

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

Checklist of Resources for the Emergency Vaccine Retrieval and Storage Plan

- Designated primary and alternate vaccine coordinators with emergency contact information.
- Emergency staff contact list in order of contact preference.
- Specifications of vaccine storage unit (type, brand, model number, serial number).
- Alternate vaccine storage facility(ies).
- Written protocols, vehicles, and drivers for transporting vaccines to and from the alternate vaccine storage facility(ies).
- Written instructions for entering your facility and vaccine storage areas in an emergency in the event the building is closed. These instructions should include the building security/after-hours access procedure, a floor diagram, and the locations of the following:
 - Alarms (including instructions for use)
 - Doors
 - Flashlights
 - Spare batteries
 - Light switches
 - Keys
 - Locks
 - Circuit breakers
 - Packing materials
- Appropriate packing materials to safely transport or temporarily store vaccines.
- Written protocol for vaccine packing refrigerated vaccines.
- Written protocol for vaccine packing frozen vaccines.
- Written protocol for vaccine transport
- Written protocol for appropriately storing vaccines at the alternate storage facility.
- Up-to-date list of Manufacturers' Telephone Numbers.