

Emergency Vaccine Retrieval and Storage Plan Worksheet

Vaccine Coordinators

	Vaccine Coordinators	Title	Telephone (Home and Cell)
Primary			
Backup			

Emergency Staff Contact List

	Name	Title	Telephone (Home and Cell)
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, Freezer, VaxiCool)	Brand	Model Number	Serial Number

Alternate Vaccine Storage Facility(s)

	Location	Contact Person	Address	Telephone
Alternate Vaccine Storage Facility (1)				
Alternate Vaccine Storage Facility (2)				
Alternate Vaccine Storage Facility (3)				

Emergency Vaccine Retrieval and Storage Plan Worksheet (cont.)

Emergency Resources Contact List

Emergency Resources	Contact Person (Title)	Telephone Numbers
U.S. Army Medical Materiel Agency (USAMMA/DOC) www.usamma.amedd.army.mil/doc.cfm	Operations Manager	Office: 301-619-3017/4318 DSN: 343-3017/4318 24 hours emergency line: 301-676-0808/1184
DLA Troop Support	Cold Chain Program Manager	Office: 215-737-5537 DSN: 444-5537
Pharmacy		
Medical Equipment Maintenance Office		

Resources	Company Name	Contact Person	Telephone Numbers
Electric Power Company			
Generator Repair Company			
Generator Fuel Source			
Storage Unit Repair Company			
VaxiCool Repair Company			
Temperature Alarm Company			
Certified Calibrated Thermometers			
Refrigerated/Frozen Packs			
Insulated containers or coolers			