



Pandemic Influenza Vaccine Targeting Checklist

Planning Activities for State and Local Health Departments

To assist state and local health departments in planning for targeting vaccine during an influenza pandemic, the Centers for Disease Control and Prevention (CDC) has developed the following checklist. The items in the checklist are based on the *2018 Interim Updated Planning Guidance on Allocating and Targeting Pandemic Influenza Vaccine During an Influenza Pandemic*, and include specific activities public health emergency planners and immunization programs can do to prepare for targeted pandemic influenza

vaccination. In many states these activities will require extensive collaboration between state and local public health departments and with neighboring jurisdictions. This checklist and accompanying guidance are provided for planning purposes and may change as a future influenza pandemic emerges.

For an online version of this document, please visit: <https://www.cdc.gov/flu/pandemic-resources/pdf/2018-Influenza-Checklist.pdf>

Review key federal guidance documents

In Progress	Completed	Date Completed	Activity
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Review with key emergency management partners: <ul style="list-style-type: none"> • <i>2018 Interim Updated Planning Guidance on Allocating and Targeting Pandemic Influenza Vaccine During an Influenza Pandemic</i> https://www.cdc.gov/flu/pandemic-resources/pdf/2018-Influenza-Guidance.pdf • <i>Critical Infrastructure Sectors</i> https://www.dhs.gov/critical-infrastructure-sectors

Identify pandemic influenza vaccine target groups

- Population groups at higher risk of influenza complications, as defined in the *2018 Interim Updated Planning Guidance on Allocating and Targeting Pandemic Influenza Vaccine During an Influenza Pandemic*.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Estimate the number of persons in the jurisdiction who may be at higher risk for complications during the influenza pandemic.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Ensure operational plans include use of multiple vaccination settings, such as public health departments, pharmacies, and physicians' offices and clinics, for vaccinating those populations.

- *Tier 1–3 critical workforce groups*, as defined in the *2018 Interim Updated Planning Guidance on Allocating and Targeting Pandemic Influenza Vaccine During an Influenza Pandemic*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Develop and maintain a current list of vaccination points of contact for each critical workforce group in the jurisdiction and update annually
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Determine the number of individuals in each Tier 1–3 critical workforce group in the jurisdiction, in collaboration with emergency management partners. Update annually.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Lead planning discussions with major critical workforce employers and leaders about pandemic vaccine targeting concepts and plans for rapidly vaccinating Tier 1–3 critical workforce personnel.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<ul style="list-style-type: none"> • Work with critical workforce employers and leaders to ensure plans are finalized to rapidly identify, contact, and mobilize targeted critical workforce personnel. • Discuss scenarios and methods for sub-prioritization with major critical workforce employers (e.g., if there is only enough vaccine to vaccinate 10%, 25%, or 50% of the Tier 1 group).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	



✓ Establish plans for pandemic vaccination clinics for critical workforce

In Progress	Completed	Date Completed	Activity
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Ensure the jurisdiction's pandemic influenza vaccine response plan includes targeted pandemic vaccination plans for critical workforce.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Determine the approach(es) and settings for vaccination of each critical workforce group during a pandemic, based on existing resources/staff of critical workforce employers and planners (e.g., occupational health clinics, public health managed closed mass vaccination dispensing and vaccination clinics). See also: https://www.cdc.gov/flu/business/index.htm .
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Work with employers of critical workforce to ensure plans are in place to identify personnel (either by job category or job duties) who may be eligible for targeted vaccination

○ For employers of critical workforce who will be directly providing immunizations, ensure employers have plans in place to:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Screen the personnel eligible for vaccination (e.g., checking identification at time of vaccination).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Order, receive, store, and administer vaccine
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Document vaccine administration in the jurisdiction's immunization information system (IIS), as needed and appropriate or by other means (e.g., some states' IIS only include infant and childhood vaccinations).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Provide second pandemic vaccine dose reminders, if needed (e.g., through use of IISs or other reminder systems internal to each critical workforce group).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Follow best practices for vaccination clinics held at satellite, temporary, or off-site locations as outlined in <i>Checklist of Best Practices for Vaccination Clinics Held at Satellite, Temporary, Or Off-Site Locations</i> .

✓ Develop communication plans for targeting pandemic influenza vaccine

<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Develop a strategy for rapid communication with medical providers who will vaccinate populations at higher risk for complications due to influenza infection.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Develop a strategy for rapid communication with critical workforce employers with personnel in targeted groups. Provide materials these employers can share with their workforce about the purpose, goals, and logistics of targeted vaccination.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Develop a communication strategy directed toward strategic partners and the public to explain why certain groups are targeted for early vaccination.

✓ Test pandemic influenza vaccine targeting plan

<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Conduct workshops and/or tabletop exercises with critical workforce employers and their immunizers to test command and control procedures/roles and implementation of the pandemic influenza vaccine targeting guidance in collaboration with the jurisdiction's critical workforce organizations, including those outside of public health and health care sectors.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Use seasonal influenza vaccination clinics, exercises, or real-world events to test procedures for targeting critical workforce personnel for rapid mobilization, vaccination, and documentation of vaccine administration in IISs. Use these settings/events to practice using CDC's <i>Checklist of Best Practices for Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations</i> .

Additional Resources

HHS Pandemic Influenza Plan 2017 Update: <https://www.cdc.gov/flu/pandemic-resources/pdf/pan-flu-report-2017v2.pdf>

Pandemic influenza planning and preparedness resources: <https://www.cdc.gov/flu/pandemic-resources/index.htm>

Guidelines and resources for vaccine storage, handling, administration, and safety: <https://www.cdc.gov/vaccines/index.html>