

# SUGGESTED MATERIALS AND SUPPLIES

Equipment lists for the FIC are noted below.

## FIC Equipment and Supplies Checklist

#	<input checked="" type="checkbox"/>	Requirements/Considerations
1.		<b>FIC Forms</b> Considerations: <ul style="list-style-type: none"> <li>• FIC Sign-in and Tracking Form</li> <li>• Unaccompanied Minor Sign-in and Tracking Form</li> <li>• FIC Tracking Log</li> </ul>
2.		<b>ReddiNet access/terminal</b> Considerations: <ul style="list-style-type: none"> <li>• Number of laptop or desktop computers</li> <li>• Capability of Internet access</li> <li>• Capability of ReddiNet access</li> </ul>
3.		<b>Internet Station, for family access to online reunification systems</b> Considerations: <ul style="list-style-type: none"> <li>• Number of laptop or desktop computers</li> <li>• Capability of Internet access</li> </ul>
4.		<b>Telephones</b> Considerations: <ul style="list-style-type: none"> <li>• Minimum of two telephones for incoming calls</li> <li>• Minimum of two telephones for outgoing calls</li> </ul>
5.		<b>Fax machine</b> Considerations: <ul style="list-style-type: none"> <li>• Number of fax machines</li> <li>• Paper, ink, and toner</li> </ul>
6.		<b>Office Supplies</b> Considerations: <ul style="list-style-type: none"> <li>• Notepads, sticky notes, clipboards</li> <li>• Pens, pencils, markers, highlighters</li> <li>• Stapler, staple remover, tape, white out, paper clips</li> <li>• Extension cords, power strips, surge protectors, duct tape</li> </ul>
7.		<b>Printer/Copier</b> Considerations: <ul style="list-style-type: none"> <li>• Number of printers and connecting cables</li> <li>• Paper, ink, and toner</li> </ul>
8.		<b>Identification system/machine to identify families and staff who have access to the family reunification center</b>
9.		<b>Televisions</b> Considerations: <ul style="list-style-type: none"> <li>• Number of televisions varies based on FIC layout needs</li> </ul>
10.		<b>Tables and chairs</b> Considerations: <ul style="list-style-type: none"> <li>• Number of tables and chairs varies based on FIC layout needs</li> <li>• Availability of comfortable seating in the waiting area</li> </ul>
11.		<b>Supplies to child proof the room(s) used</b> Considerations: <ul style="list-style-type: none"> <li>• Availability of instructions about how to set-up child proof supplies</li> </ul>
12.		<b>Hygiene Needs</b> Considerations: <ul style="list-style-type: none"> <li>• Kleenex/tissues, trash cans, and hand sanitizer</li> </ul>

#	<input checked="" type="checkbox"/>	Requirements/Considerations
13.		<b>Books and magazines</b> Considerations: <ul style="list-style-type: none"> <li>• Availability of a variety of materials</li> <li>• Availability of materials in multiple languages</li> </ul>
14.		<b>Toys and supplies</b> Considerations: <ul style="list-style-type: none"> <li>• Toys, paper, crayons, markers</li> </ul>
15.		<b>Overnight supplies</b> Considerations: <ul style="list-style-type: none"> <li>• Sleeping materials, cribs, cots, mattresses</li> <li>• Shower/bathing supplies</li> </ul>
16.		<b>Refreshments</b> Considerations: <ul style="list-style-type: none"> <li>• Snacks, water</li> <li>• Utensils, napkins, cups</li> <li>• Number of people that can be served</li> <li>• Procedures for requesting snacks, water, and supplies</li> </ul>
17.		<b>Brochures</b> Considerations: <ul style="list-style-type: none"> <li>• Availability of mental health, social services, and child care information</li> <li>• Availability of materials in multiple languages</li> </ul>
18.		<b>First Aid Kit</b>

## Call Center Equipment and Supplies Checklist

#	<input checked="" type="checkbox"/>	Requirements/Considerations
1.		<b>ReddiNet access/terminal</b> Considerations: <ul style="list-style-type: none"> <li>• Number of laptop or desktop computers</li> <li>• Capability of Internet access</li> <li>• Capability of ReddiNet access</li> </ul>
2.		<b>Telephones</b> Considerations: <ul style="list-style-type: none"> <li>• Multiple telephones for incoming calls</li> <li>• Minimum of two telephones for outgoing calls</li> </ul>
3.		<b>Fax machine</b> Considerations: <ul style="list-style-type: none"> <li>• Number of fax machines</li> <li>• Paper, ink, and toner</li> </ul>
4.		<b>Office Supplies</b> Considerations: <ul style="list-style-type: none"> <li>• Notepads, sticky notes, clipboards</li> <li>• Pens, pencils, markers, highlighters</li> <li>• Stapler, staple remover, tape, white out, paper clips</li> <li>• Extension cords, power strips, surge protectors, duct tape</li> </ul>
5.		<b>Printer/Copier</b> Considerations: <ul style="list-style-type: none"> <li>• Number of printers and connecting cables</li> <li>• Paper, ink, and toner</li> </ul>
6.		<b>Tables and chairs</b> Considerations: <ul style="list-style-type: none"> <li>• Number of tables and chairs varies based on call center layout needs</li> </ul>
7.		<b>Hygiene Needs</b> Considerations: <ul style="list-style-type: none"> <li>• Kleenex/tissues, trash cans, and hand sanitizer</li> </ul>
8.		<b>First Aid Kit</b>