

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

Business Impact Assessment

Recommendations/Preventive Measures