

THERAPY DOGS INC. INCIDENT / ACCIDENT REPORT

If you are involved in any accident or incident while performing your volunteer Pet Therapy services while representing Therapy Dogs Inc., you must report it immediately to the office of Therapy Dogs Inc. and to any facility required contact.

If an injury to an employee, resident, or attendee in the facility occurs during a volunteer visit:

- Immediately contact the facility's supervisor on duty.
- Document the incident on all required forms for the facility.
- Immediately contact Therapy Dogs Inc. office and report the incident.

Therapy Dogs Inc. will need the following information documented and reported to the office:

- Your member information.
- Date of incident / accident.
- Facility location and contact information.
- Names of those involved in the incident / accident.
- **Complete and detailed information** of incident / accident including names, date, location, contact information.

Please contact the office via phone and send documentation immediately to:

Therapy Dogs Inc.
PO Box 20227
Cheyenne WY, 82003
877-843-7364 office
307-638-2079 fax