


3.0 Execution

3.1.1. Fixed Facility (Pedestrian) Checklist

The list of actions below facilitates the effective and efficient administration of vaccinations in a fixed facility, pedestrian. These actions are formatted as a checklist but many of the actions will be initiated concurrently, not sequentially. See Appendix B for conceptual layouts of the facility types.

Fixed Facility	
	Selection Actions
	If location not already identified by STT and approved by the region, conduct a search and sourcing process using either FEMA Logistics or General Services Administration (GSA) for site selection. Use Civil Rights Checklist to ensure equity
	Conduct vaccination site assessment (key participants: local public health officials, Safety, Security, Civil Rights, Emergency Management Officials, Fire Inspector & Office of Disability Integration Coordination)
	Using the FEMA Disaster Facility Setup Guide and Disaster Facility Setup Guide Updates or other appropriate criteria, support the jurisdiction in determining the spacing and layout needs for the required CVC
	Coordinate the appropriate license and space utilization agreement (LUA) and/or memorandum of understanding (MOUs)
	Ensure adequate traffic control plan, set-up space, and staging areas to accommodate operations
	Confirm communication lines (landline/cellphone and computer/internet) are operational and accessible for people with disabilities as required with mobile wireless access points (MiFi's/Cradle points)
	Identify a location for stand-by ambulance at the CVC for management of recipients with on-site medical emergencies
	Identify pre-solicited, signed and or other standing agreements – either federal, state or local that can be extended in order to provide janitorial/custodial services. Also establish agreements for medical waste disposal services
	Coordinate with local authorities for on-site security, public transportation to the CVC, outreach, and other community impact considerations and requirements
	All CVCs should have emergency backup power to the storage equipment of the vaccine supply. This emergency power will ensure continuous cold storage in the event of a Public Safety Power Shutoff