



Security Incident Information Management

Incident Alert Example

Key information to include within an incident alert:

- **3Ws** - When, Where, and What happened
- **Incident** category
- **Reference** number
- **Added value** - provide comments, analysis or advice, where appropriate.

Include disclaimer here explaining the nature of the information, who it is intended for, and how it should be utilised.

Incident Alert Example

Incident category	NGO event. Vehicle confiscation
Location	Burundi, Bururi province
Date	28 July 2017
Information	Provincial authorities in Bururi province confiscated an INGO car and used it in the pursuit of suspected rebels.
Comment	The INGO suspended activities in the area for the time being.
Reference #	E.g. Incident Alert #3 Incident Alert Bururi#2 SecCor Incident Alert BUR#

Emphasise here the importance and purpose of security incident reporting and information sharing either within your organisation, or within the interagency network.

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