**INFORMATION SECURITY INCIDENT REPORT FORM 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:** |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |