

# Security Incident Report Form

A simple, repeatable form for recording security or safety incidents consistently — the basis for trend analysis and corrective action.

## Incident details

Report reference no.

Date & time of incident

Date & time reported

Location / site

Reported by

Role / contact

## Classification

- Theft / loss
- Unauthorised access / intrusion
- Vandalism / damage
- Assault / threat to person
- Fire / safety event
- Policy / procedure breach
- Near miss
- Other (describe below)

## What happened

Describe the sequence of events — who, what, where, when, how:

**Immediate action taken**

**Severity & follow-up**

- Severity: Low — no injury/loss, contained

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- Severity: Medium — minor injury/loss or recurrence risk

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- Severity: High — injury, significant loss, or regulatory impact

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- Escalated to management / authorities

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- Corrective action assigned

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- Incident closed

**Reporter signature**

**Date**

**Reviewed by (manager)**

**Date**