

# Sample Security Incident Response Report Form

## Privileged and Confidential Attorney-Client Communication/Work Product

### INCIDENT IDENTIFICATION INFORMATION

Date and Time of Notification:

Incident Detector's Information:

Name:

Date and Time Detected:

Title:

Location:

Phone/Contact Info:

System or Application:

### INCIDENT SUMMARY

**Type of Incident Detected:**

Denial of Service

Malicious Code

Unauthorized Use

Unauthorized Access

Unplanned Downtime

Other

**Description of Incident:**

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**Names and Contact Information of Others Involved:**

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### INCIDENT NOTIFICATION - OTHERS

IS Leadership

System or Application Owner

System or Application Vendor

Security Incident Response Team

Public Affairs

Legal Counsel

Administration

Human Resources

Other:

### ACTIONS

**Identification Measures (Incident Verified, Assessed, Options Evaluated):**

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**Containment Measures:**

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**Evidence Collected (Systems Logs, etc.):**

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**Eradication Measures:**

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**Recovery Measures:**

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**Other Mitigation Actions:**

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This form has been developed as a working tool for assessment and improvement activities; it is intended for internal use only.

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### EVALUATION

How Well Did Work Force Members Respond?

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Were the Documented Procedures Followed? Were They Adequate?

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What Information Was Needed Sooner?

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Were Any Steps or Actions Taken That Might Have Inhibited the Recovery?

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What Could Work Force Members Do Differently the Next Time an Incident Occurs?

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What Corrective Actions Can Prevent Similar Incidents in the Future?

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What Additional Resources Are Needed to Detect, Analyze, and Mitigate Future Incidents?

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Other Conclusions or Recommendations:

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### FOLLOW-UP

Reviewed By:

- Security Officer                       IS Department/Team  
 Privacy Officer                         Other

Recommended Actions Carried Out:

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Initial Report Completed By:

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Follow-Up Completed By:

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