

TIPS & TRICKS

Tips & Tricks: Crowd Control and Registration

01 Have a team of at least **10-12 volunteers** for a camp size of ~300-400 people, to manage the crowd and do registrations. Within this it is essential to allocate 2-3 experienced members who can deal with contingencies, politicians, break up fights and others.

02 If it is a private vaccination or specific to a particular group, ensure there is a large poster at the gate of the vaccination center displayed saying the same to discourage others from trying to walk in.

03 Place at least 2-3 people at the entry gate to welcome, check and verify that individuals are eligible for the camp so there is no overcrowding inside the venue.



04 Provide queue numbered wait coupons at the gate and use these numbers to call people for vaccination. Ask them to be seated as per the coupons but if seating is more informal and outside then the coupons serve as the queue while people wait and try to social distance.

05 Make pre-marked chalk squares/circles with social distancing to mark where people should stand while waiting in queue. Enforce this with the help of volunteers.

06

If the queue is large, the staff managing crowd outside must know of the availability of the vaccines inside and inform people once the coupons/doses of vaccines run out. Reduce wait times for people who will not be able to get a dose on that day. Inform them of the next camp date.

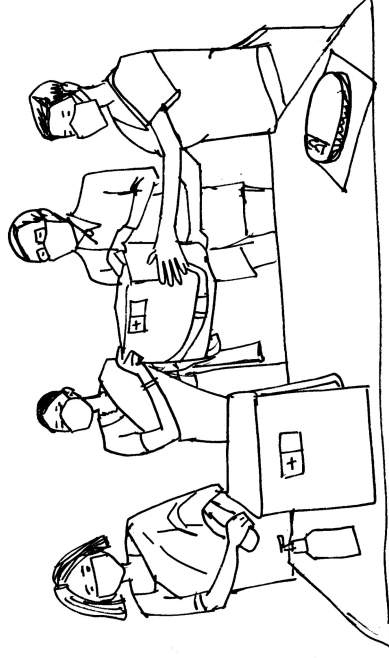
07

Have roving volunteers at the gate and in the queue to identify if there is anyone who is ill, old, pregnant etc. and/or can't stand. Provide them with a chair and a comfortable waiting space or bump them up in the line if possible.



08

Bulk of people are likely to arrive in the beginning of the camp (or there might be surges in people at a given time) so need to be prepared to register them on CoWIN quickly so that is not a bottleneck. Assign additional people for registration as needed. Once people have come inside the venue and are waiting in line for registration on CoWIN have 2-3 people at a desk but also a few roving volunteers in the line registering people on their phones as they wait, asking them to take out their IDs etc.



09

Inform local police station and consider having police/ home guards presence if anticipating large crowds or working in tricky areas.

10

Have the staff wear similar vest/t-shirts to make it convenient for people to identify them as part of the team and spot them in the crowd.