



United States Department of State

*Office of Foreign Missions  
Washington, D.C. 20520*

November 14, 2011

To: The Deputy Chiefs of Missions  
From: The Office of Foreign Missions  
Subject: Disaster Preparedness for the Foreign Diplomatic Community

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Was your embassy prepared when the earthquake occurred this past summer? Do you know what to expect from local emergency service providers? On December 8, 2011, the Office of Foreign Missions and the DC Homeland Security and Emergency Management Agency will host presentations and discussions on disaster preparedness and response for foreign diplomatic missions in the District of Columbia. Your mission's Management Officers are also encouraged to attend.

The event will be held at the Department of State's Harry S. Truman Building in the George C. Marshall Auditorium from 12:30pm to 4:30pm.

Participants are advised to arrive early so that building-access badges can be issued prior to the start of the meeting. **Participants are asked to use the Department's 21st Street Entrance for this function.**

If you or representatives from your mission would like to attend this event, please transmit the information requested on the following page by electronic mail to [OFMInfo@state.gov](mailto:OFMInfo@state.gov) (with Attn: Jackie Robinson in the subject line) or by completing the form and returning this document by fax to (202) 736-4145.

**WHERE:** U.S. Department of State (George C. Marshall Auditorium)  
2201 C Street, NW  
Washington, DC 20520

**WHEN:** December 8, 2011  
12:30pm to 4:30pm

## Participant Notification Form

The following information is requested so that the participant's entry into the Department of State can be expedited.

Each Embassy/Organization may send up to two (2) representatives to participate in the forum. The identification number and type of document listed below **must** be physically presented when requesting entry into the building on December 8. This document must also bear the individual's photograph.

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### Participant 1:

Mission/Organization \_\_\_\_\_

Name \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

Date of Birth \_\_\_\_\_ Identification Card Number \_\_\_\_\_

Type of Identification Card – Please select one of the following:

- U.S. Department of State issued Personal Identification Card
- U.S. Department of State issued Drivers License
- Drivers License not issued by the Department of State – State of Issuance \_\_\_\_\_

### Participant 2:

Mission/Organization \_\_\_\_\_

Name \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

Date of Birth \_\_\_\_\_ Identification Card Number \_\_\_\_\_

Type of Identification Card – Please select one of the following:

- U.S. Department of State issued Personal Identification Card
  - U.S. Department of State issued Drivers License
  - Drivers License not issued by the Department of State – State of Issuance \_\_\_\_\_
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In order to expedite the entry of participants into the Department of State, responses confirming attendance must be received no later than noon on **December 2, 2010.**

If you have questions about this meeting, please contact OFM by telephone at (202) 647-3417 or by electronic mail at [OFMInfo@state.gov](mailto:OFMInfo@state.gov).