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**Debriefing:**

Debriefing by Administrative Services Team completed on \_\_\_\_\_

Present at the debriefing: \_\_\_\_\_

Comments/Recommendations from debriefing:

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Signature of WTC Risk Manager

Date

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**Preventative Action:**

Preventative Action to be completed by \_\_\_\_\_  
with deadline of \_\_\_\_\_.

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Signature of WTC Staff Assigned Preventative Action

Preventative Action Completed Date

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**Comments/Recommendations from WTC Director/Program Manager:**

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Signature of WTC Director/Program Manager

Date