

# YOU CALL THE SHOTS

## Satellite, Temporary, and Off-Site Vaccination Clinic Supply Checklist

Below are supplies that may be needed to conduct a satellite, temporary, or off-site vaccination clinic. The list may not be comprehensive. Your [state or local public health immunization program](#) may also have a checklist.

For large-scale clinics held at large facilities, such as stadiums and arenas, or over multiple days, additional supplies will be needed. Contact your state or local public health preparedness program and work with the clinic medical director for additional guidance and assistance.

Quantity of supplies needed will vary significantly between smaller, one-day clinics held in schools, churches, or pharmacies and large-scale clinics held in arenas or held over multiple days.

### VACCINES



#### Refrigerated vaccines

Select the vaccine(s) that will be offered at the clinic.

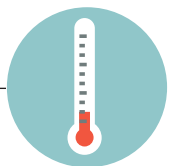
- |   |  |
|---|--|
| <input type="checkbox"/> Diphtheria, tetanus, and pertussis (DTaP)                | <input type="checkbox"/> Measles, mumps, rubella* (MMR)            |
| <input type="checkbox"/> DTaP-HepB-IPV (Pediarix)                                 | <input type="checkbox"/> Meningococcal ACWY* (MenACWY)             |
| <input type="checkbox"/> DTaP-IPV/Hib* (Pentacel)                                 | <input type="checkbox"/> Meningococcal B (MenB)                    |
| <input type="checkbox"/> DTaP-IPV (Kinrix, Quadacel)                              | <input type="checkbox"/> Pneumococcal conjugate (PCV13)            |
| <input type="checkbox"/> <i>Haemophilus influenzae</i> type b* (Hib)              | <input type="checkbox"/> Pneumococcal polysaccharide (PPSV23)      |
| <input type="checkbox"/> Hepatitis A (HepA)                                       | <input type="checkbox"/> Polio, inactivated (IPV)                  |
| <input type="checkbox"/> Hepatitis B (HepB)                                       | <input type="checkbox"/> Rotavirus* (RV)                           |
| <input type="checkbox"/> HepA-HepB (Twinrix)                                      | <input type="checkbox"/> Tetanus-diphtheria, adult (Td)            |
| <input type="checkbox"/> Human papillomavirus (9vHPV)                             | <input type="checkbox"/> Tetanus, diphtheria, and pertussis (Tdap) |
| <input type="checkbox"/> Influenza, injectable (IIV) (in season)                  | <input type="checkbox"/> Zoster, recombinant (RZV, Shingrix*)      |
| <input type="checkbox"/> Influenza, live attenuated intranasal (LAIV) (in season) |  |

#### Frozen vaccines

(Frozen vaccines may only be administered at satellite, temporary, and off-site clinics if they can be safely shipped to and monitored at the site. They should never be transported from one location to another.)

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> Measles, mumps, rubella, varicella* (MMRV, ProQuad) | <input type="checkbox"/> Varicella* |
|--|-------------------------------------|

\*Diluent for ActHIB, Hiberix, Menveo, Pentacel, Rotarix, and Shingrix comes packaged in the same container as the lyophilized component. Diluent for MMR, MMRV, and varicella comes from the manufacturer packaged with the vaccine in separate containers.



### CLINICAL SUPPLIES



#### Administration supplies

- |   |  |
|---|--|
| <input type="checkbox"/> Adhesive bandages  | <input type="checkbox"/> Sterile alcohol prep pads |
| <input type="checkbox"/> Appropriate needles (length, gauge) for the route of administration (Subcut, IM) and the expected patient population | <input type="checkbox"/> Syringes (1 or 3 cc)      |



## Clinic supplies

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Alcohol-based hand sanitizer (at least 60% alcohol)                 | <input type="checkbox"/> Partition screens  | <input type="checkbox"/> Table and chairs for patient and vaccination provider at each vaccination station   |
| <input type="checkbox"/> <a href="#">Digital data logger for each storage unit/container</a> | <input type="checkbox"/> Paper towels   | <input type="checkbox"/> <a href="#">Vaccine storage units (onsite) or portable refrigerators or packouts</a> (for transport) that can maintain the appropriate vaccine cold chain |
| <input type="checkbox"/> Disposable table covers   | <input type="checkbox"/> Sanitizing products for vaccination and preparation surfaces | <input type="checkbox"/> Wastebaskets  |
| <input type="checkbox"/> Gauze pads  | <input type="checkbox"/> Sharps containers  |  |
| <input type="checkbox"/> Medical gloves  |   |  |

## Clinic documentation

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Billing forms, if needed  | <input type="checkbox"/> Laptops, computers, tablets, or smartphones, as well as printers and 2D barcode readers (if using), including multiple plug outlet strips and extension cords | <input type="checkbox"/> <a href="#">Vaccination standing orders</a> and protocols, as necessary  |
| <input type="checkbox"/> Immunization record cards   | <input type="checkbox"/> <a href="#">Screening checklist for contraindications to vaccines for children, teens, and adults</a>   | <input type="checkbox"/> <a href="#">Vaccine information statements</a> (VISs) for each vaccine being offered and in <a href="#">multiple languages</a> as appropriate (in some instances, an emergency use authorization [EUA] form may be required) |
| <input type="checkbox"/> <a href="#">Immunization schedule for targeted audience(s)</a>        |  | <input type="checkbox"/> <a href="#">Vaccine storage temperature log(s)</a>   |
| <input type="checkbox"/> Internet access or hotspot  |  |   |
| <input type="checkbox"/> Forms to record vaccine administration (this may be done by computer) |  |   |

## Office supplies

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Clipboards              | <input type="checkbox"/> Rope, cones, and/or tape as needed to direct traffic flow   | <input type="checkbox"/> Trash bags   |
| <input type="checkbox"/> Notepads                | <input type="checkbox"/> Signage for clinic hours, future clinics, clinic flow, and easels or other equipment for displaying | <input type="checkbox"/> Walkie-talkies or similar devices, depending on size of the clinic |
| <input type="checkbox"/> Pens                    |  |   |
| <input type="checkbox"/> Printer paper           |  |   |
| <input type="checkbox"/> Printers, if applicable |  |   |

## MEDICAL EMERGENCY SUPPLIES



If possible, it is preferable that emergency medical services (EMS) staff be available during the clinic. Clinical staff providing vaccine should be trained in CPR and able to respond to medical emergencies.

At a minimum, there should be:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Antihistamines (diphenhydramine [Benadryl], hydroxyzine [Atarax, Vistaril], and syringes if needed) | <input type="checkbox"/> Epinephrine in prefilled autoinjector or prefilled syringe (various doses), prepackaged syringes, vials, or ampules (Epi-pens) | <input type="checkbox"/> Light source to examine mouth and throat |
| <input type="checkbox"/> Cell phone or land line to call 911   | <input type="checkbox"/> First aid kit  | <input type="checkbox"/> Oxygen                                   |
|  | Additional supplies may include:  | <input type="checkbox"/> Stethoscope                              |
|  | <input type="checkbox"/> Blood pressure measuring device  | <input type="checkbox"/> Timing device for measuring pulse        |
|  |   | <input type="checkbox"/> Tongue depressors                        |
|  |   | <input type="checkbox"/> Tourniquet                               |

### Additional supplies needed during the COVID-19 pandemic

During the COVID-19 pandemic, additional supplies are needed to protect both staff and patients, including:

- Additional hand sanitizer with at least 60% alcohol for [hand hygiene](#)
- Additional cleaning equipment for more frequent cleanings, using [EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2](#)
- Additional signage, tape, ropes, and cones to encourage physical distancing and provide one-way flow through the clinic
- [Face coverings](#) for patients who arrive without one
- Hand soap, as appropriate
- [Personal protective equipment](#) (PPE) for staff. Gloves should be worn by anyone administering intranasal or oral vaccine. Depending on level of community transmission, eye protection may also be recommended.
- Thermometers for checking patient temperature before [entering the clinic](#), if required
- Tissues