**Incident Summary Checklist**

 Date and time the incident was reported:

 The date and time the incident was detected:

 Contact information of the person documenting this information:

 Contact information of the person who reported the incident:

 Contact information of the person who detected the incident:

 The nature of the incident:

 The type of affected resources:

 How the incident was detected:

 The unique identifier and location of the computers affected by the incident:

 Who accessed the systems since detection?:

 Who is aware of the incident?:

 Whether the incident is currently ongoing:

 Whether there is a requirement to keep the knowledge of the incident on a "need-to-know" basis: