

Texas DSHS Emergency Vaccine Management Guidelines

Below are the recommended steps to follow for proper vaccine storage and handling in preparation or response to an emergency event. These guidelines provide the foundation for protecting and transporting vaccines to ensure the efficacious and safe administration.

- Identify a responsible person and a responsible back-up person who will enact the Emergency Vaccine Storage and Handling Plan.
- Include contact information, such as home, office, and cell phone numbers for each person.
- Identify an emergency contact and storage location to take the DSHS vaccine for storage. The emergency storage location must:
 - Have appropriate vaccine storage and temperature monitoring capabilities as per DSHS guidelines.
 - Preferably have a power generator or other alternate source of power.
 - Confirm with the emergency storage location contacts for their approval before including them on your plan.
 - Consider locating a back-up location in case the primary emergency storage location is unavailable or unable to store vaccines.
- Use the Emergency Vaccine Storage and Handling Plan Checklist for refrigerated and frozen vaccine:
 - ✓ Document the time the emergency/power outage occurs (if accessible).
 - ✓ Document the temperature of vaccine storage units before removing any vaccine for transportation.
 - ✓ Review how refrigerated vaccine should be packed for transport, and pack them using only approved storage units.
 - ✓ Insert a certified and calibrated data logger probe in the center of the vaccine storage unit.



Texas DSHS Emergency Vaccine Management Guidelines

- Use the Emergency Vaccine Storage and Handling Plan Checklist for refrigerated and frozen vaccine:
 - ✓ Document the time the emergency/power outage occurs (if accessible).
 - ✓ Document the temperature of vaccine storage units before removing any vaccine for transportation.
 - ✓ Review how refrigerated vaccine should be packed for transport, and pack them using only approved storage units.
 - ✓ Insert a certified and calibrated data logger probe in the center of the vaccine storage unit.
- Conduct an inventory of the vaccine as you move it to the transport container, recording the:
 - ✓ lot number,
 - ✓ number of doses of each vaccine, and
 - ✓ expiration dates.
 - ✓ Document the time and temperature when the vaccine is placed in the storage unit.
 - ✓ Document the temperature inside the receiving emergency storage unit before storing the vaccine inside.

Organizations must follow all guidance provided by DSHS when transferring vaccines in the event of an emergency. In the event of a citywide evacuation, email ImmDRO@dshs.texas.gov for assistance.