**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** | |