

4 Paws of Love
Incident Report

Date of Incident: _____

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Time of Incident: _____

Name of facility where incident took place: _____

Address of facility: _____

Phone of facility: _____

Pet's name: _____ Breed: _____ Age: _____

Names, home addresses, emails addresses, and phone numbers of those involved (use back of page if needed): _____

Explain the incident (use back of page or additional pages if needed):

Explain what transpired after the incident (use back of page if needed)?

Was any medical attention required? If so, who administered and what was done (use back of page or additional pages if needed): _____

4 Paws of Love member name (print): _____

4 Paws of Love Member ID #: _____

Signature: _____

Phone: _____ Email: _____

Check list:

- Contact person of the facility/organization/group was immediately notified;
- Facility Leader was immediately contacted;
- Incident Report was immediately completed;
- 4 Paws of Love Board was immediately notified;
- Mail the original Incident Report to 4 Paws of Love Board with any photos of the incident;
- Submit a copy of the Incident Report to the Facility Leader;
- Maintain a copy of the Incident Report for your own records

Send the original report to: 4 Paws of Love, P.O. Box 28325, San Diego, CA 92198

In the Event of an Incident

- 🐾 Remain calm and keep your pet calm;
- 🐾 Keep your pet with you at all times. Do not hand your pet over to someone.
- 🐾 Obtain assistance from the facility/organization/group if there is an injured individual(s);
- 🐾 Volunteers shall never move or give medical aid to an injured individual. Only facility/organization/group staff shall be the ones to provide any medical treatment to the injured individual(s);
- 🐾 Immediately report the incident to your facility/organization/group contact person so the incident can be documented.
- 🐾 The 4 Paws of Love Board will review the incident and determine the appropriate actions needed including, but not limited to, possible termination of membership.