



## The escape or death of a dog procedure

### Escape of a Dog

Every effort is made to ensure that the home is secure, and dogs cannot escape. All boarding dogs must wear a collar at all times. ***The Mayne stay doggie homeboarding*** will attach to the collar a tag with the premises name, address, phone number and name of licensee.

All windows are fitted with window restrictors to prevent dogs from escaping or kept locked (to prevent accidental opening).

In the unlikely event that a dog does escape the following procedure will be followed:

- All available staff will make an immediate search of the ***The Mayne stay doggie homeboarding*** premises and grounds.
- The Dog Warden Service will be contacted to see if the dog has been handed in and details of the dog left with them to make contact if the dog is found.
- The local RSPCA will be contacted to see if the dog has been handed in and details of the dog left with them to make contact if the dog is found.
- Local Vets will also be contacted to see if a dog has come to their attention.
- The owner and local proxy will be contacted and kept informed of the situation, if possible, the home address will be checked by the local proxy, or member of staff, in case the dog has returned home.
- Posters will be placed, and local streets searched.
- Social media posts will be utilised asking local residents etc to share a photograph of the dog and report any sightings to ***The Mayne stay doggie homeboarding***.
- A thorough investigation will be undertaken into the circumstances of the escape and procedures implemented to prevent a similar occurrence. The Incident Investigation Form will be completed.



## **Death of a Dog**

In the unlikely event of a death of a dog the following procedures will be followed.

- The dog will be removed from the home and taken to ***The Mayne stay doggie homeboarding*** nominated Vet.
- The Vet will be asked to determine the cause of death.
- The owner and/or local proxy will be contacted at the earliest opportunity to inform them of the death.
- The dogs body will be stored at the Vets until the owner is able to collect the body, or gives instructions for the dogs disposal.
- An Incident Investigation form will be completed.

### ***The Mayne stay doggie homeboarding Incident Investigation Form( form next page)***

This form should be completed when an unusual or unexpected event occurs, such as the escape of a dog, injury to a dog or death of a dog It should also be completed after an emergency situation such as loss of power or water.

Briefly describe the incident; Consider who, what, where when and how.

Identify the root causes of the incident: This should help you determine the causes behind the incident. You should think beyond the obvious. For example, a member of staff allowing a dog to escape when they entered the dog area. Who left the rom/door/gate open? Why did they leave the it open? Have they received sufficient training, is the training adequate? Are the procedures adequate?



***The Mayne stay doggie homeboarding Incident Investigation Form***

Name of person filling out form:		
Date and time of Incident	Date:	Time:
Location of incident:		
Staff Witnesses:		
Brief description of the incident:	If further space required append additional sheets.	
Root Cause of Incident:	If further space required append additional sheets.	
What have you done to prevent incident happening again?		
Sign and Date	Sign:	Date: