

At the time of the incident were you engaged in an activity in the course and scope of your job description?
Yes _____ No _____ Explain:

Were the other parties involved employees of UNT? Yes _____ No _____ Explain:

List witnesses (give name and contact information):

Other pertinent information and source:

As a result of the incident described above please list all parties you have notified and action you have taken:

I certify that all the information provided by me in this document is true, complete, and correct to the best of my knowledge and made in good faith.

Signature

Date