## **Security Incident Report Example**



Incident Number: SIR-2024-001  
Date and Time of Report: 09/15/2024; 10:30 AM  
Date and Time of Incident: 09/14/2024; 08:45 PM  
Reporting Officer: John Doe, Security Manager  
Location of Incident: Main Server Room, Downtown Office

An unauthorized access to the main server room was detected at approximately 8:45 PM on 09/14/2024. The security alarm was triggered when an unidentified individual bypassed the electronic access control system. The incident was first noticed by the night shift security personnel, who immediately alerted the IT department.

Perpetrator(s) Details: Unknown at this time  
Victim(s) Details: Company's IT infrastructure  
Witness(es) Details: None

The security team immediately responded to the alarm, but the perpetrator had already left the premises. The IT department was notified and initiated a system-wide security audit to determine the extent of the breach.

Operational Impact: Minimal operational impact due to the immediate response  
Data Impact: Preliminary investigations indicate no data was stolen or compromised  
Financial Impact: Estimated at $5,000 for security upgrades and audits  
Reputational Impact: Potentially high if publicized; currently contained

Cause of the Incident: Failure in the electronic access control system due to a software glitch  
Timeline of Events: Detailed log of events from security and IT systems attached as Appendix A  
Vulnerabilities Exploited: Software vulnerability in the access control system

Corrective Actions Taken: Immediate system patch applied; access control system upgraded  
Recommendations for Prevention:

* Conduct regular security audits and vulnerability assessments
* Upgrade all security software to the latest versions
* Implement multi-factor authentication for access to sensitive areas  
  Follow-up Date: 10/15/2024

Supporting Documents: Security and IT logs (Appendix A), Photos from surveillance cameras (Appendix B)

Prepared by: John Doe, Security Manager, 09/15/2024  
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Distribution List: Security Team, IT Department, Executive Leadership, Legal Department