

Vaccine Incident Response Worksheet

Indiana Department of Health- Immunization Division



Instructions: If your COVID-19 Vaccine inventory is exposed to out-of-range temperatures for any reason (i.e. power outage, unit malfunction, human error (i.e. unit door left open) complete this form once you have followed the During an Emergency steps in your Vaccine Management Plan, including placing a DO NOT OPEN sign on the affected storage units. **Ensure no action is taken with the vaccine (patient use, disposal, etc.) until all manufacturers have been contacted and viability determined.**

COVID-19 PIN:		FACILITY NAME:		Unit Type: Refrigerator <input type="checkbox"/> Freezer <input type="checkbox"/> Thermal Shipper <input type="checkbox"/> Ultra-Low Freezer <input type="checkbox"/>				
Date & Time of Event <small>If multiple, related events occurred, see Description of Event below</small>		Storage Unit Temperature <small>MUST download and review digital data logger temperature reports</small>		Room Temperature <small>at the time the problem was discovered</small>		Person Completing the Report (name & title)		
Date:		Temp @ discovery:		Temp @ discovery:				
Time:		Minimum temp:	Maximum temp:					
Potentially-affected vaccines and/or products								
Vaccine Brand Name	Manufacturer	Lot #	Expiration Date	# of doses (not # of vials)	Has this vaccine previously been exposed to out of range temperatures? (Y/N)	Manufacturer Case # (see list of manufacturer contacts on p. 4)	Deemed Viable? (Y/N)	Any patients receive affected vaccine inadvertently? (Y/N)

Additional vaccine list space on p.3

DESCRIPTION OF EVENT (if multiple, related events occurred, list each date, time, and length of time)		
What happened? (i.e. power outage? Left door open?)	What actions were taken?	What were the results?

Prevention Efforts (What will/can you do to prevent a similar problem from occurring in the future?)

Submit completed form to immunize@isdh.in.gov
Keep original record for minimum three (3) years per IDOH requirements

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*Manufacturer	Telephone	Products	
Pfizer	(800) 879-3477, Option 3	COVID-19 Vaccine	
Moderna	1-866-663-3762 excursions@modernatx.com	COVID-19 Vaccine	
Johnson & Johnson	1-800-565-4008	COVID-19 Vaccine	