

UPDATED 6-2025



## North Bay Pet Disaster Preparedness

**Alpacas  
& Llamas**



**Birds**



**Cats**



**Fish**



**Equines**



**Dogs**



**Guinea Pigs**



**Poultry**



**Goats**



**Rabbits**



**Rodents**



**Reptiles**



**Sheep**



# Animal Emergency Action Plan & Advance Care Directive Forms

• How to use them

• Where to keep them

For questions, more information, or to  
schedule a workshop, contact  
[rescue@halterfund.org](mailto:rescue@halterfund.org)

This packet includes 2 forms: an Animal Emergency Action Plan and an Advance Care Directive. These are key tools to help your animals in an emergency.

After you fill out the Animal Emergency Plan form, you'll need to make several copies and keep it where you or someone caring for your animals can find and use it quickly.

- One copy goes with your personal documents in your "grab & go" binder, file or bag.
- Keep one copy in the house where a helper, responder, or pet-sitter can find it easily.
- Give a copy to all the people who might care for your animal(s) if you're not able to.
- Store it electronically along with your other important documents.

## Advance Veterinary Care Directive Form

This form is on the back side of the Emergency Plan form. It provides your instructions for the care of your pet or other animals if you are not available.

- Keep a copy with your Emergency Plan.
- Give a copy to your veterinarian.
- Give copies to the people who might care for your animals if you cannot.

## TIPS

- Put copies of your Emergency Plan and Advance Care Directive in ziploc sandwich bag or clear envelope and attach to your refrigerator door, next to your own "File of Life" if you have one.
- Keep a card in your wallet with pet info on it.

## IF YOU HAVE EQUINES or COMPANION LIVESTOCK

- If you have equines or companion livestock or poultry, put a binder or file with this information in a safe place in the barn, garage or outbuilding.
- If you board your horses, make sure the barn manager has this information.
- Keep a copy in your vehicle glove compartment.

**ANIMAL EMERGENCY PLAN**  
For Pets, Equines, Backyard Livestock

**INSTRUCTIONS**

- How to use this form
- Put a copy where helpers & responders can find it
- Give a copy to all animal caregivers

Pet's Name: \_\_\_\_\_  
Breed/Description: \_\_\_\_\_

**Medical Information**

Veterinarian's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Pet Allergies: \_\_\_\_\_  
Special Diet Needs: \_\_\_\_\_  
Medication: \_\_\_\_\_  
Medication: \_\_\_\_\_  
Medication: \_\_\_\_\_

**EMERGENCY CONTACTS**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**EMERGENCY SHELTERING INFORMATION**

For public health reasons, many emergency shelters cannot accept pets. Identify 2 hotels/motels that accept pets in your area for short-term emergencies and 2 long-term pet boarding options. Long-term options must include boarding kennels, veterinarians, and animal shelters.

**Hotels/Motels:**

Name: \_\_\_\_\_ Rate: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Rate: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Boarding Options:**

Name: \_\_\_\_\_ Rate: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Rate: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Update your Animal Disaster Plan, Ready Kit, and emergency supplies once a year.

**HALTER Project**  
Animal Emergency Response

**Advance Health and Final Care or Pets**  
In the event of my death, or incapacity to act,  
I want the following plan for the care and safety  
of my pet(s) to be implemented.

**HALTER Project**  
Animal Emergency Response

Pet's Name: \_\_\_\_\_ Species: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

I would like my pet(s) to be:

☐ Placed in an appropriate home by this rescue organization:  
- A copy of this document is on file with this organization.  
☐ Surrendered to the SPCA, local humane society, or pet rescue organization  
- A copy of this document is on file with this organization.  
☐ Euthanized, cremated, buried/interment disposed of with me, as mine.  
☐ Placed with family or friends, as listed below.  
- Each person named has a copy of this document.

| Name | Address | Phone | Relationship |
|------|---------|-------|--------------|
|      |         |       |              |
|      |         |       |              |

**Veterinarian Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
- A copy of this document, and my pet(s) records are on file with my veterinarian.

Pet Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Witness: \_\_\_\_\_ Date: \_\_\_\_\_



Scan QRs to download

← North Bay Pet Preparedness Workbook

Ready-Kit Checklists for Pets, Poultry,  
Backyard Livestock →

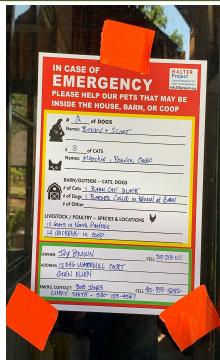


## How to Use this Workbook

- Take time to read through all the information.
- Fill out the Emergency Plan and Advance Care Forms on the last 2 pages of the packet.

## Where to put your Disaster Plan Forms

- 1 copy with your personal documents
- 1 copy somewhere in your home where helper or responder can see it easily.
- 1 copy to your veterinarian.
- Give a copy to all the people who would care for your animal(s) if you aren't able to.
- Store electronically and have forms scanned along with your other personal documents.
- Keep information updated!



Fill out the "Animals at Home" sign and laminate or place in a zip-lock to have ready when needed.



Put animal emergency contacts with your personal info on refrigerator or other place where responders can find it.

Keep a card in your wallet with Pet Emergency information.





## Top Tips to Keep Your Animals Safe in Emergencies & Disasters

- ✓ Be **personally** prepared.
- ✓ Have a plan for every type of emergency.
- ✓ Pack supplies for GO & STAY.
- ✓ Know how to get all local emergency alerts.
- ✓ Know the Evac Zone for every place your animals, family, and you might be.
- ✓ Know who and how to call for help when you cannot take your animals.
- ✓ Create a Buddy Network.
- ✓ Have a Weather Watch routine and practice with animals and helpers.
- ✓ Practicing can reduce stress! Practice in all kinds of conditions, and with your buddies and their animals.
- ✓ Practice loading pets into car, carriers, and walking on leash or harness.
- ✓ Can you get out of the house with your animals safely and quickly?
- ✓ Practice with your cane or walker, and with a buddy.
- ✓ Make plans together with your animal helpers and buddy network.
- ✓ Have multiple pet-friendly destinations, e.g. motels and AirBnB's, campgrounds, friends.
- ✓ Use Situational Awareness every day: Look Up! Look down! Look all around!
- ✓ Be the calm leader of your pack, flock, and neighborhood.



### Where To Get Info

- Local Emergency Alerts
- Local AM/FM radio, TV
- NOAA radio
- Official Agency posts on social media: Sheriff, Police, Fire, Emergency Services, Animal Services

### Reunification Tips

- Microchip your pets, make sure registration is current.
- Add your contact info and name of your apartment complex or facility to your pet ID and carrier.
- Take photos of you with your animals.
- Record a video of their voice and/or special traits.

# HOW AND WHEN to PUT YOUR PLAN INTO ACTION

Get evac-ready on Weather Watch and Warning days so, you'll be ready if conditions change suddenly.

## ANIMAL PREP STEPS

1. Make sure all animals are microchipped and have visible ID.
2. When you're preparing to evacuate, (or go on vacation or to the vet!), put pets in a secure, quiet place, (bathroom, laundry room, etc.), where they can be caught easily, and can't escape during your prep.
3. Put nervous or timid pets in their carrier with water, and cover with a sheet or towel while you prepare to go. Give toys or treats to distract them.
4. Consider using a calming product or medication if your vet has advised it.
5. Put animal go-kits, and yours, in your car or near your door.
6. Check in with your Buddy network and neighbors.
7. Decide where you're going and confirm arrangements or reservations.
8. Post a sign in a window or on a door about animals who may be at home.
9. Hide a key.

**If you are evacuating:** Don't forget your pet! Before you leave, STOP, BREATHE, REVIEW YOUR CHECKLIST, look around. Pets are often left waiting in their carriers.

### When to PREP

- Weather **WATCH**: Practice and prep.
- Weather **WARNING**: Load go-bags, prep animals, confirm destinations, leave.

### When to GO

- Be ready to go **BEFORE** you get an Evac Warning.
- A Red Flag, Flash Flood Warning, or other severe weather warning means **GO ASAP!**

## EVACUATION ALERTS

- **WARNING**: Danger is near. DO NOT WAIT – Leave now!
- Evac **ORDER**: You're in immediate danger. GO NOW!  
If you can't leave safely call 911.

## IF YOU CANNOT EVACUATE YOUR ANIMALS

**Don't spend precious minutes searching for your pet or trying to find your catch your animals. If you can't evacuate your pet for any reason, stay calm, breathe, and get yourself to safety.**

- If you receive an Evacuation ORDER, and you or a nearby evac buddy are unable to take your animals, you can call the Animal Helpline number to request care for your animals.
- You, or an evac buddy, must make the call to request Animal Services.
- Keep the numbers for your area in your Emergency Plan, or your phone, and in a notebook where you can find them quickly. (See the yellow box below.)
- You can ask for a Home Care Check or evacuation. Animal Services and trained responders will do their best to check on your animals, evacuate them if necessary, and provide care until you are able to return home.
- Veterinary care may be provided for animals who are injured, sick, or have special needs.



### EMERGENCY HELPLINE NUMBERS



**Keep the relevant numbers with your other Emergency Contacts**

### **CALL TO REQUEST ANIMAL SERVICES**

- Sonoma CART 707-861-0699
- Napa CART 707-732-1555
- Marin Humane 415-883-4621
- Mendocino Sheriff Dispatch 707-463-4086
- Solano CART 707-690-0340

- Sonoma County Animal Services 707-565-7100
- NorCal Livestock Evacuation 707-234-7193
- SF Animal Care & Control 415-554-9400
- Lake Evac Animal Protection 707-263-0278

**Be ready to give calm, clear answers about your address, pet's descriptions, and other info the call-taker will ask for.**

**CALL 2-1-1 to Request an Interpreter or ask a question.**

# ANIMALS SHELTERED-IN-PLACE

When you can't evacuate your animals or you're sheltering in place with them.

**You may need to evacuate yourself and leave your animals at home.**

**Or you may have to shelter-in-place at home with your animals after a storm, earthquake, during an extended power outage, or another emergency.**

**To prepare to keep your animals, and yourself, safe and well, it is important to have enough of the right supplies.**

## How Much Do You Need?

- Enough safe drinking water for at least one month.
- Water for hygiene.
- The goal is to have enough food, medications, sanitation, toys and treats for one month.
- PLUS, an extra dose of parasite control for each animal, and extra food if your animal has special needs.
- Safe ways to secure your animals.

If you must leave pets at home, and you have time to do these things **SAFELY**:

- Leave extra bowls of water and dry food.
- Hide a key.
- Close doors and windows, leave windows unlocked.
- Leave toilet lid up (only if you do not use automatic bowl cleaners!)
- Leave your Animal Emergency Plan, pet food, and meds where responders can find them, but animals cannot get into them. Tip: The dryer is a great place, or under a BBQ lid.

## TIPS

- Form a buying group with neighbors or your evac buddies to purchase essentials in quantity.
- Identify locations for shared storage of large or bulky items, like food and kitty litter.
- Refresh or rotate supplies twice a year. A good time to do this is when the time changes.

## EARTHQUAKE – TSUNAMI SAFETY

It might take many hours, or even a few days, for roads to open, and much longer for water & power to be restored. Be prepared to be self-sufficient and able to care for yourself and your animals.

### BEFORE

- Do a “hazard hunt” around your home to make sure it is safe during an earthquake for you and your animals.
- Store supplies where you will be able to safely get to them after an earthquake.

### DURING

- Stop. Drop. HOLD ON.
- Cover your head. Lock your wheelchair.
- Don't try to hold on to your pets.

### AFTER – if you can do so safely...

- Sweep the floor and wipe up or cover spills.
- Talk to your pet calmly: it will help them, and you, too.
- Put food and water.
- Confine your pet in a room or crate.
- Put harness or collar, leash.
- Turn on a radio to listen for alerts.
- If you smell gas or hear hissing, get out immediately.
- If you go outdoors, be aware of down powerlines. Stay 50' away.

**If you are in a Tsunami Zone** – If you get a tsunami alert leave immediately. Do not leave animals confined.

## WHAT OTHER EMERGENCIES SHOULD I PLAN FOR?

- **Extended power outages:** Will you have water? You will need to keep yourself and your pet cool – or warm – and comfortable.
- **“Boil Water” Alert:** Water safety applies to animals as well as humans. Have bottled water, unscented bleach and water purification tablets in your emergency supplies. (If you have power source, you cannot safely boil water).
- You are sick or injured and unable to take care of your animals.



## Animal ID & Reunification

If you and your animals are separated, current ID, photos and videos will help you reconnect faster and more safely.

Microchipping is the BEST way to help you and your animals reconnect. Report your missing animal ASAP to local Animal Services. Post your info on local "Missing Animal" social media sites.

- ✓ Have multiple forms of ID: microchip plus visible ID on all animals.
- ✓ Keep all forms of ID updated!
- ✓ Add extra collar, harness and leash with pet name and your contact info to emergency supplies.

## Pet-Safe Sanitation, & Other Essentials

Ready-Kits should be easy to grab & go. Keep them where they are safe and accessible.

Long stay-at-home supplies should be stored in weather tight, insect and rodent-proof containers. Make sure you can get to them easily and safely. Flashlight, charger, radio, batteries.

### PET-SAFE CLEANING PRODUCTS

- \* Use unscented pet or baby-safe cleaning products.
- \* Many essential oils are toxic to pets.
- \* When using alcohol, bleach or hydrogen peroxide products, MUST allow to air-dry COMPLETELY before pet use.
- \* Put newspapers under pee pads for extra cushion and easier cleanup.

## Pet Carrier, Crate, and Car Safety

- ✓ Cats, small dogs, birds, reptiles and pocket pets should be secured in appropriate carriers or cages.
- ✓ Make sure carriers are secure. Check clips and bolts and add zipties where possible.
- ✓ Make sure pets cannot jump out of car windows or doors.
- ✓ Crates should be large enough for animals to stand up, lay down, and turn around.
- ✓ Covering pet carrier or crate will help them feel calmer and safer.
- ✓ Keep pets cool: ice packs, cooling pad, water spritz.
- ✓ Put your name, number, and address or your facility's name on the carrier.





# Ready-Kit Checklists for Cats, Dogs, & Other Pets



For a checklist for **YOUR** pet species, go to [HALTERproject.org/checklists](http://HALTERproject.org/checklists)

## Documents

- ✓ Copy of your Emergency Plan, vet records, Advance Directive, Animal ID info, photos.
- ✓ Pet insurance.

## Basics

### Refresh supplies twice a year.

- ✓ Water, food, meds, enough for:
  - \* GO: 7-14 Days
  - \* STAY: Min. of 1 month
  - \* Parasite Control - plus one extra dose per animal.
- ✓ Use zip-lock bags for dry food.
- ✓ Pack small cans of wet food.
- ✓ Emergency water packets.
- ✓ Travel bowls, spoon, can opener, lid.
- ✓ Extra reflective collar, harness, leash and ID tags.
- ✓ Headlamp or flashlight with red mode.



## Meds & First Aid

- ✓ Current prescription & dosage information.
- ✓ First Aid kit with tick remover, Bleed-Stop or styptic pencil.
- ✓ Packets of Manucca Honey or antibiotic silver-honey dressing.
- ✓ Bandages
- ✓ Paw ointment, Vaseline, Aquaphor.

## Grooming & Hygiene

- ✓ Brushes and combs
- ✓ Saline solution or wipes for eyes, noses, ears.
- ✓ Pee pads, Poop bags.
- ✓ Disposable litter pan & litter.
- ✓ Pet-safe disinfectant.
- ✓ Unscented baby wipes.
- ✓ Sanitizer
- ✓ Disposable gloves
- ✓ Trash bags
- ✓ Anti-Bacterial soap

## Comfort & Calm

- ✓ Fun stuff, toys, treats
- ✓ Bedding, blanket, sheet or towel for privacy.
- ✓ Cooling pads, ice packs
- ✓ Calming aids
- ✓ Thunder Shirt
- ✓ Large pillow case: good way to transfer cats, birds, reptiles, pocket pets into carriers.



## A note about MUZZLES:

You may need to use one if your dog is not in a carrier and you are riding on public transportation or inside a human evac shelter.



# IN CASE OF EMERGENCY

**ANIMALS MAY BE INSIDE THE HOUSE,  
BARN, OR COOP**

ANIMAL  
CONTROL

Phone #: \_\_\_\_\_

**HALTER**  
**Project**

LEADING RESIDENTS TO  
SAFETY & PREPAREDNESS

[HALTERproject.org](http://HALTERproject.org)



# \_\_\_\_\_ of DOGS

Names: \_\_\_\_\_

\_\_\_\_\_

# \_\_\_\_\_ of CATS

Names: \_\_\_\_\_

\_\_\_\_\_



**BARN/OUTSIDE -- CATS, DOGS**



# of Cats \_\_\_\_\_

# of Dogs \_\_\_\_\_

# of Other \_\_\_\_\_

**LIVESTOCK / POULTRY -- SPECIES & LOCATIONS**



\_\_\_\_\_



OWNER: \_\_\_\_\_ CELL: \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

EMERG. CONTACT: \_\_\_\_\_ CELL: \_\_\_\_\_

**PET(S) INSIDE  
DO NOT  
OPEN DOOR**

**PET(S) NAME(S) & INFO:**

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# **ANIMAL EMERGENCY PLAN**

## **For Owners, Caregivers, and Animal Sitters**

**Attach current  
vaccination & vet  
records to this plan.**

- \* Keep a copy with your important records.
- \* Put a copy where helpers and responders can see it.
- \* Give copies to animal caregivers.
- \* Keep a copy electronically.

Pet's Name: \_\_\_\_\_

Pet's Description: \_\_\_\_\_

### **Medical Information**

Veterinarian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Pet Allergies: \_\_\_\_\_

Special Diet Needs: \_\_\_\_\_

Medication: \_\_\_\_\_ Dose: \_\_\_\_\_

Medication: \_\_\_\_\_ Dose: \_\_\_\_\_

**\*\*Attach copies of pet's vaccination records and a photo of your pet to this plan\*\***

### **EMERGENCY CONTACTS**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### **EMERGENCY SHELTERING INFORMATION**

For public health reasons, many emergency shelters cannot accept pets. Identify 2 hotels/motels that accept pets in your area for short-term emergencies and 2 long-term pet boarding options. Long-term options could include boarding kennels, veterinarians, and animal shelters.

#### **Hotels/Motels:**

Name: \_\_\_\_\_ Rate: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Rate: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

#### **Boarding Options:**

Name: \_\_\_\_\_ Rate: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Rate: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Update your Animal Disaster Plan, Ready Kit, and emergency supplies twice a year.**



## Advance Health and Final Care for Pets

In the event of my death, or incapacity to act,  
I want the following plan for the care and safety  
of my pet(s) to be implemented.

**HALTER**  
**Project**  
HALTERproject.org

| Pet's Name | Species | Age   | Gender |
|------------|---------|-------|--------|
| _____      | _____   | _____ | _____  |
| _____      | _____   | _____ | _____  |
| _____      | _____   | _____ | _____  |

### I would like my pet(s) to be:

- ☐ Placed in an appropriate home by this rescue organization:  
\_\_\_\_\_
- ☐ A copy of this document is on file with this organization.
- ☐ Surrendered to the SPCA, local humane society, or pet rescue organization  
☐ A copy of this document is on file with this organization.
- ☐ Euthanized, cremated, buried/remains disposed of with me, as mine.
- ☐ Placed with family or friends, as listed below.  
☐ Each person named has a copy of this document.

| Name  | Address | Phone | Relationship |
|-------|---------|-------|--------------|
| _____ | _____   | _____ | _____        |
| _____ | _____   | _____ | _____        |
| _____ | _____   | _____ | _____        |

### Veterinarian Information

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

- ☐ A copy of this document, and my pet(s) records are on file with my veterinarian.

Pet Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_