**Staff Safety & Security Incident Report Form – For internal use only**

# Attention:

# Reported by:

**Name:**

**Email contact:**

**Date of report:**

**Type of incident:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A few words in order to classify the incident – i.e. mugging or traffic accident or harassment at military checkpoint, etc.

**Description of incident:**

**Date: Time:**

**Location:**

**What happened:**

## Action taken:

By police/security forces, by local authorities, by CRS. Who was informed. Inquiry…

## Impact on security & safety:

Consider the victim (s), the team, local partners, beneficiaries, Country Program, the agency CRS image…

### **Action requested:**

Key information: who requests what? Incident analysis. Lessons learned. Review of security management and procedures.

**Lessons Learned:**