

SECURITY INCIDENT REPORT

|                   |                                 |
|-------------------|---------------------------------|
| Report Reference  | INC-2025-007                    |
| Incident Type     | Unauthorised Physical Access    |
| Severity Level    | MEDIUM                          |
| Date Detected     | 8 September 2025, 02:15 PM      |
| Report Date       | 8 September 2025                |
| Reporting Officer | Tom Bradley, Facilities Manager |
| Systems Affected  | Scone warehouse server room     |

INCIDENT DESCRIPTION

During routine physical security inspection of the Scone warehouse facility on 8 September 2025, Tom Bradley (Facilities Manager) discovered that the server room door was propped open with a doorstop. The door was secured with a magnetic lock that requires authorised access, but the magnetic lock was disengaged and door held open. Server room contains network equipment, backup storage and archive systems for regional office operations.

DETECTION AND INITIAL RESPONSE

**How Detected:** Tom Bradley discovered the propped-open door during routine facilities inspection at 02:15 PM on 8 September 2025.

**Time to Detect:** Unknown - door could have been propped open for several hours or days prior to discovery

Immediate Actions Taken:

- 02:15 PM: Door was secured and magnetic lock tested as functional
- 02:30 PM: Tom Bradley photographed access point and reported to David Chen
- 02:45 PM: Server room physical inspection conducted - no visible equipment tampering observed
- 03:00 PM: Access logs requested from security system for review

AFFECTED SYSTEMS AND INITIAL ASSESSMENT

| System/Equipment     | Status     | Notes  |
|----------------------|------------|--|
| Backup Storage Array | Intact     | No visible tampering; seals appear undisturbed                       |
| Network Equipment    | Intact     | Inspection shows no disconnected cables or signs of access           |
| Archive Server       | Intact     | Location: Locked cabinet within server room; locked status confirmed |
| Cooling Systems      | Functional | HVAC operational; no interruptions noted                             |

CONTAINMENT ACTIONS

• Server room door secured and lock functionality verified: 8 September 2025, 02:15 PM • Physical inspection of equipment and seals completed: 8 September 2025, 03:00 PM • Access control system log review initiated: 8 September 2025, 03:30 PM • Alert issued to Scone warehouse staff regarding door access procedures: 8 September 2025, 04:00 PM

## ROOT CAUSE ANALYSIS

*[SECTION INCOMPLETE - To be completed by David Chen and Liam Foster]*

## RECOMMENDATIONS AND REMEDIATION ACTIONS

*[SECTION INCOMPLETE - Recommendations pending root cause determination]*

## FOLLOW-UP ACTIONS REQUIRED

*The following analysis and documentation remain outstanding:*

- Root cause determination: Why was the door propped open? (Deliberate, accidental, maintenance-related?) • Complete timeline reconstruction: Access control system log analysis to determine duration door was unlocked • Lessons learned and preventive recommendations • Assessment of whether further investigation or external audit required • Regulatory reporting assessment (ASIC notification if applicable) • Incident sign-off and approval

## INCIDENT STATUS

**Current Status:** UNDER INVESTIGATION

**Last Updated:** 8 September 2025, 04:00 PM

**Owner:** David Chen (CIO/CISO)

*This report is incomplete and awaiting final investigation and closure documentation.*