VFC/WyVIP Program
Vaccine Emergency Relocation Checklist

It is recommended that the following supplies are available in a convenient location in the event vaccine must be relocated due to an emergency situation.

Providers are encouraged to reference the Storage & Handling Toolkit and complete an Emergency Vaccine Retrieval and Storage Plan Worksheet. A template may be found in the Toolkit on the pages listed below.

- Emergency Vaccine Retrieval and Storage Plan..... Page 16
- Emergency Vaccine Retrieval and Storage Plan Worksheet ..... Page 128

Vaccine Relocation Kit:

- Blank VFC/WyVIP Temperature Logs. *Use these to record the storage unit temperature prior to moving the vaccine, once it is in the new unit, and then continue checking temperatures twice daily.*
- Bubble Wrap or Crumpled Paper. *This material will serve as a barrier between the cold packs and the vaccine to prevent freezer burn.*
- Calibrated Thermometer
- Cold/Freezer Packs
- Contact Information for Primary and Secondary Vaccine Coordinators – *A copy of the Emergency Plan which includes this information would be acceptable.*
- Hands-Free Flashlight
- Pen/Pencil
- Pre-Labeled Ziplock Bags. *Used to store vaccines so that they can be organized and identified as public or private.*
- Extra Batteries for the Flashlight
- Two Valid Shipping Containers – at least 2 inches thick walls x 2. *One for refrigerator and one for the freezer - Refer to the CDC Vaccine Storage and Handling Toolkit – Page 20*
- Full Water Bottles for temperature stabilization.

Vaccine Relocation Steps:

1. Call the Immunization Unit prior to vaccine relocation if it is not an emergency situation, otherwise call as soon as possible to ensure the plan for temporary storage is consistent with current CDC storage and handling requirements.
2. Record current temperature of storage unit.
3. Pack the cooler using the following steps (from the Bottom of the storage container Up):
   a. Cold/Freezer Packs
   b. Barrier (i.e. Bubble Wrap or Crumpled Paper)
   c. Vaccines
   d. Thermometer
   e. Barrier: (i.e. Bubble Wrap or Crumpled Paper)
   f. Cold/Gel Packs
   g. Lid

   *an image of the proper way to pack vaccine for transportation can be found at http://www.eziz.org/assets/docs/IMM-983.pdf
4. When placing the vaccine in the relocated storage unit, be sure to not place the vaccine directly on the wire or glass shelves. Keep vaccine 2-3 inches from the side and back walls; do not place the vaccine underneath the blower/vent or on the top or bottom shelves.
5. Place water bottles in the unit to help provide thermo-stability.
6. Continue to record temperatures twice daily.

For additional guidance please contact your Clinical Quality & Compliance Specialist:

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