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 35º and 46º Fahrenheit (2º and 8º Celsius).
- Maintain freezer temperatures below 5º 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.