



The Foundation for Pet Provided Therapy  
P.O. Box 4115, Oceanside, CA 92052-4115 (760) 740-2326

## Incident Report

Date of report: \_\_\_\_\_ Date of incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Name of location where incident took place: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Handler's name: \_\_\_\_\_

Handler's address: \_\_\_\_\_ Phone: \_\_\_\_\_

Pet's name: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_

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

\_\_\_\_\_

What took place: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What action was taken? Any medical attention needed? Is so, who administered and what was done.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Immediately notify both the local Chapter Leader and LOAL National President,  
Kate Abbott,  
at (760) 717-9031, [akabbott@cox.net](mailto:akabbott@cox.net)

Send copies of Incident Report to:  
Love on a Leash, PO Box 4115, Oceanside, CA 92052-4115, Attn: Kate Abbott.  
(Also send copies to Chapter Leader and Visit Captain.)

Send photos if available.

Use back of page if more space is needed.



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### **In the Event of an Incident**

1. Remain calm.
2. Immediately secure your animal so that you can manage the situation. DO NOT tie your animal to furniture or equipment, which can shift surprisingly easily.
3. Get help for the injured person. Volunteers should never give medical aid to an injured client. Facility staff, and not volunteers, should be the ones to provide medical treatment to clients, even if the treatment is as simple as applying a Band-Aid.
4. End your visit at the facility.
5. Before leaving, report the incident in writing to your facility contact person so the injury can be documented. Most facilities have accident or unusual incident report forms. You will need to fill out all facility required paper work, and a LOAL Incident Report.