**BTX Employee Incident Report**

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| **REPORTED BY:** |  |  | **DATE OF INCIDENT:** |  |
| **SERVICE:** |  |  | **TIME OF INCIDENT:** |  |
| **DOWNTIME:** |  |  | **RESOLUTION TIME:** |  |

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| **EMPLOYEE INCIDENT INFORMATION** |
| **EXPLANATION OF INCIDENT EVENTS / CIRCUMSTANCES:** |
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| **RESULTING ACTIONS EXECUTED OR RECOMMENDED ACTION FOR FUTURE INCIDENTS:** |
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| **DEPICTION OF DOCUMENTED INCIDENT:** |