

Security Incident Report Form

INCIDENT DETAILS

Date and time of the incident :

Location of the incident :

Describe the incident :

Details of the witnesses, if any :

INCIDENT CATEGORY

Select the appropriate category for the security incident:

☐ Unauthorized Access

☐ Theft or Burglary

☐ Vandalism

☐ Assault or Threat

☐ Harassment

☐ Cybersecurity Breach

☐ Other (specify) :

DESCRIPTION OF THE INCIDENT

Provide a detailed description of the incident, including any relevant information about the individuals involved, actions taken, and any contributing factors :

IMMEDIATE ACTIONS TAKEN

Describe the immediate actions taken to address the incident, ensure the safety of individuals, and secure the affected area if applicable :

REPORTING TO AUTHORITIES

Specify whether the incident has been reported to the appropriate security authorities or law enforcement : YES NO

If yes, provide details of the report and any case/reference numbers :

PREVENTIVE MEASURES

What preventive measures can be implemented to avoid similar incidents in the future? :

ADDITIONAL COMMENTS

Is there any additional information or comments you would like to include? :

REPORT FILTER

Name :

Job Title / Role :

Contact Details :

Template provided by:



Digitize your incident report through SafetyMint

Get started with a free trial at www.safetymint.com