



Incident Report

Date of Report: _____ Date of Incident: _____ Time of Incident: _____

Name of facility where the incident took place: _____

Address of facility: _____ Phone: _____

Pet(s) name(s) involved: _____

Breed(s): _____ Age(s): _____

Names, home addresses, and phone numbers of those involved:

What took place? (Use the back of this page or additional pages if needed):

What action was taken? Was medical attention needed? If so, who administered it and what was done? (Use the back of this page or additional pages if needed):

Submitted By: _____ LOAL ID #: _____

Signature: _____ Email: _____

Address: _____ Phone: _____

- ♥ Immediately notify the facility contact person.
- ♥ Immediately notify the Visit Captain and send a copy of this report to him/her.
- ♥ Immediately notify the local Chapter Leader and send a copy of this report to him/her.
- ♥ Immediately notify the LOAL National President and mail in the original Incident Report.
- ♥ Include photos if available to the LOAL National president with the report.



Email Incident Report & photos (if any) to:

President@loveonaleash.org

AND / OR

Mail original Incident Report to:

Love on a Leash® - Attn: President

PO Box 4548

Oceanside, CA 92052-4548

In the Event of an Incident

What is an Incident?

An incident can be a wide range of things. Examples may include, but are not limited to, a dog barks and startles a patient who stumbles or falls. A dog growls or lunges at another dog or person. A dog accidentally bumps or scratches a person while doing a “paws up” on the side of a bed or wheelchair. A dog shows aggression towards another pet. In any instance, if you have any doubt, fill out an Incident Report.

Even if an incident appears minor, it should be documented in the event it becomes more serious in the future, such as an infection from a scratch.

In the event of an incident:

- ♥ Remain calm.
- ♥ If the incident involves an injury, keep control of your pet, and get help for the injured person(s). Never leave or tie your pet to furniture or equipment. Volunteers should never move or give medical aid to an injured person. Only Facility staff should be the ones to provide medical treatment to the injured person. Only Facility staff should be the ones to provide treatment to the injured person(s), even if the treatment is as simple as applying a Band-Aid.
- ♥ Before leaving, report the incident to your facility contact person so the injury can be documented. Most facilities have accident or incident report forms. You must complete all facility required paperwork, in addition to the required Love on a Leash® Incident Report. If an Incident Report is being submitted due to a pet that is reactive to either a person or animal while on a Love on a Leash® visit, or if a team is out of compliance with our Guidelines, then the facility will not need to be notified, but all other steps must be completed and submitted.
- ♥ The National Board of Directors for Love on a Leash® will evaluate the Incident Report. The Board reserves the right to take any appropriate measures as needed including, but not limited to, termination of membership.
- ♥ ***In the case of pet aggression or injury, the involved parties may not go on any Love on a Leash® visits until National Love on a Leash provides a written resolution.***
- ♥ If you have any questions, call (760) 740-2326.

Do not write below this line. For LOAL Board only.

Date Received: _____ Resolution: _____
