**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:** |
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| **Immediate action taken:** |
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| **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** |

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