

Security Incident Report

Facts only, in order. Record while it is fresh.

SITE	REPORTING GUARD (NAME / ID)	DATE	INCIDENT TIME
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EXACT LOCATION	REFERENCE NO. (POLICE / MEDICAL)
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INCIDENT TYPE

☐ Theft ☐ Damage ☐ Injury ☐ Trespass ☐ Fire safety ☐ Other

WHAT HAPPENED (IN ORDER, FACTS ONLY)

PEOPLE / VEHICLES INVOLVED (WITH DESCRIPTIONS)

ACTION TAKEN (AND WHO WAS NOTIFIED, WITH TIMES)

WITNESSES (NAME + CONTACT) | EVIDENCE: PHOTOS ATTACHED []

FOLLOW-UP NEEDED

GUARD SIGNATURE	TIME REPORT WRITTEN
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