

Security Incident Report Form

INCIDENT DETAILS

Date and time of the incident : _____

Location of the incident : _____

Describe the incident : _____

Details of the witnesses, if any : _____

INCIDENT CATEGORY

Select the appropriate category for the security incident:

- Unauthorized Access
- Theft or Burglary
- Vandalism
- Assault or Threat
- Harassment
- Cybersecurity Breach
- Other (specify) : _____

DESCRIPTION OF THE INCIDENT

Provide a detailed description of the incident, including any relevant information about the individuals involved, actions taken, and any contributing factors :

IMMEDIATE ACTIONS TAKEN

Describe the immediate actions taken to address the incident, ensure the safety of individuals, and secure the affected area if applicable :

REPORTING TO AUTHORITIES

Specify whether the incident has been reported to the appropriate security authorities or law enforcement :

YES NO

If yes, provide details of the report and any case/reference numbers :

PREVENTIVE MEASURES

What preventive measures can be implemented to avoid similar incidents in the future? :

ADDITIONAL COMMENTS

Is there any additional information or comments you would like to include? :

REPORT FILTER

Name :

Job Title / Role :

Contact Details :

Template provided by:



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