

**Incident Report Example Template**

REPORT DATE: (dd/mm/yyyy)		DOCUMENT NUMBER:		
TYPE OF INCIDENT: (e.g. fire incident)		DATE OF INCIDENT: (dd/mm/yyyy)		
GEOGRAPHIC SCOPE OF INCIDENT:		CREDIBILITY OF REPORT:		
NAME/TITLE OF PERSON MAKING THE REPORT:		POSITION:		
DESCRIPTION OF THE INCIDENT: (be concise; include details on status of those involved):				
STAFF AND INDIVIDUALS INVOLVED (include nationality, ethnicity, gender, job title, programme type, etc.):				
TIME AT WHICH THE INCIDENT OCCURRED (specify if during or out of office hours, curfew, sunset, etc):				
LOCATION OF THE INCIDENT (include a map if possible):		SECURITY LEVEL OF LOCATION: (e.g. High Risk, Low Risk)		
INCIDENT ANALYSIS (context, motivation that precipitated the event, organisation targeted, future implications):				
IMMEDIATE DECISIONS AND ACTIONS TAKEN: (decisions and actions taken and by whom):				
NOTIFICATIONS (who has been informed both within the organisation and with other agencies/actors):				
TYPE	DATE/TIME	NAME	POSITION	RESPONSE
e.g. Police	dd/mm/yy			
COMMENTS:				
NOTIFICATION OF EMERGENCY CONTACT: (yes/no)				
COMMENTS (indicate the person who made the notification or if no notification was made, why not):				
ANTICIPATED DEGREE OF PRESS INTEREST:				
FUTURE ACTIONS (specify actions that must be taken, including those requested of decision-makers within the organisation and/or other agencies):				
NOTES (by the Security Focal Point (SFP) or Country Director (CD):				