



Security Incident Report

Security incident record: facts, timeline, response, evidence, stakeholders, and follow-up ownership.

SITE / LOCATION

DATE / TIME STARTED

REPORTED BY

Incident type ☒ Intrusion ☐ Theft ☐ Assault / threat ☐ Alarm activation ☐ Suspicious activity ☐ Property damage ☐ Other

Severity ☐ Low ☐ Medium ☐ High ☐ Critical

CASE / REFERENCE NO.

1. What happened

EXACT LOCATION (BUILDING, FLOOR, ZONE)

TIMELINE OF EVENTS (DISCOVERY !' RESPONSE)

PERSONS INVOLVED / WITNESSES

FACTUAL DESCRIPTION (NO SPECULATION)

CCTV / access-control evidence identified ☐ Yes ☐ No ☐ N/A

EVIDENCE REFERENCES (CAMERA IDS, BADGE LOGS)

2. Immediate response

- ☐ Area made safe and secured
- ☐ First aid / emergency services contacted if needed
- ☐ Control room / duty manager informed
- ☐ Police / authorities notified when required
- ☐ Temporary controls in place (cordon, lock, escort)
- ☐ Client / tenants informed as required

POLICE / CASE REFERENCE (IF ANY)

RESPONSE NOTES

3. Evidence & follow-up

Photos / video captured where safe and permitted

☐ Yes☐ No☐ N/A

Physical evidence preserved if applicable

☐ Yes☐ No☐ N/A

Access logs exported / retained

☐ Yes☐ No☐ N/A

Witness statements taken

☐ Yes☐ No☐ N/A

RECOMMENDED FOLLOW-UP / INVESTIGATION NOTES

Corrective / follow-up actions

FINDING / ACTION REQUIRED	OWNER	PRIORITY	DUE DATE	STATUS

Sign-off

COMPLETED BY

DATE / TIME

SIGNATURE

REVIEWED / APPROVED BY