

## **THERAPY DOGS INC. INCIDENT / ACCIDENT REPORT**

If you are involved in any incident 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 incident or 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 the 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, including eye witnesses
- **Complete and detailed description** of incident

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

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