



Security Incident Information Management

Incident Alert Template

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 Template

Incident category

Location

Date

Information

Comment

Reference #

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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