



Security Incident Information Management

Weekly or Monthly Summary Report Example





Key content to include in a summary report:

- **4Ws** - **When**, **Where**, and **What** happened, and **Who** is involved.
- **Reference** number.
- **Categories** and **icons**. If there are multiple incidents in a summary report, group them by categories. Using icons helps the reader quickly navigate and access the information.
- **Text based descriptions** provide a useful summary of the event. Use a standard format in relation to date, location and how it is reported.
- **Graphs** help to communicate trends in a visual way. It is easier for the reader if a graph contains very few categories. Group events or select subcategories.
- **Maps** help to visualise locations. They can also show how threats differ by categories.

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

Weekly Summary: 25 November

15 events reported between 16 and 22 November 2020

					
Aid Operations	Staff Kidnappings	Staff Injuries	Staff Arrests	Road Safety Accidents	Events of Sexual Violence or Exploitation
6	3	3	5	3	1



Staff Kidnappings

Critical incident

16 November 2020: In Kashasha village, Masisi territory, North Kivu province, one INGO aid worker was abducted by armed men.



Aid Operations

Threats made against NGO by potential contractor at bidding event.
Local Authorities stopped NGO WASH team and checked ID's.



Crime

12 November 2020: In Masisi town centre, North Kivu, break-in at NGO property.
16 November 2020: In Beni city, North Kivu province, morning break-in at female staff members' house.



Road Safety Accidents (RSA)

14 November 2020: Rental car hit by truck on the road between Bwalanda and Nyanzale villages.



Events Affecting Health Care

21 September 2020: Near Kabumbe village, Fizi territory, South Kivu province, a health centre and 13 houses were set on fire in a raid by ADF militiamen who killed three men and two women, and kidnapped civilians.



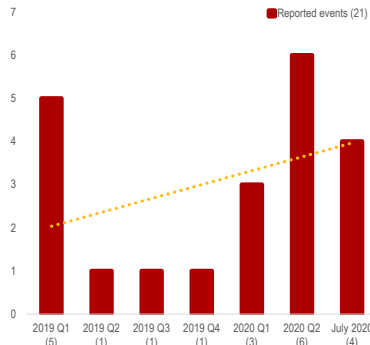
Events Affecting Education

12 November 2020: In Marib city, Marib governorate, a school was hit by airstrikes.

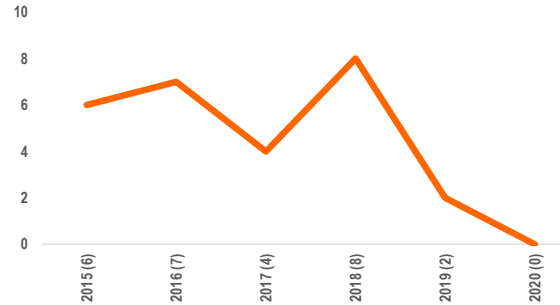


Data: Timeline

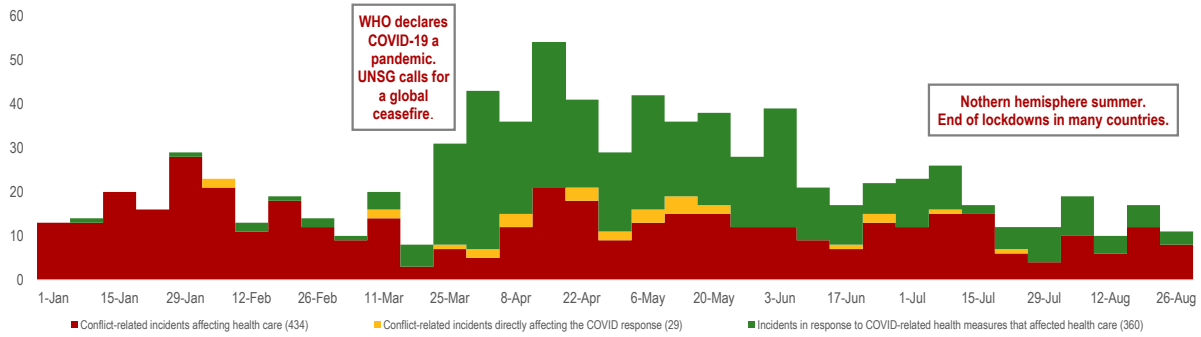
Number of conflict-related incidents affecting health care in Cameroon (Jan 2019-Jul 2020)



Aid in Danger project identified RSA incidents, by year

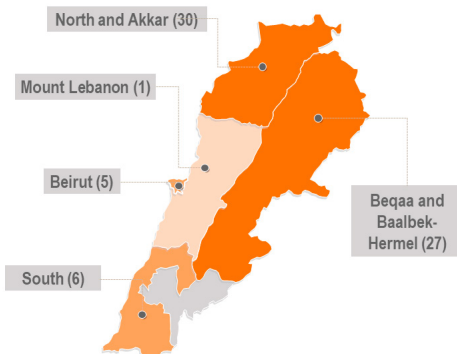


Attacks on health care (January-August 2020): Reported attacks on health care in the context of conflict or COVID-19

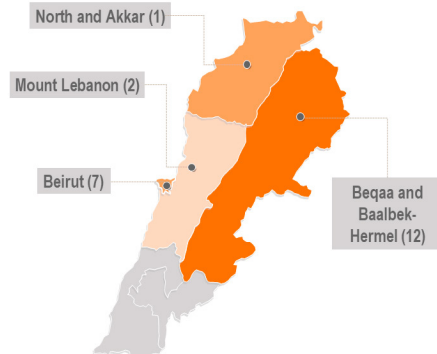


Data: Map



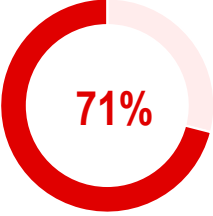
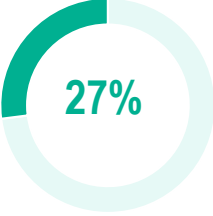


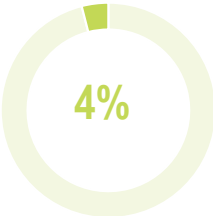
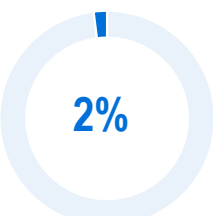
Aid in Danger project-reported known locations of RSAs



Aid in Danger project-reported known locations of crime incidents





Data: Perpetrator Categories	
 Non-state actors	 State military
	
 Law enforcement	 Civilian
	

Reference # Monthly Summary Dissemination #4

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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