Incident Response Documentation Template

Incident response staff contact info:

Date:

Time:

Location of incident:

Goals:
• Be a neutral third-party to gather data
• Be an active listener and don't judge
• Ensure the reporter's safety
Procedure:
• Go to a quiet, private place
• Clarify any confusion you have
• Thank reporter & acknowledge their report
• Get names and contact info
• Seek additional resources for the reporter

Is the incident on-going? If so, stop and contact additional responders.

Reported person's name or description:

Incident description and additional documentation:

Actions reporter has requested you take (do not prompt the reporter):

Reporter name & contact info:

Additional witness(es) contact info: