

Incident/Event - Executive Update

YOUR COMPANY LOGO HERE

TYPE OF INCIDENT: Non-Physical Threat
ORIGINATING SITE: TBD
DATE RECEIVED: 06/XX/2017
ASSIGNED TO: Ministry Security
PAGE NUMBER: 1
REFERENCE NUMBER: TBD

Issue:

- (???) is making incoherent ramblings in a detailed notarized 30+ page document received by (???)
- The document was received on or around MM/DD/YYYY
- There is a concern that (???) may be suffering from some form of mental illness based upon that content of the 30+ page document and may not be fit for duty.

Current Risk: Medium

- If (???) is suffering from some sort of mental illness based upon the content of the 30+ page document received, this could pose a threat to others.
- However, at this time, based on the content of the 30+ page document there has been no physical escalation.

Background

- (???) is currently on voluntary leave of absence from ????

Response to Date

- MS has received information from ??? security management that outlines their preparation for this incident
- (???) notified (???) in legal, and sent her the 30+ page document from Dr. Robin Cole
- **Ministry Security (MS) Analysis** – Based upon the content of the 30+ page document
 - MS will update ??? security if we receive additional information pertinent to this incident
 - MS will monitor the situation and take additional actions as appropriate

Recommendations

- MS will assess the risks as we get more information and will monitor for any additional contact made by (???) with (???)
- MS will maintain open communications (???) leadership and will revise our stance as additional information is received or becomes available on (???)
- MS will have all email from known electronic addresses for (???) redirected to (???)

Additional Next Steps

- (???) Local Physical Security Team will maintain a security posture appropriate to the current threat level, and will make adjustments as necessary
- (???) Physical Security Team will ensure that the Medical Staff Office is engaged so that they understand that (???) is not to be on this or other sites except for use of his medical benefits as a patient
- A "Be on the Look Out For" (BOLO) and access restrictions may be deployed at (???) regarding (???)
- As of MM/DD/YYYY MS will not be taking any additional steps unless new information warrants the need

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Review/Approval

Title	Printed Name	Signature	Date
VP, Chief Security Officer			
Director OF Security			
Security Manager			