

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

Reviewed by: Jane Smith, IT Director, 09/15/2024

Distribution List: Security Team, IT Department, Executive Leadership, Legal Department