



Richmond County School Systeth/Vorker \$\ Compensation 864 Broad Street, Suite 208 Augusta, Georgia 30901 Ph. 706-826-1305 / 706-826-1104 Fax: 706-826-4622 \$\ \)

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- 1. What were you (the witness) doing at the time of the incident?
- 2. How and when did you become aware of the incident?
- 3. What did you hear at the time of the incident?
- 4. Describe what you saw at the time of the incident:
- 5. Who else was present?
- 6. Please relate any additional information you have pertaining to the incident: