

✓	Pre-Clinical Actions
	Facilitate and coordinate the Resource Request Form (RRF) process for federally supported mission assignments to include staffing, contracting, and other resource requirements for the receiving site via the FEMA Regional Response Coordination Center (RRCC) in consultation with ESF8: Health and Human Services (HHS) Office of the Assistance Secretary for Preparedness and Response (ASPR)
	Coordinate with the jurisdiction to determine the type and the required throughput capacity of the CVC. (The number of persons preregistered in the receiving jurisdiction may be useful to estimate throughput needs)
	Confirm if federal support is for an existing community vaccination center or a new CVC that needs to be established
	Coordinate with jurisdiction to determine community requirements (urban, suburban, rural, remote) for vaccination CVCs (fixed, mobile, drive-through)
	Coordinate with the jurisdiction to identify any additional access and functional needs required at the CVC for potential vaccine recipients, to include sign language, captioning services, Braille, large print, and translation and interpreting for people whose language is other than English
	Ensure the proper precautions and processes are in place to address any safety and security concerns.
	Dedicate time to train volunteers or inexperienced staff in new roles.
	Review CDC's Vaccine Storage and Handling Toolkit and FDA's appropriate manufacture vaccine's Fact Sheet for Healthcare Providers Administering Vaccine to ensure adequate storage is available on-site or if transportation will be required to bring the vaccine dosages to the CVC each day. Ensure vaccines were transported appropriately
	Ensure the vaccine allocation for the CVC will adequately support desired throughput for the day
	Review receiving jurisdiction regulations governing the practice of health care professionals. (This should be considered when determining clinic staffing and assignment of roles and responsibilities)
	Coordinate with the jurisdiction to determine access requirements, permissions, and training for required data systems for vaccine administration and distribution tracking
	Coordinate with the jurisdiction to determine vaccine allocation with receiving jurisdiction to include the quantity, type, and storage/handling requirements at the CVC
	Coordinate with the jurisdiction to ensure contingency plan is developed and in place if vaccinations are compromised and/or need replacement
	Ensure the medical screener discusses with potential vaccine recipients to identify persons with contraindications and precautions. Ensure staff follow CDC's Interim Considerations: Preparing for the Potential Management of Anaphylaxis After COVID-19 Vaccination
	Have the appropriate Vaccine Fact Sheet for Recipients and Caregivers for the type of vaccine being offered at this CVC and have available in multiple languages, depending on target populations.
	Establish processes for: shifting from IT systems to paper in the event of IT system disruption, securing the clinic in the event of a power outage or other emergency, screening for contraindications and precautions responding to, managing, and reporting adverse reactions, needlestick injuries, and other injuries
	Prepare to offer information about enrolling in V-safe to all vaccine recipients.
	Stage the Advanced Life Support (ALS) ambulance at an appropriate location to be readily accessible to the whole facility
	Review CDC and NIOSH protocols for Preventing Needlestick Injuries in Health Care Settings and Emergency Sharps Information to promote education and safe work practices for handling needles and related systems.
	Review CDC's Ventilation in Buildings guidance and ASHRAE/USACE Alternative Care Site HVAC Guidebook ; coordinate with site facilities team to enhance ventilation when necessary.
	Ensure appropriate amount of medical documentation (intake forms, etc.) and has adequate locked storage areas