



Practice/Clinic name: _____

Emergency Plan Annual Review Documentation

- Review your emergency plan annually or when responsible staff change
- Update as necessary
- Record the review date below

Last reviewed on _____ by _____
Date Name

Every provider enrolled in the state childhood vaccine program is required to review and update their emergency plans and procedures for relocation of state-supplied vaccine in the event of a power failure, mechanical difficulty or emergency situation. Completing and keeping this template readily available to clinic staff meets this requirement. Schedule the same month each year to review the plan. Use the Spring or Fall time changes as reminders. Fall and Winter storms can increase the risk of power outages.

VACCINE
Protecting It Protects Them!