



San Francisco Department of Public Health

Key Staff Contacts Form

Update this form and fax or email to the SFDPH IZ Program any time there are staffing changes at your clinic site. Post a copy on the front of each vaccine storage unit at your clinic site.

SFDPH IZ Program Main Line: (415) 554-2955 Fax: (415) 554-2579 Email: immunization.dph@sfdph.org

All staff handling vaccines at this clinic are responsible for ensuring that the components of proper vaccine management outlined in this guide are practiced. This guide must be reviewed and updated annually by vaccine coordinator.

Clinic Name: _____

Vaccine Coordinator:	Signature & Date:
Phone #:	Cell #:
1st Backup:	Signature & Date:
Phone #:	Cell #:
2nd Backup:	Signature & Date:
Phone #:	Cell #:

Emergency Storage Location

It is the direct responsibility of designated staff to ensure all emergency vaccine handling procedures are followed. In an emergency, an alternative vaccine storage facility and on location staff members should be appointed. Note: If the SFDPH Immunization Program is your emergency location, you must also identify a second location in the event that a storage and handling incident occurs outside of SFDPH business hours.

Name and Location of Facility(s):

Primary: _____

Secondary: _____

Emergency Location Contact:	
Phone #:	Cell #:
Secondary Contact:	
Phone #:	Cell #:
Third Contact:	
Phone #:	Cell #:

Refrigerator/Freezer Repair Information

Company Name: _____

Contact Information: _____