outage, or vaccine incident

Immunization Field Consultant (IFC) \_\_\_\_\_

Contact Number's : Office \_\_\_\_\_ Cellular \_\_\_\_\_

If your IFC is unavailable please contact OSDH Immunization Service at 405-271-4073.

## BE PROACTIVE: PREVENT LOSS

VFC Primary Coordinator \_\_\_\_\_ Phone # \_\_\_\_\_

VFC Back Up Coordinator \_\_\_\_\_ Phone # \_\_\_\_\_

### Primary and Back Up Coordinators are responsible for:

- Checking and recording temperatures twice daily. Have two thermometers.
- Assure refrigerator temperatures are between 35° and 46° Fahrenheit (2° and 8° Celsius).
- Maintain freezer temperatures below 5° Fahrenheit ( -15 degrees Celsius).
- Inventory control and stock rotation.
- Assuring the use of a vaccine waste sheet as needed.
- Complete or arrange for staff training on vaccine management (to include storage and handling)

## BE PREPARED: PLAN FOR AN EMERGENCY

Refrigerated vaccines must be transported in an insulated cooler with a barrier separating the vaccines from the ice/cold packs.

Frozen vaccine (Varicella, MMRV) must be transported in a portable freezer or with ice packs in an emergency if one is not available. Contact the manufacturer for instructions if frozen vaccine is transported on ice.

Maintain Styrofoam coolers on site. Consider when power goes out the need for a flashlight, storage bags/boxes and cold packs.

In the event of an emergency, \_\_\_\_\_ will be responsible for the vaccine.

The back-up person in case of an emergency is \_\_\_\_\_.

The alternate vaccine storage location is \_\_\_\_\_.

## PROCEDURES IN AN EMERGENCY

Record the temperatures when you remove the vaccine from the original storage unit.

Place a thermometer in each container that will be used to transport vaccine.

Temperatures must continue to be recorded (at minimum) twice daily.

Refer to the Vaccine Storage and Handling section of your Provider Resource Guide.