



## Emergency Information: Phone Tree and Search Guidelines for Locating Lost Pets

**PETCENTRAL**

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# FIRST THING... TO DO IF YOUR PET GETS LOST!

### CALL A NEIGHBORHOOD REPRESENTATIVE *IMMEDIATELY!!!*

We, as fellow pet owners, know that no matter how much care we take to ensure our animals' safety from running away or getting loose, it CAN and DOES happen. We're here to HELP! And you must remember that you cannot do it alone.

You need to be out there searching for your pet, and taking two minutes to call for help will allow you to do that and also know that the cavalry is on the way! Imagine how it would be to search all by yourself for a needle in a haystack. Then imagine how much easier it would be if you had 50, or 100, or 500 people forming a line, gathering bits of hay in careful handfuls.

Part of searching for a your pet is alerting everyone in the area – from veterinarians, police, and rescue organizations to neighbors, mall owners, gas stations, and elementary schools – that your dog or cat is loose. And KEEP telling them through flyers, follow-up phone calls, email, and more.

Another important piece of searching for your pet is to map the area, organize search parties, coordinate the areas that have been searched, have flyers posted, and communicate what still needs to be done.

You can't do this alone. You can't worry about all of the details and still focus on the most important thing – your lost pet. But you can do it with help.

That one, immediate phone call, could make ALL the difference...

### MAIN CONTACTS:

St. Julien Street, McClintock Road, Westover  
Anne Hicks, 704-376-2829, [infofun@carolina.rr.com](mailto:infofun@carolina.rr.com)

Ivy Drive, Morningside Drive  
Jeannie Fennell, 704-342-4515, [jfennell@carolina.rr.com](mailto:jfennell@carolina.rr.com)

Commonwealth Avenue  
Shannon Teel, 704-968-9778, [steel@keystonepartnersnc.com](mailto:steel@keystonepartnersnc.com)

## OWNER'S SEARCH GUIDELINES

1. Fill out ***Lost Pet Flyer*** Template immediately.
2. Call someone on the ***Morningside Phone Tree List***. The recipient of the phone call needs to know:
  - Description: Name of lost pet, color, male/female, color of collar and lead (if still attached), was he/she wearing any identification?
  - Is he/she friendly, outgoing, shy, or spooky?
  - Caller's name and phone number
  - Time: When lost? When was your pet last seen?
  - Where? Location: City or Town/ Street/ With Nearby Cross Streets
  - Determine a starting point/meeting point for the search
  - Contact Information: Who is leading the search? Name, Phone number, and email address
3. Recipient of phone call notifies all contacts on the MAIN contact list.
4. A volunteer is designated to call contacts in the area the pet was lost.
  - Please give them a general starting point/meeting point for the search.
  - Who is leading the search? Name, phone number, cell number, and email address.
5. A volunteer is designated to copy flyers and post in immediate area where pet was lost.
6. A volunteer is designated to post information to pet public chat boards. Please list designated contact for search efforts, specific information about pet, specific information regarding search efforts each day.
7. A volunteer is designated to email everyone with updates (information about pet, last sighting, area searched, next meeting point, search area, etc.)
8. When a sighting is reported...it is *extremely* important that volunteers get to that area immediately to search. In the case of a dog, it may be good to take another dog with you to entice the lost dog to come to you if he/she is seen.
9. If a sighting is reported in a new area, flyers with updated information need to be posted in that area.
10. Repeat steps 5-8 until the pet is found.
11. After the pet has been found, all flyers need to be removed from their respective areas and appropriate people/organizations notified.