

VPOD Checklist Considerations

Purpose: To provide a checklist of potential considerations for identifying and assessing county vaccine points of dispensing (VPODs).

General Site Considerations		
Facility Size (Estimated usable square feet)		
Number of usable rooms		
Is the site available 24/7?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the site climate controlled (68-78 F)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do the roads leading to the site allow for easy access?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is public transportation available to and from the site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a separate/adjacent setting for Triage area available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the facility been designated for other functions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is regular garbage pick-up and disposal available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the site located in a flood prone area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the facility and surrounding environment free of hazardous materials and chemical, biological, mechanical hazards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of closest medical facility/hospital:		
Exterior Considerations		
Number of external entrances/exit door to site		
Estimated number of parking spaces at site		
Ancillary parking at close proximity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are handicap accessible entrances and exits available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are loading dock(s) available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can the loading dock(s) accommodate up to 53' trailer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there adequate exterior lighting around the building perimeter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the parking area well lit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does facility exterior/interior have the capacity to place large numbers of people under cover/out of weather?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, what contingency plan is available for providing this type of shelter?		
Interior Considerations		
Number of electrical outlets sufficient?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are adequate bathrooms/toilets available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is potable water available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there sufficient interior lighting to allow completion of forms, etc?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a large waiting/assembly area(s) available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there secure storage area for receipt/storage of medical supplies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do doorways and hallways accommodate wheelchairs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a break room available for staff/volunteers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are kitchen facilities available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Security/Building Safety Considerations		
Can the site be secured/access controlled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Safety:		
Annual fire inspection conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire extinguishers available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Alarms/Smoke detection system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire sprinkler/suppression systems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Marked exits/fire evacuation plans posted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is emergency lighting available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are First Aid Kits available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Communication Considerations		
Is there adequate cellular phone reception inside the site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is Internet access available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are printers available for use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is IT support available on site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a Public Address (PA) System available at the site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will any of the following methods of communication be used?		
Internet Communications	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Satellite phones	<input type="checkbox"/> Yes	<input type="checkbox"/> No
HAM/Amateur radio	<input type="checkbox"/> Yes	<input type="checkbox"/> No
UHF/VHF/800 MHz radios	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is VPOD staff trained on those?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Equipment Considerations		
Is refrigeration available onsite?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a generator onsite?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can generator supply entire facility with power?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is fuel available onsite?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are copy machine(s) available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is materiel handling equipment (MHE) available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Carts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hand trucks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pallets?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pallet jacks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are two-way radios available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are an adequate number of tables/chairs available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are information signs printed and ready for use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are written inventories of onsite office equipment and material handling equipment (MHE) available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Sample VPOD Flow Plans

There are many ways to set-up flow through a VPOD. Most often, the location will determine the exact flow. Following are 3 samples.







