

Chesapeake Bay Retriever Bay Relief and Rescue Policy & Procedure Manual Incident Reporting Policy

Policy	Incident Reporting: All CBRRR Volunteers must be trained and confirmed on our reporting policy. All incidents of aggression towards humans, property, or animals that have led to injury must be reported to the online reporting system immediately .	
Name of Procedure	Reporting of an Incident involving a person, animal, and/or property.	
Reference Number	3.01	
Applicable Parties	Impacted Volunteer(s) Incident Witnesses Regional Manager Board or Directors	
Effective Date	December 21, 2022	
Impacted Documentation	Written policies including: <ul style="list-style-type: none"> ● Volunteer Manual ● Regional Director Manual 	
Procedures	<p>3.01 Reporting of an Incident involving a person, animal, and/or property.</p> <ul style="list-style-type: none"> ● All incidents involving an injury to a human, animal, and/or property must be reported to the area's Regional Manager immediately. ● All reports of incidents must be reported by the Regional Director to the Board of Directors immediately on receiving notification of an incident by completing the online incident report located on the CBRR&R website in Tools & Reports, Incident Reporting Form. ● An officer of the Board must review or assign a Board member or a Regional Director the online report immediately. The designee must review the report to determine the extent of any injuries and the need for additional Board follow-up. ● All injuries that require medical attention must be reported to the online system, to the Regional Director, and to the Board immediately. ● If the incident involved a dog bite, the Regional Director must evaluate using the Dunbar Scale and report their findings to the Board designee. 	
Approved by / Date	CBRRRR Board of Directors	Revised 5.8.2023