

Vaccination pop up & bus

Operational Management Plan

Overview

- Plan to increase capacity for vaccinating in low vaccination uptake areas by setting up walk-in Pop-up (fixed sites) vaccination hubs in community centres & deploying a vaccination bus
- Initial 4 week programme
- Creating additional vaccination capacity to bolster Novotel mass vaccination site
- Targeted comms to residents in surrounding area, mainly council estates
- Buses/Pop ups to stock Astra Zenica (due to clinical governance issues with storage of Pfizer on buses) until authorised to stock & distribute Pfizer
- Clinical & admin staff provided by the NWL Clinical Commissioning Group
- Security, marshalling, Site management, operational planning organised by H&F Covid response team.

Process summary

Schedule to be confirmed weekly, every Thursday, via CCG roving team

H&F covid response team request staff from Sportgate (Operational staff/Site supervisor), volunteers via CAN, & housing officers

Leaflets sent to pop up site, or Novotel (for bus)

H&F Covid response Ops meets Volunteers & housing officers to distribute leaflets day before pop up/Bus go live

Ops staff (Sportgate), Clinical/admin staff arrive on site at 10am to open up/set up

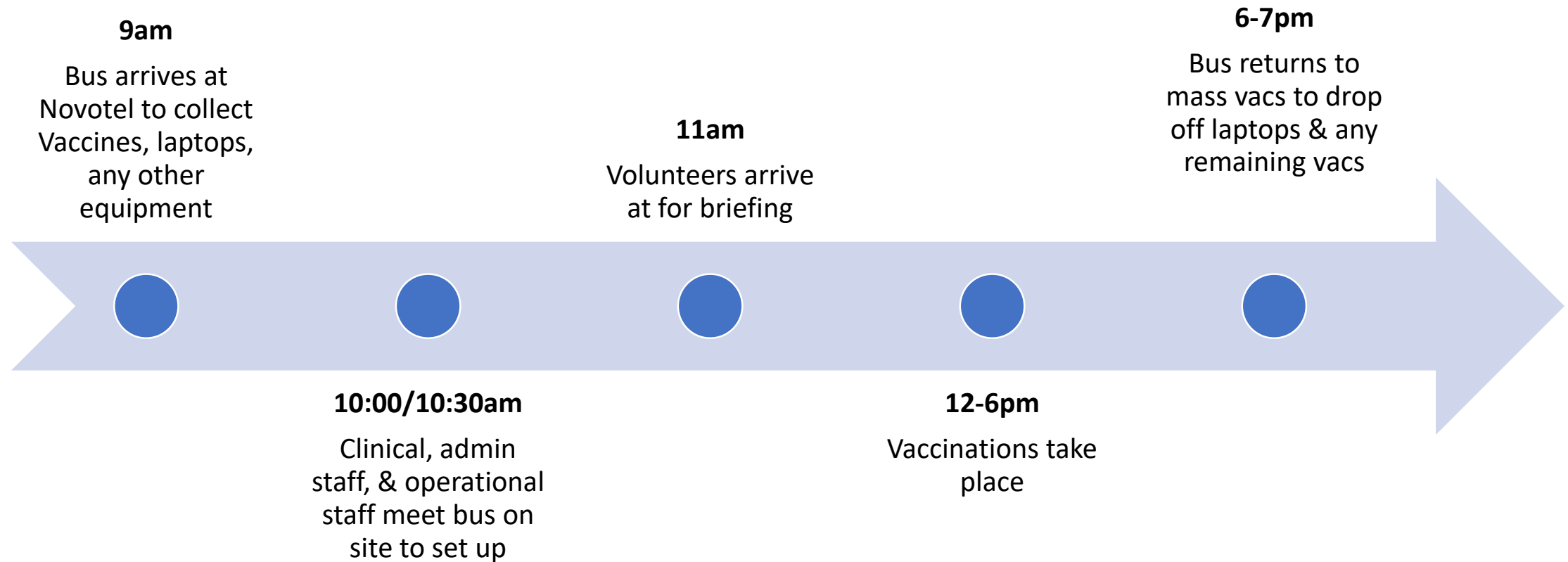
Clinical/Admin staff & volunteers arrive on site at 11am (volunteers briefed on duties by site ops manager)

Residents turn up to pop up or bus be vaccinated

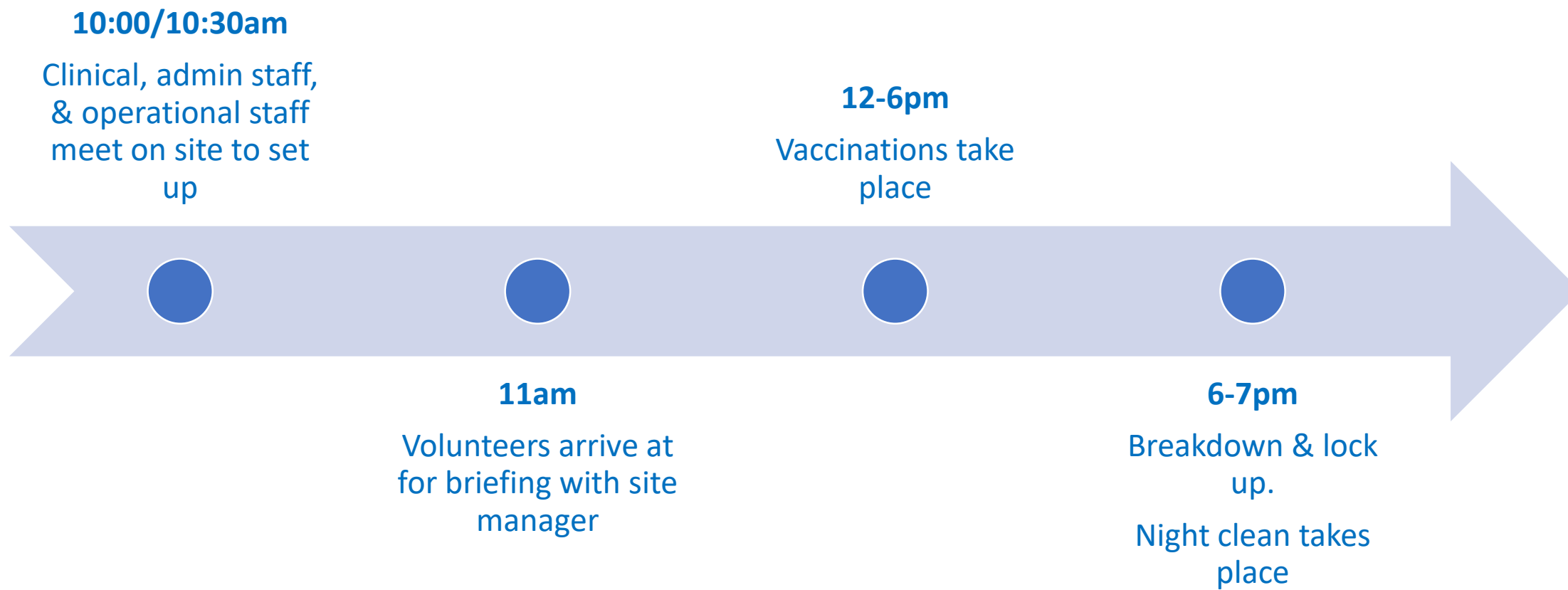
Proposed Schedule (tbc weekly)

	Week 1 (WC 7th June)	Week 2 (WC 14th June)	Week 3 (WC 21st June)	Week 4 (WC 28th June)	Week 5 (wc 5 th July)
Normand Park (Bus)	Mon 7th, Sun 13th		Mon 21st Sun 27th		
Evergreen Centre, Edward Woods Estate (Fixed pop up)	Thurs 10th, Fri 11th	Thurs 17th, Fri 18th			
Shepherds Bush Green (Bus)		Mon 14th Sun 20th		Mon 28th Sun 4 th July	
White City Community Centre (Fixed pop up)			Fri 25th, Sat 26th		Fri 25th, Sat 26t
Womholt Park (bus)					Mon 5 th July, Sun 11 th July
TBC (Pop up)				Thurs 1 st July, Fri 2 nd July	

Bus – Day schedule



Pop up – Day schedule



Operational schedule

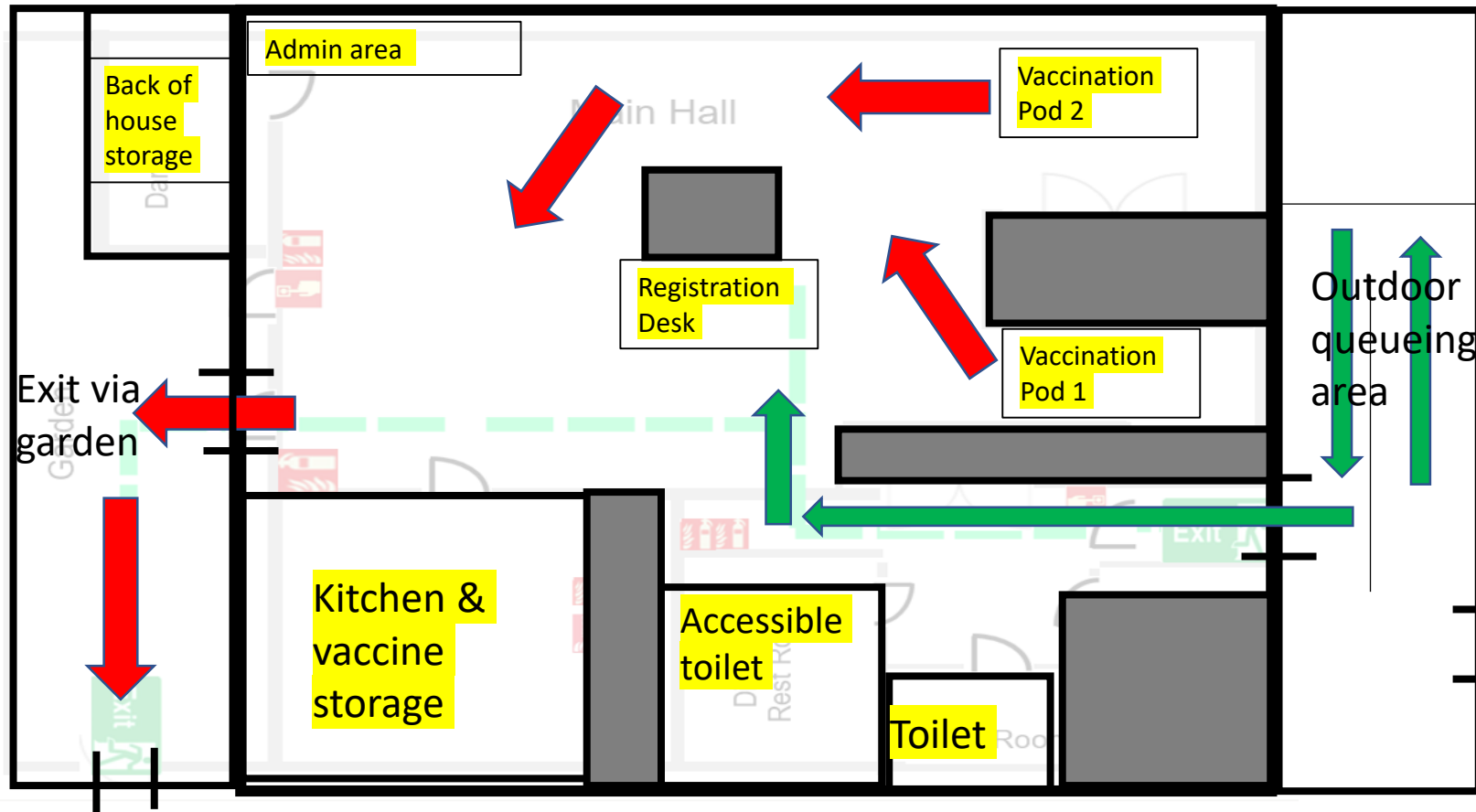
Detailed Operational schedule		
Location	Time	Action
Bus	09:00-10:30	Clinical staff arrange courier to collect kit/vaccination vials to be delivered to site (limited astra zenica stock will be supplied. If stock gets low during day, clinical staff will arrange another courier from Novotel for more vials)
	10:00	Bus arrives on site
	10:00-11:00	Clinical & admin staff arrive on site. CCG security x1 arrives
	10:00-11:00	CAN volunteers/staff GPS staff (1x SIA security) arrive on site. Briefing with site manager
	11:00-12:00	Set-up complete for readiness to open for vaccinations at 12pm
	12:00-18:00	Vaccinations take place // leaflet drops in nearby area take place
	18:00-19:00	Break-down of site, all staff/volunteers stood down, Bus departs
Pop ups	09:00-10:30	Clinical staff arrange courier to collect kit/vaccination vials to be delivered to Evergreen Centre (limited astra zenica stock will be supplied. If stock gets low during day, clinical staff will arrange another courier from Novotel for more vials)
	10:00-11:00	Clinical & admin staff arrive on site. CCG security x1 arrives
	10:00-11:00	CAN volunteers/staff GPS staff (1x SIA security) arrive on site. Briefing with site manager
	11:00-12:00	Set-up complete for readiness to open for vaccinations at 12pm
	12:00-18:00	Vaccinations take place // leaflet drops in nearby area take place
	18:00-19:00	Break-down of site, all staff/volunteers stood down, Clean of site

Locations

- [Evergreen Centre, Queensdale Crescent, Shepherds Bush, London, W11 4TG](#)
- [White City Community Centre India Way, London W12 7QT](#)
- [Shepherds Bush Green, W12 8](#)
- [Normand Park, Lillie Rd, London W14 9PA](#)

Site Map

Evergreen Centre



Site can distribute Astra zenica vaccine only atm. Pfizer distribution approval TBC in coming weeks

2x vaccination pods available

Max pax for 2x vaccinators per day = 144

Outdoor Queue capacity = 8

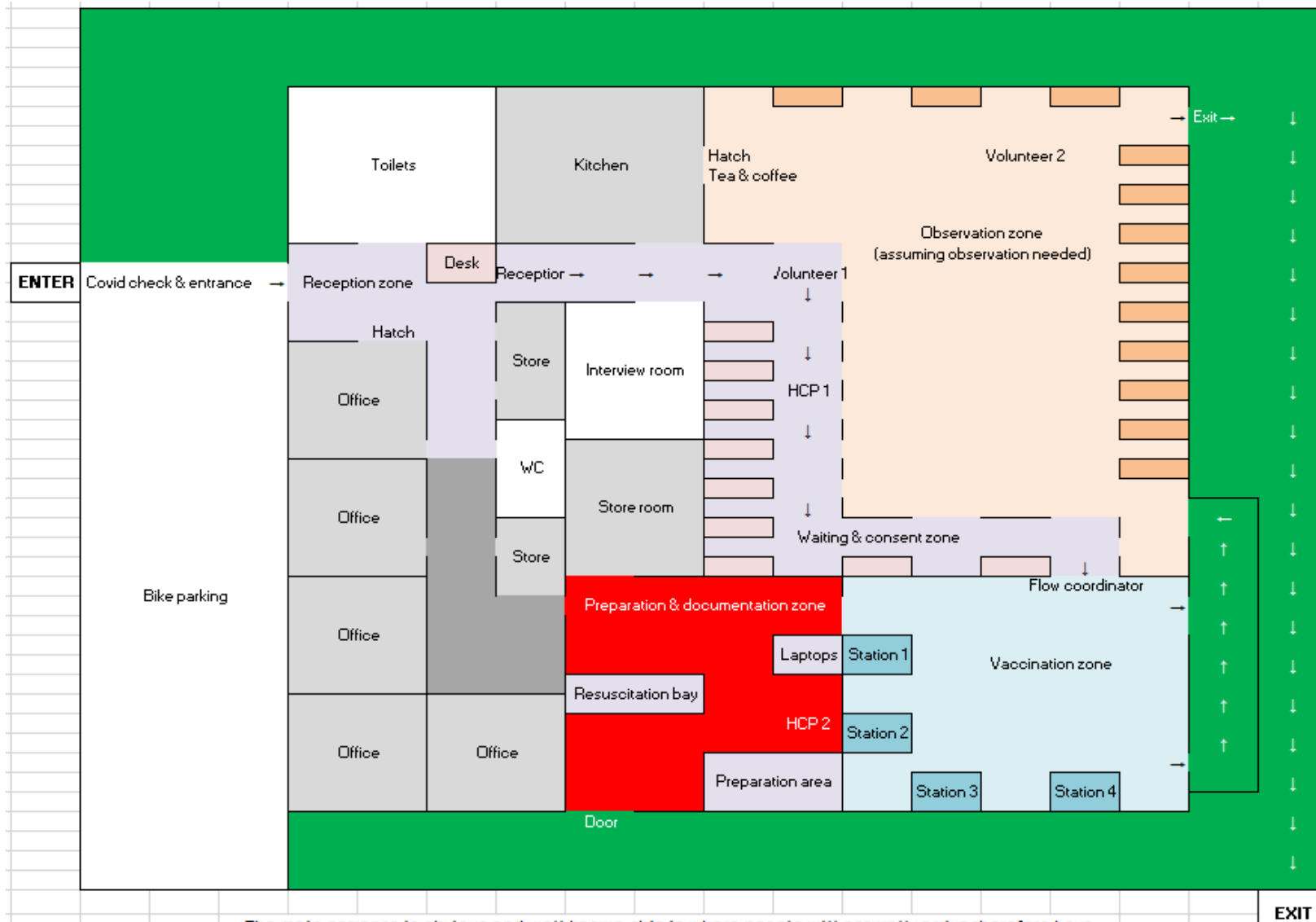
Indoor queue capacity = 5

Total queue capacity = 13

Indoor Staff & volunteer capacity = 8

Site Map

White City Community Centre



Site has been risk assessed for current GP vacs clinic and can accommodate either Pfizer (if pharmacist is present) or AZ. Currently only AZ allowed for pop ups. Pfizer distribution approval for pop up to be confirmed in coming weeks

4x vaccination pods available (pending staff availability)

Max pax for 2x vaccinators per day = 144

Max pax for 3x vaccinators per day = 216

Max pax for 4x vaccinators per day = 288

Outdoor queue capacity = 15

Indoor queue capacity = 10

Site Map

Location TBC

- To Follow

Vaccine Bus

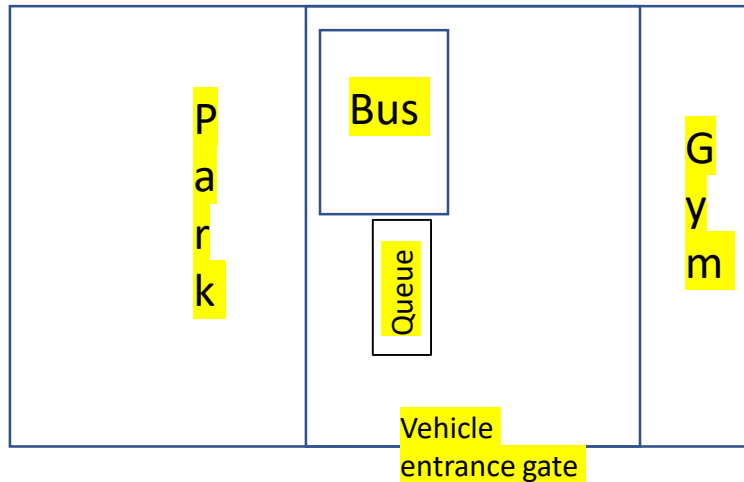
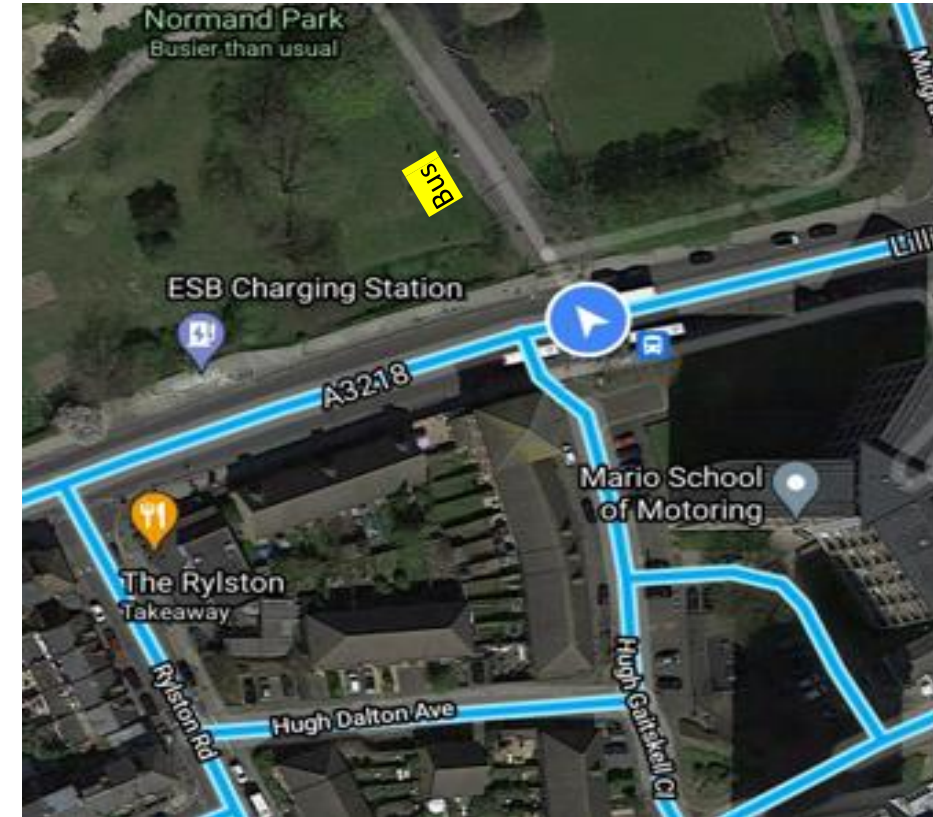


Re-purposed Diabetes bus (will be rebranded with vaccinations & include H&F logo), can accommodate 1x vaccination at a time

Max capacity per day = 72pax)

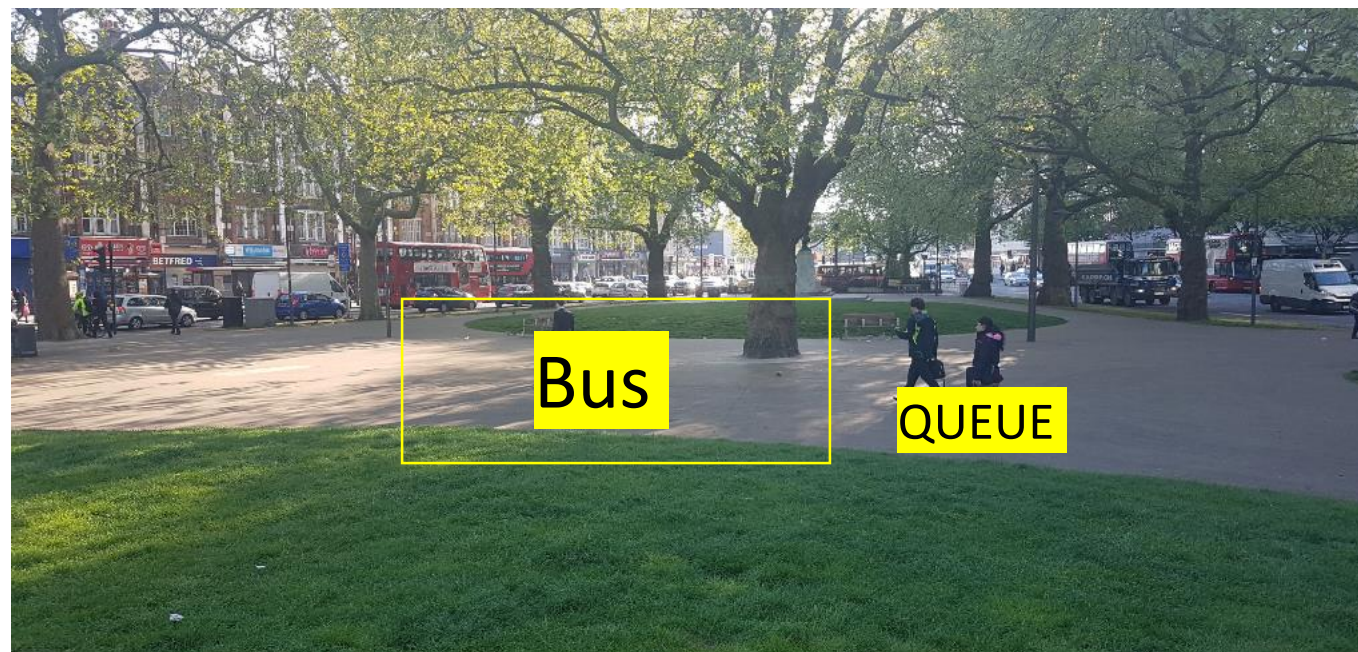
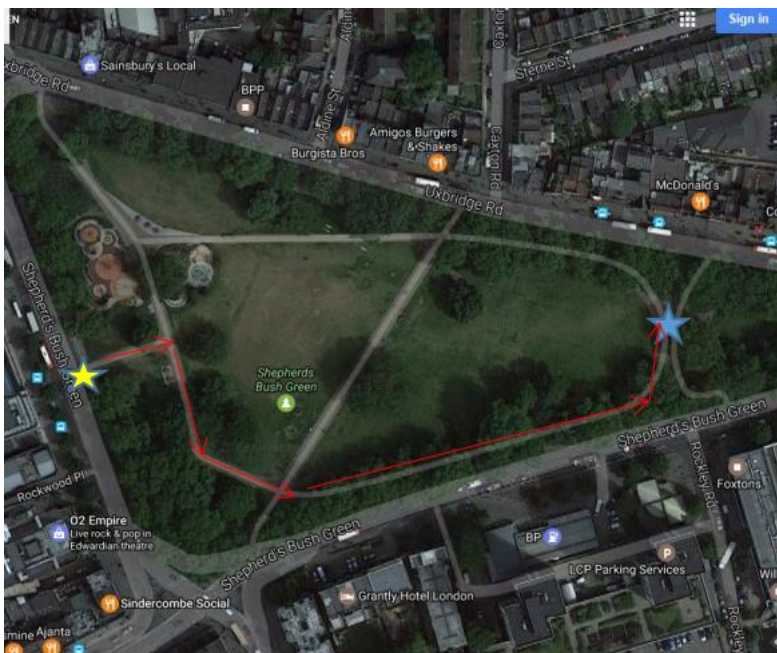
Additional equipment required:
1x fold up table, 2x chairs, 2x pop up flags (to be stored at Novotel & collected in the morning of deployment)

Bus Site Plan - Normand Park



Bus Site Plan – Shepherds Bush Green

Bus enters via Shepherds Bush Road –
vehicle entrance (opposite Dorsett Hotel)



Bus facing onto hard standing, queue beside
along grass

Bus Site Plan – Wormholt Park

- To follow