

# Information Security Incident Report Template

Reported by: \_\_\_\_\_

Date of report: \_\_\_\_\_

Title / Role: \_\_\_\_\_

Incident no.: \_\_\_\_\_

Incident assessment:

Negligible

☐

Minor

☐

Significant

☐

Critical

☐

## 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:

No. of hosts affected: \_\_\_\_\_

Source IP address: \_\_\_\_\_

IP address: \_\_\_\_\_

Computer / Host: \_\_\_\_\_

Operating system: \_\_\_\_\_

Other applications: \_\_\_\_\_

Incident description:

Impact assessment:

Resulting damage:

Immediate action taken:

**Planned action and resulting preventative measures:**

**Additional information:**

Information Security Incident Information Sharing		
Department requiring notification	Point of contact name	Date of notification

\_\_\_\_\_  
**Reporting staff name**

\_\_\_\_\_  
**Reporting staff signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor name**

\_\_\_\_\_  
**Supervisor signature**

\_\_\_\_\_  
**Date**

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