



STATE OF CONNECTICUT

DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION

DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



## VACCINATION SITE PLANNING GUIDE

January 27, 2021

**Introduction :** The purpose of this Vaccination Site Planning Guide and the accompanying plan/checklist template is to provide a basic advance planning structure and establish a simple communications process for vaccination providers, location owners/tenants and state and local officials to work together in advance of the opening of any vaccination location to identify and resolve any logistics issues ahead of time. The attached template checklist and plan can also be used to help address any issues that may arise in connection with an ongoing vaccination site. The Guide and checklist may be used both in connection with mass vaccination sites as well as with smaller community sites if local or state resources may be requested.

### **Guidance on Setting Up a Vaccination Site:**

1.As State officials, local public health (LHD)s, and vaccination partners (e.g., pharmacies, hospitals, FQHCs, other) work to identify a local vaccination site, it is helpful to the planning process to keep other state and local partners informed regarding the proposed operation. The CT Division of Emergency Management and Homeland Security (DEMHS) has a regional coordinator in each of the five DEMHS emergency planning regions, which are the same regions used by the CT Department of Public Health. When the DEMHS Regional Coordinator is notified of a potential site, he/she may work with other state, local and private sector partners to make sure that a pre-event planning call is arranged.

2.Depending on the size and location of the potential site, these partners may include the local Public Health, Emergency Management Director, Law Enforcement, Emergency Medical Services, Fire Marshal, state Military Department, Public Health, Emergency Management, and/or Department of Transportation. Having these groups at the table will help to address any potential issues in advance. Issues may include staffing or equipment resources, zoning, transportation, etc.

3.It is important that all agencies or entities involved in the potential site activation provide point of contact (POC) information including a POC for the vaccination partner and a POC with the location where the vaccinations are going to be provided.

4.The map of DEMHS Regions can be found at [www.ct.gov/demhs](http://www.ct.gov/demhs). Here is the contact information for the five DEMHS Regional Coordinators:

- Region 1—Bob Kenny-- [Robert.kenny@ct.gov](mailto:Robert.kenny@ct.gov)
- Region 2—Jake Manke-- [Jacob.manke@ct.gov](mailto:Jacob.manke@ct.gov)
- Region 3—Bill Turley-- [William.turley@ct.gov](mailto:William.turley@ct.gov)
- Region 4—Mike Caplet-- [Mike.caplet@ct.gov](mailto:Mike.caplet@ct.gov)
- Region 5—John Field-- [John.field@ct.gov](mailto:John.field@ct.gov)