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| Security Incident Report Template |
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| What type of incident are you reporting:* Damage to plant or property
* Security incident involving persons
 |
| SECTION AComplete if security incident involving a person |
| Full Name of victim Date of Birth (DD/MM/YYYY)

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| Email Phone Number (Mobile preferred)

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| Address

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| SECTION BComplete for both types of incidents |
| What occurred and what was the outcome of the incident? Please include approximate value if this relates to items stolen or broken.

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| Who else was involved and please detail if they are an alleged victim, witness or perpetrator?  |
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| Did the incident require escalation to security or police and please detail below any assistance received including any police report numbers? |
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| SECTION CDetails of person reporting: |
| Full Name Date of Birth (DD/MM/YYYY)

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| Email Phone Number (Mobile preferred)

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| Do you have any further comments to assist with a future investigation if required:

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**Consider expanding the template to address other things relevant to your event**

*You can log this in your* ***incident report log*** *and file this report in an incident folder.*