

Emergency Vaccine Retrieval and Storage Plan Worksheet

In advance of an emergency, complete the following checklist and forms and store this information in an easily accessible area near the vaccine storage unit. See section on [Vaccine Storage and Handling Plans](#) for details.

Checklist of Resources for the Emergency Vaccine Retrieval and Storage Plan

- Designated primary and backup vaccine coordinators with emergency contact information.
- Emergency staff contact list in order of contact preference.
- Vaccine storage unit specifications (type, brand, model number, serial number).
- Alternate vaccine storage facility or facilities.
- Written protocols, vehicles, and drivers for transporting vaccine to and from the alternate vaccine storage facility.
- Written instructions for entering your facility and vaccine storage spaces in an emergency if the building is closed or if it is after hours. These instructions should include the building security/after-hours access procedure, a floor diagram and the locations of the following:
 - Doors
 - Flashlights
 - Spare batteries
 - Light switches
 - Keys
 - Locks
 - Alarms (including instructions for use)
 - Circuit breakers
 - Packing materials
- Appropriate packing materials to safely transport or temporarily store vaccine.
- Prioritized vaccine packing list.
- Written protocol for vaccine packing.
- Written protocol for appropriately storing vaccine at the alternate storage facility.
- Up-to-date list of manufacturer quality control office telephone numbers.

Vaccine Coordinators

Vaccine Coordinators	Title	Telephone Numbers (home, cell, beeper)
Primary		
Backup		

Emergency Staff Contact List*

Name	Title	Telephone Numbers (home, cell, beeper)
1.		
2.		
3.		
4.		
5.		
6.		

* List contacts in order of preference. Determine whether all or certain persons on the list should be contacted or if the first person reached is sufficient. Include the primary and backup vaccine coordinators on the list.

Vaccine Storage Unit Specifications

Type of Unit (Refrigerator or Freezer)	Brand	Model Number	Serial Number

Emergency Resources Contact List

Emergency Resources	Contact Person (Title)		Telephone Numbers (home, cell, beeper)
Additional Staff (to move and pack vaccine)			
State Health Department Immunization Program			
Local Health Department Immunization Program			
Emergency Resources	Company Name	Contact Person (title)	Telephone Numbers (home, cell, beeper)
Electric Power Company			
Emergency Generator Repair Company (if applicable)			
Emergency Generator Fuel Source (if applicable)			
Refrigeration Repair Company			
Temperature Alarm Monitoring Company (if applicable)			
Security or Perimeter Alarm Company (if applicable)			
Weather Service			

Emergency Resources	Company Name	Contact Person (title)	Telephone Numbers (home, cell, beeper)
Alternate Vaccine Storage Facility(s)			
Alternate Vaccine Storage Facility (1)			
Alternate Vaccine Storage Facility (2) (if available)			
Alternate Vaccine Storage Facility (3) (if available)			
Alternate Vaccine Storage Facility (4) (if available)			
Transportation to Alternate Vaccine Storage Facility(s)*			
Refrigeration Company			
Refrigeration Company (alternate)			
Private Vehicle	(Not Applicable)		
Private Vehicle (alternate)	(Not Applicable)		
Packing Materials			
Insulated Containers or Coolers			
Insulated Containers or Coolers (alternate)			
Fillers (e.g., crumpled paper, bubble wrap, Styrofoam™ pellets)			
Fillers (alternate)			
Refrigerated/ Frozen Packs			
Refrigerated/ Frozen Packs (alternate)			
Dry Ice Vendor (if inventory includes varicella-containing vaccines)			

Dry Ice Vendor (alternate)			
Certified Calibrated Thermometers			
Certified Calibrated Thermometers (alternate)			

Centers for Disease Control and Prevention