**SUGGESTED MATERIALS AND SUPPLIES**

Equipment lists for the FIC are noted below.

FIC Equipment and Supplies Checklist

| **#** | **** | **Requirements/Considerations** |
| --- | --- | --- |
|  |  | **FIC Forms**Considerations: * FIC Sign-in and Tracking Form
* Unaccompanied Minor Sign-in and Tracking Form
* FIC Tracking Log
 |
|  |  | **ReddiNet access/terminal**Considerations: * Number of laptop or desktop computers
* Capability of Internet access
* Capability of ReddiNet access
 |
|  |  | **Internet Station, for family access to online reunification systems**Considerations: * Number of laptop or desktop computers
* Capability of Internet access
 |
|  |  | **Telephones**Considerations: * Minimum of two telephones for incoming calls
* Minimum of two telephones for outgoing calls
 |
|  |  | **Fax machine**Considerations:* Number of fax machines
* Paper, ink, and toner
 |
|  |  | **Office Supplies**Considerations:* Notepads, sticky notes, clipboards
* Pens, pencils, markers, highlighters
* Stapler, staple remover, tape, white out, paper clips
* Extension cords, power strips, surge protectors, duct tape
 |
|  |  | **Printer/Copier**Considerations:* Number of printers and connecting cables
* Paper, ink, and toner
 |
|  |  | **Identification system/machine to identify families and staff who have access to the family reunification center** |
|  |  | **Televisions**Considerations:* Number of televisions varies based on FIC layout needs
 |
|  |  | **Tables and chairs**Considerations:* Number of tables and chairs varies based on FIC layout needs
* Availability of comfortable seating in the waiting area
 |
|  |  | **Supplies to child proof the room(s) used** Considerations:* Availability of instructions about how to set-up child proof supplies
 |
|  |  | **Hygiene Needs**Considerations:* Kleenex/tissues, trash cans, and hand sanitizer
 |
|  |  | **Books and magazines**Considerations:* Availability of a variety of materials
* Availability of materials in multiple languages
 |
|  |  | **Toys and supplies**Considerations:* Toys, paper, crayons, markers
 |
|  |  | **Overnight supplies**Considerations:* Sleeping materials, cribs, cots, mattresses
* Shower/bathing supplies
 |
|  |  | **Refreshments**Considerations:* Snacks, water
* Utensils, napkins, cups
* Number of people that can be served
* Procedures for requesting snacks, water, and supplies
 |
|  |  | **Brochures**Considerations:* Availability of mental health, social services, and child care information
* Availability of materials in multiple languages
 |
|  |  | **First Aid Kit** |

| Call Center Equipment and Supplies Checklist |
| --- |
| **#** | **** | **Requirements/Considerations** |
|  |  | **ReddiNet access/terminal**Considerations: * Number of laptop or desktop computers
* Capability of Internet access
* Capability of ReddiNet access
 |
|  |  | **Telephones**Considerations: * Multiple telephones for incoming calls
* Minimum of two telephones for outgoing calls
 |
|  |  | **Fax machine**Considerations:* Number of fax machines
* Paper, ink, and toner
 |
|  |  | **Office Supplies**Considerations:* Notepads, sticky notes, clipboards
* Pens, pencils, markers, highlighters
* Stapler, staple remover, tape, white out, paper clips
* Extension cords, power strips, surge protectors, duct tape
 |
|  |  | **Printer/Copier**Considerations:* Number of printers and connecting cables
* Paper, ink, and toner
 |
|  |  | **Tables and chairs**Considerations:* Number of tables and chairs varies based on call center layout needs
 |
|  |  | **Hygiene Needs**Considerations:* Kleenex/tissues, trash cans, and hand sanitizer
 |
|  |  | **First Aid Kit** |