

# Security Incident Response Report Form

Please include as much information as possible.

## INCIDENT IDENTIFICATION INFORMATION

Date and Time of Notification:

Incident Detector's Information:

Name:

Date and Time Detected:

Title:

Location:

Phone/Contact Info:

System or Application:

## INCIDENT SUMMARY

Type of Incident Detected:

- ☐ Denial of Service  
☐ Unauthorized Access

- ☐ Malicious Code  
☐ Unplanned Downtime

- ☐ Unauthorized Use  
☐ Other

Description of Incident:

Names and Contact Information of Others Involved:

## INCIDENT NOTIFICATION – OTHERS

- ☐ IS Leadership  
☐ Security Incident Response Team  
☐ Administration  
☐ Other:

- ☐ System or Application Owner  
☐ Public Affairs  
☐ Human Resources

- ☐ System or Application Vendor  
☐ Legal Counsel

## ACTIONS

Identification Measures (Incident Verified, Assessed, Options Evaluated):

Containment Measures:

Evidence Collected (Systems Logs, etc.):

Eradication Measures:

Recovery Measures:

Other Mitigation Actions:

# Sample Security Incident Response Report

## EVALUATION

How Well Did Work Force Members Respond?

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Were the Documented Procedures Followed? Were They Adequate?

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What Information Was Needed Sooner?

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Were Any Steps or Actions Taken That Might Have Inhibited the Recovery?

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What Could Work Force Members Do Differently the Next Time an Incident Occurs?

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What Corrective Actions Can Prevent Similar Incidents in the Future?

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What Additional Resources Are Needed to Detect, Analyze, and Mitigate Future Incidents?

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Other Conclusions or Recommendations:

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## FOLLOW-UP

Reviewed By:

☐ Security Officer

☐ IS Department/Team

☐ Privacy Officer

☐ Other

Recommended Actions Carried Out:

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Initial Report Completed By:

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Follow-Up Completed By:

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