

## **Pet Evacuation Preparedness at the Post Level**

1. Begin with your management officer. Provide a brief summary of recent evacuations, a link to the proposed pet evacuation policy sent to M, and a list of actions that can be taken at post. Emphasize the process is entirely voluntary and will be targeted at pet owners.
2. Repeat the process with the DCM.
3. Talk to the CLO, tell him/her what you're planning to do, and keep him/her in the loop throughout.
4. Send an email outlining what you plan to do to all Americans. Follow up by posting in the Embassy newsletter. This should be done at least twice a year, generally right after the summer and winter transfer seasons.
5. Create a database for all the pets at post. Share with the CLO.
6. After one month, send all pet owners the pet evacuation preparedness document (amend to fit your post). Follow up by posting in the Embassy newsletter.
7. Work with CLO and any volunteers on related issues:
  - a. Create a list of all airlines flying into and out of your country, what their pet policies are, and the U.S. destinations to which they fly (if direct) or to the connecting cities in other countries with direct flights to the United States. Most management sections prepare notices on outgoing/ingoing travel with pets, but these almost always only list U.S. carriers. In case of emergency, pet owners may need to use other airlines at their own expense.
  - b. Create a list of local volunteers, vet clinics, or other locations where pets could be temporarily cared for if they are not allowed to leave the country.
  - c. Create a method for owners to provide funds for the care of their pets in case of evacuation.
  - d. Hold a meeting with pet owners to reiterate information in the pet evacuation preparedness document and to solicit concerns and questions.
  - e. Add information on the pet database and pet evacuation preparedness to CLO materials for all newcomers with pets.
  - f. Establish processes to ensure continuation of the database and other preparation measures after you leave post.