

# IT Security Incident Report Template

## 1. Reporter Information

Name

Email

Department

## 2. Incident Details

Date & Time Detected

Location/System Affected

Incident Type

Brief Incident Summary

## 3. Incident Description

Detailed Description (including how the incident was detected)

Actions Taken (include containment, investigation, recovery steps)

## 4. Additional Information

Evidence Collected

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**Business Impact Assessment**

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**Recommendations/Preventive Measures**

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