

Large-Scale Vaccination Implementation Exercise Starter Kit

This Exercise Starter Kit (ESK) includes sample documents for your organization to conduct a planning workshop to prepare for the distribution of at least one COVID-19 vaccination. Suggested discussion questions build upon the Centers for Disease Control and Prevention (CDC) COVID-19 Vaccination Program Interim Playbook for Jurisdiction Operations,¹ as well as relevant Department of Health and Human Services (HHS) and FEMA guidance.

About the Exercise Starter Kit

FEMA maintains a series of ESKs as part of the National Exercise Program to help organizations facilitate their own exercises, such as workshops and tabletop exercises, to examine their readiness for a range of threats and hazards. ESKs include a sample **facilitator guide** and sample **conduct slides** to adapt and customize for an exercise guided by a facilitator from your organization. The planning considerations and discussion questions help guide conversations and decisions around conducting operations tailored to your organization's unique needs and missions.

This kit offers organizations across the whole community a virtual workshop format to discuss and evaluate current preparedness and capabilities for conducting a large-scale vaccination operation during the larger release of the COVID-19 vaccines. Discussion questions cover three topics: **State, Local, Tribal and Territorial (SLTT) Coordination**, **Program Infrastructure** and **Public Messaging**. The desired outcome is a large-scale vaccination implementation strategy addressing your unique needs and missions.

Using the Exercise Starter Kit Materials

Review Relevant Materials

- Start by reviewing the CDC's COVID-19 Vaccination Program Interim Playbook for Jurisdiction Operations at https://www.cdc.gov/vaccines/imz-managers/downloads/COVID-19-Vaccination-Program-Interim_Playbook.pdf
- Review the FEMA website Bringing Resources to State, Local, Tribal & Territorial Governments at <https://www.fema.gov/disasters/coronavirus/governments>.
- Review and customize the sample facilitator guide and conduct slides to plan a workshop on preparing large-scale vaccination implementation operations for your organization.

¹ https://www.cdc.gov/vaccines/imz-managers/downloads/COVID-19-Vaccination-Program-Interim_Playbook.pdf



Suggested Workshop Objectives

1. **SLTT Coordination:** Validate the mechanisms to integrate SLTT decision-making and processes during large-scale vaccine distribution.
2. **Program Infrastructure:** Explore SLTT and partner abilities to store, distribute, dispense, and/or report one or more COVID-19 vaccines.
3. **Public Messaging:** Explore SLTT and partner abilities to effectively communicate to targeted populations when faced with challenges such as vaccine hesitancy and misinformation.

Workshop Design Considerations

- Add, tailor or augment suggested questions in the facilitator guide and sample conduct slides as appropriate.
- These sample materials are designed for a two to four-hour virtual workshop; however, dividing content into multiple workshop sessions may be a better approach for your department or agency.
- Consider building a team with expertise across relevant disciplines (e.g., emergency managers, public safety representatives, healthcare professionals, public health) to help plan and participate in the workshop sessions.

Additional Resources

Check the following resources, in addition to the websites for relevant state and local authorities, so that your workshop reflects the most recent developments and guidance:

- Advisory Committee on Immunization Practices (ACIP) Recommendations located on the CDC website: <https://www.cdc.gov/vaccines/acip/recommendations.html>
- CDC “8 Things to Know about Vaccine Planning”: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/8-things.html>
- CDC Coronavirus website: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- CDC COVID-19 Communication Resources- <https://www.cdc.gov/coronavirus/2019-ncov/communication/>
- CDC Early COVID-19 Vaccination Program Action Items for Jurisdictions checklist: <https://int.nyt.com/data/documenttools/early-covid-19-vax-action-items-8-27-2020-final/935b1bd03afcefff/full.pdf>
- Cybersecurity and Infrastructure Security Agency’s Guidance on the Essential Critical Infrastructure Workforce: <https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>
- FEMA Coronavirus website: <https://www.coronavirus.gov/>
- FEMA COVID-19 Fact Sheets & Guidance: <https://www.fema.gov/coronavirus/fact-sheets>
- FEMA Preparedness Toolkit: <https://preptoolkit.fema.gov/>
- HHS Fact Sheet: Explaining Operation Warp Speed: <https://www.hhs.gov/coronavirus/explaining-operation-warp-speed/index.html>
- National Response Frameworks: https://www.fema.gov/media-library-data/1582825590194-2f000855d442fc3c9f18547d1468990d/NRF_FINALApproved_508_2011028v1040.pdf