**Your Company**

Security Incident Report

**Date and Time of Incident: [MM/DD/YYYY, HH AM/PM]**

**Incident Number: [Auto-generated or manually assigned number]**

**Location of Incident: [Specify building, room, or landmark]**

# Incident Details

**Type of Incident:**

[Select one: Theft, Vandalism, Workplace Injury, Cyberattack, Other (Specify)]

**Incident Narrative:**

[Provide a clear and concise chronological account of what happened, including events leading up to the incident, the incident itself, and immediate aftermath.]

# Involved Parties and Witnesses

**Involved Parties:**

* Name: [Full Name]  
  Role: [Victim/Suspect/Security Personnel/Other]  
  Contact Information: [Phone or Email]

**Witnesses:**

* Name: [Full Name]  
  Statement: [Summary of witness account]  
  Contact Information: [Phone or Email]

# Evidence and Documentation

**Evidence Collected:**[List all evidence, such as photos, video footage, physical items, or security logs. Attach copies or links where possible.]

**Attachments:**

* [Example: Security Camera Footage URL or File Name]
* [Example: Photos of the Incident Scene]
* [Example: Witness Statements]

# Actions Taken

**Immediate Response Steps:**[Describe actions taken immediately during or after the incident, such as notifying law enforcement, administering first aid, or evacuating premises. Include any report numbers for emergency services.]

**Mitigation Measures:**[Detail steps taken to prevent similar incidents, such as increasing patrols, repairing equipment, or providing staff training.]

**Follow-Up Actions:**[List any further steps planned or ongoing, like investigations, disciplinary actions, or submitting insurance claims.]

# Additional Notes

[Include any other relevant information, observations, or special circumstances.]

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#### Report Prepared By

**Name:** [Full Name]  
**Position/Role:** [Security Officer/Manager/Dispatcher]  
**Date Prepared:** [MM/DD/YYYY]  
**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Management Review and Approval**

**Reviewed By:** [Manager’s Name]  
**Date Reviewed:** [MM/DD/YYYY]  
**Comments:** [Any additional insights or approvals]  
**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_