Security Incident Report Template

Separate what you observed from what someone reported. Record immediate actions, notifications, evidence references and follow-up. Follow site emergency instructions first. This blank form and fictional example are adaptable documentation aids.

Site and precise location

Observed time and timezone

Written time and timezone

Recorder and role

Observed facts

Reported information

Severity and reason

Immediate action

Notification

Evidence references

Current status

Follow-up responsibility

Review and corrections

Keep private evidence in authorized storage and reference it here. Corrections should identify who changed what and when. Retain the original entry.

Security Incident Report Template

Completed fictional example. All names, locations and records below are illustrative.

Site and precise location

Fictional North Warehouse - east loading bay

Observed time and timezone

2026-10-07 19:18 America/New_York

Written time and timezone

2026-10-07 19:25 America/New_York

Recorder and role

Alex Demo - assigned patrol specialist

Observed facts

A loose metal panel lay beside the east loading-bay door. The door remained closed. No person or vehicle was observed moving the panel.

Reported information

Supervisor Casey Demo reported by phone that a maintenance visit was planned. This statement was not independently verified by the recorder.

Severity and reason

Low operational concern: no injury or active obstruction observed. Classification is illustrative and subject to site policy.

Immediate action

Kept clear of the panel and called the supervisor. Did not move equipment or enter a restricted maintenance area.

Notification

Casey Demo, supervisor, phone, 19:21 America/New_York

Evidence references

Photo P-02 of panel position; store separately with restricted access.

Current status

Awaiting supervisor assessment

Follow-up responsibility

Casey Demo to confirm maintenance response and document completion.

Review and corrections

Reviewed by Casey Demo at 20:00. No changes to original narrative; follow-up remains open.

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