

This checklist is to address City and County of Denver Permitting Requirements for logistical elements that might be included at a pop-up vaccination site. This is to be used as a supplement to the [Off-Site Vaccination Clinic Operational Playbook](#) provided by the State of Colorado.

COVID-19 mitigation practices must always remain in place, from set-up through tear-down. State COVID-19 guidance by sector/location can be found online here. The Tips Sheets developed by the City and County of Denver’s Office of Special Events for both [in-person outdoor events](#) and [drive-in events](#) can be also be used as a resource.

The City of Denver requires each site to have a process in place for distributing excess vaccinations in an organized fashion. Each site organizer must coordinate with the site’s health care partner to determine the best plan for administering these vaccines. Setting up a waitlist of people who would like to be vaccinated and are able to arrive on site with little notice is recommended.

**Please contact Meghan Sullivan or Nate Hayden in the Office of Special Events at [doclogistics@denvergov.org](mailto:doclogistics@denvergov.org) to discuss next steps regarding the permitting process or for additional support on COVID-19 mitigation guidelines.**

<p>Does your pop-up clinic require the use of generators?</p>	<p>If yes...</p>	<p>Generators require a permit from Denver Fire Department. Please contact Joe Florez with Denver Fire at <a href="mailto:joe.florez@denvergov.org">joe.florez@denvergov.org</a> or 720-913-3464.</p> <p><a href="#">Fire Permit applications can be completed online here.</a></p> <p>If your generator is 5kw or larger, you will also need a permit from Denver Development Services. Please contact Carol Pafford at <a href="mailto:carol.pafford@denvergov.org">carol.pafford@denvergov.org</a> or 720-865-2827.</p> <p>*Note* If you are renting generators from a company, they may have already pulled the necessary permits. Please ask them before contacting the city agencies.</p>
<p>Does your clinic require the use of outdoor heaters or propane?</p>	<p>If yes...</p>	<p>A fire permit is likely needed. Please contact Joe Florez at Denver Fire. <a href="mailto:Joe.florez@denvergov.org">Joe.florez@denvergov.org</a> or 720-913-3464</p> <p>Fire Permit <a href="#">applications can be completed online here.</a></p>

# Off-Site Vaccination Clinic Checklist

<p>Does your clinic require the use of tents over 200 square feet or canopies (tents with no sides) over 400 square feet?</p>	<p>If yes...</p>	<p>A fire permit is likely needed. Please contact Joe Florez at Denver Fire. <a href="mailto:Joe.florez@denvergov.org">Joe.florez@denvergov.org</a> or 720-913-3464</p> <p>Fire Permit <a href="#">applications can be completed online here.</a></p>
<p>Are you expecting a large increase of vehicular traffic entering and exiting the vaccination site that may cause traffic congestion on surrounding streets?</p>	<p>If yes...</p>	<p>Please contact <a href="mailto:doclogistics@denvergov.org">doclogistics@denvergov.org</a>. Coordination with the Denver Police Department and/or the Department of Transportation and Infrastructure will likely be needed for traffic management and the possibility of lane closures.</p>
<p>Do you need to reserve on street parking surrounding the vaccination site for any reason?</p>	<p>If yes...</p>	<p>If the street parking is not metered, please contact Kelly Colvin to discuss permitting the parking lane. <a href="mailto:Kelly.colvin@denvergov.org">Kelly.colvin@denvergov.org</a> or 720-865-3137</p> <p>If the street parking is metered, please contact Jacqui Barday 303-446-3580 <a href="mailto:jacqueline.barday@denvergov.org">jacqueline.barday@denvergov.org</a> to discuss bagging the necessary parking meters.</p> <p><a href="#">Meters can also be reserved online here.</a></p>
<p>Is your site/program fully accessible to serve people with disabilities and individuals with access and functional needs?</p>	<p>If no/ unsure...</p>	<p>Please reference the Denver Division of Disability Rights' Americans with Disabilities Act <a href="#">Event Planning Checklist</a>.</p> <p>Please contact <a href="mailto:DisabilityAccess@denvergov.org">DisabilityAccess@denvergov.org</a> for technical assistance and resources. Please include the location name and address and the services provided.</p>
<p>Do you intend to hire off-duty Denver Police Officers to provide security at your site?</p>	<p>If yes...</p>	<p>Please contact <a href="mailto:doclogistics@denvergov.org">doclogistics@denvergov.org</a> or 720-913-1501.</p>



Do you intend to hire a professional security company to provide security services at your site?	If yes...	If you are hiring private security for your event, you must verify that the company and individual security guards working the event are Security Guard Licensed.  <a href="#">Additional details can be found here.</a>
Do you need assistance with snow removal or street sweeping?	If yes...	Please contact <a href="mailto:doclogistics@denvergov.org">doclogistics@denvergov.org</a> .
Do you need assistance with waste or bio/medical waste collection?	If yes...	Please contact <a href="mailto:doclogistics@denvergov.org">doclogistics@denvergov.org</a>

## **Temporary Vaccine Clinic Event – Emergency Plan Sample**

### **General Event Information**

- Event Location:
- Set-up dates/times:
- Event start dates/times:
- Event end dates/times:
- Tear-down dates/times:
- Number of staff, volunteers per day:
- Expected number of patients per day:
- Other:

### **Contacts**

- Site Manager:
- Healthcare:
- Medical/EMS:
- Police (traffic/security):
- Private security:
- Other contractors/vendors:

### **Communications**

- Radio channels:
- Translated documents, information sheets, public communications:
  - For temporary pop-up sites or signage: visual sheets may suffice
- Pre-scripted emergency notifications and messaging:

### **Onsite Personnel and Assets**

- EMS/ambulance:
  - If EMS is not onsite, know location of closest hospital or urgent care:
- Location of automated external defibrillator (AED):
- Names and numbers of staff trained in CPR, first aid and/or basic life support:

**Plans**

- Left over vaccinations
  - How will left over vaccinations be distributed?
  - How will those eligible to receive these vaccinations be contacted?
- Weather monitoring and inclement weather (see page 5 below for more information):
  - Who is monitoring weather?
  - Is there an alternate site being used in the case of inclement weather?
  - Is there shelter nearby that can be used for safety?
  - Who makes the call if an event needs to be cancelled, postponed, hours adjusted, etc?
  - How is that information communicated to staff and patients?
- Civil unrest or protest activities within or near the event site:
  - Who should staff call if they see signs of unrest?
  - What protocol should staff follow if there is unrest?
  - How will important information be communicated?
- Medical needs (adverse vaccine reactions or other):
  - What protocols are in place if someone has an adverse vaccine reaction?
  - Who should staff call first if they witness a non-vaccine related medical emergency?
  - What steps should be taken if someone has a non-vaccine related medical emergency?

- Traffic accidents (drive-through, curbside, parking lots):
  - What procedures should be followed if there is a minor traffic incident?
  - Who should be called?
  - Should vehicles be moved?
  - What information needs to be collected?
- Evacuation assembly area or shelter-in-place gathering area:
  - Is there an evacuation plan for this site?
    - At minimum, where are the emergency exits?
      - Are they accessible to people with mobility issues?
      - Are they clearly labeled?
      - Is there a shelter in place plan for this site?
- Security needs:
  - Are there additional security concerns at this site?
    - How are they being addressed?
    - Who is the point of contact for security issues?

**Clinic Site Map**

- Please provide a detailed site map of the clinic, including all infrastructure, entrances/exits, traffic lanes, etc.:

## Temporary Vaccine Clinic Event – Weather Planning and Monitoring

Weather can impact the operations of COVID testing and vaccination centers. Strong winds can blow materials and tents around, disrupting work and risking injuries. Heavy snow can make access difficult and snow loads could bring down tents. In summer, gusty wind and rain can disrupt operations, and a lightning strike can change a vaccination event to a mass casualty event. The National Weather Service (NWS) says that it is imperative for organizers to have a plan to monitor weather and take action when hazardous weather threatens.

### Have a plan

- Determine in advance the type of weather that will impact implementation & safety issues.
- Designate shelter areas
- Establish weather thresholds, for example:
  - Thunderstorms within 8 miles
  - Heat Index of 95 degrees
  - Wind over 40 mph
- Designate someone as “weather watcher” who is responsible for monitoring weather around the event
- Monitor forecasts and current weather conditions
- Plan elements:
  - How will you monitor weather?
  - How will you alert staff & participants
  - What actions will you take to seek shelter, evacuate, cancel?
  - How long will it take?

### Weather Monitoring

- NWS/FEMA mobile apps:
  - Forecasts: <https://mobile.weather.gov/>

- Radar display: <https://radar.weather.gov/>
- FEMA App for alerting for watches & warnings:
- [Google Play for Android](#)
- [Apple Store for iOS](#)
- Social Media
  - [Twitter @NWSBoulder](#)
  - [Facebook NWSBoulder](#)
- NWS on the Internet: <https://www.weather.gov/bou/>
- [Weather Story](#) - what we think you should know about the weather
- [Hazardous Weather](#) Outlook for the next 7 days
- [NOAA Weather Radio](#)
- Tone alert feature
- SAME (Specific Area Message Encoding) to program for your county, eliminate extra alerts
- Private weather firms
- <https://www.weather.gov/im/metdir#CO>

More information can be found at <https://www.weather.gov/bou/eventready>