

Security Incident Report Form Sample (Excel Format)

This **security incident report form sample** in Excel format provides a structured template for documenting security-related events efficiently. It ensures accurate recording of incident details, enabling swift analysis and response. Use this format to maintain comprehensive and organized incident logs.

Sample Fields for Excel Format

Incident ID	Date/Time	Reported By	Location	Type of Incident	Description	Immediate Action Taken	Persons Involved	Reported To	Status	Follow-up Actions	Remarks
001	2024-06-10 14:30	Jane Doe	Server Room	Unauthorized Access	Unidentified person found inside server room without authorization.	Person escorted out, access badge confiscated.	John Smith	Security Supervisor	Open	Further investigation scheduled.	Awaiting CCTV review.

Excel Format Download

You can create an Excel file with the above columns for digital logging and record keeping.

- Open Microsoft Excel.
- Copy the column titles into the first row.
- Fill in incident details as new rows.
- Save your file as **Security_Incident_Report.xlsx**.