



Vaccine Management and Emergency Plan

Each State-Supplied Vaccine (SSV) provider practice must create and maintain a Vaccine Management and Emergency Plan after SSV orientation. This plan is provided to the Rhode Island Department of Health (RIDOH) Office of Immunization each program year during the re-enrollment period. The Vaccine Management and Emergency Plan must be available for your Immunization Representative to review during a site visit or upon request. If your practice maintains a vaccine management and/or emergency plan that contains all information below, that plan may be submitted in place of this template. These documents must be reviewed and dated each enrollment year.

Section 1: Vaccine Management Plan

Practice Name: _____ SSV PIN: _____

Vaccine coordinator name: _____

Phone: _____ Email: _____

Back-up vaccine coordinator: _____

Phone: _____ Email: _____

Lead physician name: _____

Phone: _____ Email: _____

Describe or attach the roles and responsibilities of the staff listed above:

Describe or attach the practice procedures for vaccine ordering:

Describe or attach the practice plan for receiving vaccine:

Describe or attach the practice plan for vaccine inventory control:

Describe or attach the practice plan for monitoring the storage unit and temperature:

Describe or attach the practice plan to handle vaccine waste and vaccine returns:

Describe or attach the practice plan for transporting vaccine off-site to other facilities, if needed:

Describe or attach the practice plan for when there is a storage/temperature issue:

Per SSV Terms and Conditions, practices with RIDOH-issued data loggers must complete twice daily audit checks and input their initials into the Table View section of [Easy Log Cloud](#) once a day during hours of business operations.

- If you notice the data logger is not working properly, immediately notify your assigned Immunization Representative. RIDOH will send someone out with a replacement unit.
- If you are not utilizing the state-supplied data logger and you have a problem with your temperature monitoring unit, immediately notify your assigned Immunization Representative. RIDOH will send someone out with a temporary replacement unit, until you fix or replace your temperature monitoring unit.
- All non-state supplied temperature monitoring units must be recording temperatures 24 hours per day and maintain a printable report to show the appropriate temperatures are being maintained.
- Please confirm copies of these items are being included with this form's submission:
 - 1. Vaccine Storage Emergency Plan
 - 2. Certificates of staff training on vaccine management and vaccine storage and handling

Section 2: Vaccine Storage Emergency Plan

This section provides guidance for developing an emergency plan for vaccine storage to be implemented during a refrigerator or freezer malfunction due to mechanical failure or a natural disaster. Refer to the pack-out guide in the Provider Resource Manual for proper pack-out procedures: <https://health.ri.gov/sites/g/files/xkgbur1006/files/2025-03/pack-out-transport.pdf>

Emergency vaccine storage plans include the following 4 options, where option #1 or option #2 are required. Check off which option(s) your practice will implement.

- Identify and arrange with an alternate storage facility (e.g. hospital, fire department, nursing home, etc.) with a backup generator, where the vaccine can be properly stored during an emergency. It must be a facility where someone is always present.
- Have a backup generator on-site and identify an alternate storage location as indicated above; the backup is needed in case of vaccine unit or generator malfunction.
- Use qualified containers and pack outs to store vaccines temporarily and safely at your office.
- During an emergency, only vaccines can be stored at home with a generator in a vaccine unit that is solely designated for vaccine and is monitored with a CDC-required TMD. Please note that vaccines must be packed out in qualified containers for transport. This option should only be used if your practice cannot implement any of the above options.

Emergency Contact Information

List additional emergency contact personnel below other than the SSV Vaccine Coordinator, Back-up Coordinator, and LVP. Also list any maintenance or repair personnel for your facility and storage units.

Name	Role	Phone	Email

Generator and Back-up Storage Facilities

If your practice has a back-up generator on site, it is required that you list 1 Alternate Vaccine Storage Site. If your practice does not have a back-up generator on site, it is recommended that you list 2 Alternate Vaccine Storage Sites. Storage sites may be a local hospital, retirement home, fire station, another practice, etc. The location must always have someone present, so you will have access to your vaccine when you need it. **Make advance arrangements to store your vaccine when weather predictions call for severe inclement weather, when your vaccine storage equipment cannot be fixed, or when power cannot be restored within 6 hours.** Before moving vaccine, call the location to ensure their back-up power is working. Alternate sites should be reconfirmed every year.

Practice has a back-up generator on site

Alternate Vaccine Storage Site 1 (required)

Facility Name	Contact Name	Contact Phone	Back-up Phone
Facility Address	City	State	Date of Arrangement
		RI	

Alternate Vaccine Storage Site 2 (recommended if no generator)

Facility Name	Contact Name	Contact Phone	Back-up Phone
Facility Address	City	State	Date of Arrangement
		RI	

Signatures:

Vaccine coordinator: _____ Date: _____

Back-up vaccine coordinator: _____ Date: _____

Lead physician: _____ Date: _____

Document review date: _____