## Vaccine Clinic Checklist

### SPACE NEEDS
- Pharmacy prep area
- Restrooms
- Place to eat
- Tables
- Chairs
- Outdoor heaters or space heaters
- Umbrellas or tents
- Extention cords

### SUPPLIES FOR VACCINE RECIPIENTS
- Hand sanitizer
- Vaccine cards (pre-fill out lot number, manufacturer, site, date), ample supply of pens to share (if needed)
- Informational handouts
- Snacks
- Wheelchairs

### SUPPLIES FOR STAFF/VOLUNTEERS
- Clipboard
- Laminated screening card (15-30 min wait)
- 2-5 EpiPens and EpiPen instructions (some clinics have chosen to have Benadryl, Zyrtec, etc. available too)
- Clear protocol for what your team will do in an emergency, BLS and ACLS resuscitation instructions
- Pens
- Walkie-talkies
- Flags indicating “exam room ready” and “in use” (or another system you will use to communicate this info)
- Bright-colored vests for person in charge and traffic directors
- Traffic wands
- Masks
- Face shields
- Gloves/Gowns
- Sani-wipes
- Hand sanitizer
- Laptops and chargers (for registration, vaccinator, LIP, and monitor) and/or stationary computers
- Snacks
- Lap blankets

### VACCINE SUPPLIES
- Needles/syringes
- Bandaids
- Alcohol prep wipes
- Cotton swabs
- Sharps containers
- Labels
- Caddy to transport vaccines, alcohol swabs and bandaids, plus larger needles to vaccinator