



Security Incident Information Management

Weekly or Monthly Summary Report Template

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: [DATE]

X events reported between [DATE]

					
Aid Operations	Staff Kidnappings	Staff Injuries	Staff Arrests	Road Safety Accidents	Events of Sexual Violence or Exploitation



Staff Kidnappings

Critical incident



Aid Operations



Crime



Road Safety Accidents (RSA)



Events Affecting Health Care



Events Affecting Education



Data: Timeline





[CHART TITLE]	[CHART TITLE]
[CHART TITLE]	

Data: Map

[CHART TITLE]	[CHART TITLE]



Data: Perpetrator Categories

 Non-state actors	 State military
 Law enforcement	 Civilian

Reference

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