[](https://goo.gl/PVVShS)**Information Security Incident Report Template**

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| **REPORTED BY:** |  |  | **DATE OF REPORT:** |  |
| **TITLE / ROLE:** |  |  | **INCIDENT NO.:** |  |

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| **INCIDENT ASSESSMENT:** | **NEGLIGIBLE:** |  | **MINOR:** |  | **SIGNIFICANT:** |  | **CRITICAL:** |  |

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| **INFORMATION SECURITY INCIDENT INFORMATION** | | | | | | | | | | |
| **DATE OF INCIDENT:** |  | | | | | |  | **TIME OF INCIDENT:** | |  |
| **INCIDENT MANAGER:** |  | | | | | |  | **TITLE / ROLE:** | |  |
| **PHONE:** |  | | | | | |  | **EMAIL:** | |  |
| **LOCATION:** |  | | | | | | | | | |
| **SPECIFIC AREA OF LOCATION *(if applicable):*** | | |  | | | | | | | |
| **INCIDENT TYPE:** | |  | | | | | | | | |
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| **NO. OF HOSTS AFFECTED:** | |  | | |  | **SOURCE IP ADDRESS:** | | |  | |
| **IP ADDRESS:** | |  | | |  | **COMPUTER / HOST:** | | |  | |
| **OPERATING SYSTEM:** | |  | | |  | **OTHER APPLICATIONS:** | | |  | |
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| **INCIDENT DESCRIPTION:** | | | | | | | | | | |
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| **IMPACT ASSESSMENT:** | | | | | | | | | | |
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| **RESULTING DAMAGE:** | | | | | | | | | | |
|  | | | | | | | | | | |
| **IMMEDIATE ACTION TAKEN:** | | | | | | | | | | |
|  | | | | | | | | | | |
| **PLANNED ACTION AND RESULTING PREVENTATIVE MEASURES:** | | | | | | | | | | |
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| **ADDITIONAL INFORMATION:** | | | | | | | | | | |
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| **INFORMATION SECURITY INCIDENT INFORMATION SHARING** | | | | | | | | |
| **DEPARTMENT REQUIRING NOTIFICATION** | | | **POINT OF CONTACT NAME** | | **DATE OF NOTIFICATION** | | | |
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| **REPORTING STAFF NAME:** |  | **REPORTING STAFF SIGNATURE:** | |  | | **DATE:** |  |
| **SUPERVISOR NAME:** |  | **SUPERVISOR SIGNATURE:** | |  | | **DATE:** |  |