

Security incident report

Fillable template | Example on page 2



Site and exact location

Date and time observed or reported

Reporting officer and report reference

Observed facts and people involved if relevant

Actions and notifications with their times

Available evidence and file references

Current situation and outstanding checks

Adapt the fields to your site procedure. State what is unknown instead of inventing details.

Completed example

Fictional training scenario | Not an actual incident record



Fictional scenario

Water on the floor outside the utility room. Reference DEMO-01. Demonstration building, ground floor. October 16, 2026. Reported by the demonstration officer.

Observed facts

22:14. While on patrol, I observe water on the floor outside the utility room entrance. The wet area is approximately one meter wide. I do not observe anyone at that location. I have not established the source of the water.

Actions and notifications

22:16. I notify the shift supervisor. 22:18. I place the warning signage specified in the site procedure, without touching the installation.

Fictional evidence reference

Example reference: DEMO-01-photo-01. No photograph is included in this template. In a real report, use an evidence reference only if that file exists and is attached.

Situation at 22:20

Awaiting assessment by maintenance. Source not established. Notification and warning signage do not establish that the problem has been resolved.

Final review

Are the location and times clear? Are facts separated from assumptions? Are actions and notifications recorded? Does the cited evidence exist? Does the status match what has been verified?