

## **ALLIANCE OF THERAPY DOGS INCIDENT/ACCIDENT REPORT**

If you are involved in any incident while representing Alliance of Therapy Dogs, you must report it immediately to the corporate office 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 as a result of interaction with you or your dog:

- Immediately contact the facility's supervisor on duty.
- If the incident is a suspected bite, end the visit immediately (regardless of whether the bite was intentional or accidental).
- Document the incident on all required forms for the facility.
- Immediately contact the Alliance of Therapy Dogs office and report the incident. If after normal business hours, please leave a voice message and make contact with the Alliance of Therapy Dogs office during the next business hours.

Alliance of Therapy Dogs must have the following information documented and reported to the office:

- Your member information (be sure to include membership number);
- Date of incident/accident;
- Facility location and contact information;
- Names of those involved in the incident, including eyewitnesses; and
- **Complete and detailed description** of the incident.

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

office@therapydogs.com

Fax to: 1-307-638-2079

Or mail to:

Alliance of Therapy Dogs

P.O. Box 20227

Cheyenne, WY 82003

Phone: 307-432-0272 or 877-843-7364