

SAMPLE				
Worksheet – Reunification Services				
Resource – Facilities				
Requirements	Provider			
	Name	Point of Contact and #	Requirements # Met	Comments
1. Shelter (private space for individuals)	American Red Cross	Disaster Services Director 222-333-2222	1,2	Will provide space at shelter, fixed-feeding sites.
2. Feeding Site (private space for individuals)	Library	Head Librarian 222-333-3000	4	Will set computers and space.
3. Distribution of Emergency Supplies Site (private space for individuals)	Town Hall	Town Hall Manager 222-333-2002	3	Support with space and equipment.
4. Other buildings (private space for individuals)				

SAMPLE				
Worksheet – Reunification Services Resource – Supplies and Equipment				
Requirements	Provider			
	Name	Point of Contact and #	Requirements # Met	Comments
1. Computers/Phones (access)	Computer Store			Donate computers.
2. Power Source	Rental Supply Company			Generators have been set aside.
3. Table and Chairs	Telephone Utility			Make priority to restore internet service for Reunification Services.
4. Administrative Supplies	Big Box Store	Manager 222-334-7600		Donate tables, chairs, and administrative supplies.
5. Applications	American Red Cross	Disaster Services Director 222-333-2222		Safe and Well application is always available.

SAMPLE				
Worksheet – Reunification Services				
Resource - Staff				
Requirements	Provider			
	Name	Point of Contact and #	Requirements # Met	Comments
1. Emergency Services 2. Mental Health 3. Administrative	Police	Police Chief 222-444-1112		Assign officer as liaison for issues with displaced children and adults.
	Fire Department	Fire Chief 222-444-1113		Same as above.
	American Red Cross	Disaster Services Director 222-333-2222		Provide staff at facilities.
	Local Mental Health Agency			Provide mental health staff at facilities.

SAMPLE				
Worksheet – Reunification Services				
Resource – Coordination				
Requirements	Provider			
	Name	Point of Contact and #	Requirements # Met	Comments
1. Plans 2. Existing protocols 3. Messaging	Police	Police Chief 222-444-1112	1-3	See regional and State plans.
	Fire Department	Fire Chief 222-444-1113	1-3	See regional and State plans.
	Government Agencies	Multiple	1-3	See regional and State plans.
	American Red Cross	Disaster Services Director 222-333-2222	1-3	Coordinate with local media to get out messaging.
	TV4	Station Manager 222-437-1234	3	See above.
	Other Reunification Partners	Multiple	1,2	Coordinate with all tasks above.