

Incident Report Form

Please complete this form to describe incidents involving a Pet Therapy Society (PeTS) volunteer or ratified animal that resulted in, or could have resulted in: (1) injury to people or animals, (2) damage to property, (3) violations of PeTS policies or bylaws, or (4) violations of partner facility policies.

You may use the back of this form to include additional details, if needed. Please collect written observations from any other facility staff or PeTS volunteers who observed the incident if available and possible, and submit all records to president@pettherapysociety.com within two (2) business days of the incident, or sooner.

Incident reports will be reviewed by the Board by Directors for discussion and action and they will advise of any next steps.

Submitter's name:		Incident date & time:	
Location & address where incident occurred:			
Names of other people in attendance: (PeTS volunteers, staff, clients, others)			
Description of incident:			
Which policy or bylaw was violated, if known?			
How was the incident handled at the time?			
Suggestions on how to prevent this from happening again?			

Submitter's Signature (above)

Witness #1 Signature (above) & Name:

Witness #2 Signature (above) & Name: