



HEALTH COUNCIL

1122 Industrial Park Road
Española, NM 87532

PHONE: (505) 753-3143
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Rio Arriba Community Health Council Vaccination Event Planning Checklist

Who will you need at the table?

You should include DOH, FQHC/SBHC serving the population, hospital serving the population, relevant Emergency Management, person who controls the venue. If it is a school, you will need admin and the principal or at least you must insure the principal is in the loop. The people you need at the table must be the ones who will be responsible for bringing staff, vaccine etc., so if you have an admin, ask them to bring the responsible party to the planning table.

Where will you hold the event?

You need either a large, well ventilated room with two separate sets of doors and room for observation (such as a gym or cafeteria), or a parking lot with egress, exit and room for cars to line up.

How many people do you expect and what ages?

5-11 and 12 plus require different doses.

If multiple ages, what is your safety plan?

We have set up separate registration tables and vaccinators for separate age groups.

How many vaccinators do you need? Who is bringing them?

What is the date and time of the event?

Who will bring and retain responsibility for the vaccine?

How many volunteer support staff will you need?

Do you need registrars? How many? How will they work?

Do you need people to automobile or foot traffic? How many? Will they be easily seen?



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Do you need observers? If so, will they bring the crash cart and epi pen or is that provided separately and by whom?

What equipment will you need for the event? Who will bring it and who will set it up? When will they do this?

If your event is a school, you will need to send home the DOH consent form with the students and keep track of how many and which ones are returned. Who will do this?

What is your advance publicity plan? Flyers? Radio? Who will be responsible?

Do you need a listening session with a health professional prior to the event for parents or others? Who is doing this and when? What is your publicity plan?

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