

Completed Security Incident Report Example

Fictional worked example: attempted unauthorised access

How to use this example. This fictional report shows one way to complete the SIRV Security Incident Report Template. It demonstrates factual chronology, evidence references, visible unknowns, owned follow-up actions and closure. All names, locations, references and events are invented for illustration.

Important boundary. This example is not a universal reporting standard and does not determine whether any real incident would require police, statutory, regulatory, client or sector-specific reporting. The report deliberately leaves identity and motive unresolved where the fictional evidence does not establish them.

1. REPORT DETAILS

Organisation / site	Example Organisation - Building A, East Campus
Incident reference	EX-SEC-2026-0812-04
Report status	☐ Initial ☐ Updated ☒ Final
Report date and time	14/08/2026, 15:30
Reporter	J. Smith, Security Officer - staff reference JS-014
Incident classification / severity	Moderate - using the example organisation's internal classification

2. INCIDENT DETAILS

Incident date and time	12/08/2026, approximately 22:14
Location	East staff entrance, Building A, East Campus
Incident type	Attempted unauthorised access / suspicious activity
People involved	J. Smith (Security Officer); unidentified male; A. Jones (Control Room Operator); R. Patel (Duty Security Manager)
Short summary	A security officer observed an unidentified male pull the external handle of a locked staff entrance three times and then walk away. No entry or damage was observed.

3. FACTUAL CHRONOLOGY

Record events in time order. Use precise times where known; otherwise state that the time is approximate. Identify the basis for each entry.

Date / time	What happened	Basis / source
22:09	CCTV later shows the unidentified male entering the visitor car park and walking towards Building A.	CCTV E03 review
22:14	J. Smith observes the male pull the east staff entrance handle three times. The door does not open.	Direct observation - J. Smith
22:15	J. Smith approaches the entrance from inside Building A.	Direct observation - J. Smith
22:16	The male walks away from the entrance towards the visitor car park.	Direct observation / CCTV E05
22:17	J. Smith informs the control room by radio and requests a CCTV review.	Radio / control-room log
22:20	J. Smith checks the east entrance. No visible damage is identified and the door remains locked.	Direct inspection - J. Smith
22:23	Duty Security Manager R. Patel is informed.	Control-room log
22:25	An additional patrol of the east perimeter and car park is requested.	Control-room log / patrol record
22:31	CCTV and access-control review identifies the arrival route; no successful credential use is recorded at the east entrance from 22:00 to 22:30.	CCTV E03/E05 / access-control log

4. PEOPLE INVOLVED

Record only information needed for the incident record and handle personal information in line with your organisation's requirements.

Name / description	Role or relationship	Involvement / relevant information	Contact / reference
J. Smith	Security Officer	Directly observed the incident, checked the entrance and made the initial report.	JS-014
Unidentified male	Person observed	Observed pulling the east staff entrance handle three times before leaving towards the car park. Identity and motive not established.	No contact details
A. Jones	Control Room Operator	Reviewed CCTV and access-control records and recorded notifications.	AJ-022
R. Patel	Duty Security Manager	Received escalation, reviewed the report and assigned follow-up actions.	RP-006

5. IMPACT AND IMMEDIATE RESPONSE

Immediate impact / consequences	No entry to Building A was observed. No injury or welfare concern was reported. The east staff entrance was checked at approximately 22:20 and no visible damage was identified. No operational disruption was recorded.
Immediate actions taken	J. Smith checked the east entrance and notified the control room. CCTV and access-control records were reviewed, the Duty Security Manager was informed and an additional patrol of the east perimeter and car park was completed.
Current position	Door and locking arrangements were inspected on 13/08/2026 with no defect identified. CCTV and access-control checks are complete. The identity and motive of the individual remain unknown. No further related activity was identified during the review.

6. EVIDENCE AND REFERENCES

Identify and reference relevant evidence. Keep controlled material in its authorised location rather than copying it into the report unnecessarily.

Reference	Type	Where held	Relevant period / detail	Retention / preservation action
EV-01	CCTV	VSS archive - cameras E03 and E05	12/08/2026, 22:05-22:35	Relevant footage flagged for retention under site procedure.
EV-02	Access-control record	Access-control system - east entrance	12/08/2026, 22:00-22:30	Record reference linked to incident; source record retained in system.
EV-03	Incident record / officer account	SIRV incident record	J. Smith account and chronology	Retained with incident record.
EV-04	Door inspection	Facilities work record	13/08/2026, east staff entrance	Inspection result linked to incident record.
EV-05	Patrol / control-room log	Security operations log	12/08/2026, 22:17-22:45	Relevant log references retained in normal system.

7. NOTIFICATIONS AND ESCALATION

Record internal and external notifications made. Consider separately whether any police, emergency, client, insurer, regulatory or sector-specific reporting requirement applies.

Date / time	Person / organisation	Reason / type	Action or reference	Completed by
12/08 22:17	Control room - A. Jones	Internal notification	CCTV review requested; incident logged.	J. Smith
12/08 22:23	Duty Security Manager - R. Patel	Internal escalation	Manager briefed; follow-up review requested.	A. Jones
12/08 22:25	Mobile patrol	Internal tasking	Additional east perimeter and car-park patrol completed.	A. Jones
13/08 09:10	Facilities Manager	Internal notification	East entrance inspection requested; no defect identified.	R. Patel
14/08 14:30	Security Manager review	External reporting consideration	No external notification made on the fictional information available; decision recorded in review notes.	R. Patel

8. OUTSTANDING QUESTIONS / UNKNOWNNS

Do not fill gaps with assumptions. Record material questions that remain unanswered and who, if anyone, is responsible for checking them.

Question / unknown	Owner	Target date	Status / outcome
Who was the individual?	R. Patel	14/08/2026	Unresolved - no reliable identifying information established.
Why did the individual attempt to open the staff entrance?	R. Patel	14/08/2026	Unresolved - motive not inferred from the available evidence.
Did the individual approach another staff entrance?	A. Jones	13/08/2026	Resolved - available external CCTV showed no approach to another staff entrance during the reviewed period.
Was a door or locking fault involved?	Facilities Manager	13/08/2026	Resolved - inspection found no defect in the east entrance or lock.
Has a matching incident been recorded at this site in the previous 90 days?	R. Patel	13/08/2026	Resolved - no matching incident identified in the reviewed site records.

9. FOLLOW-UP ACTIONS

Action	Owner	Due date	Status	Outcome / evidence
Review external CCTV covering Building A entrances and visitor car park.	A. Jones	13/08/2026	Complete	No approach to another staff entrance identified in the reviewed period.
Inspect east staff entrance, door and locking arrangements.	Facilities Manager	13/08/2026	Complete	No defect identified; facilities work record linked as EV-04.
Review prior 90 days of site incident records for a matching event or description.	R. Patel	13/08/2026	Complete	No matching security incident identified.
Review visitor wayfinding from the car park to reception.	R. Patel / Facilities	14/08/2026	Complete	Visitor-direction sign was partly obscured from one approach; sign repositioned and checked.
Brief security team on the incident and the need to keep unknown intent separate from observed fact.	Shift Manager	13/08/2026	Complete	Briefing recorded in shift briefing log.

10. REVIEW, LESSONS AND RECOMMENDATIONS

What should change?	No change to the east entrance or lock is justified by the inspection. Visitor-direction signage from the car park has been repositioned because it was partly obscured from one approach.
Could the same issue exist elsewhere?	The same wayfinding issue could affect visitors at other entrances. The next routine security/facilities site walk should include a check that visitor and staff-entry signage remains clear and visible.
Has something similar happened before?	No matching security incident was identified in the previous 90 days. Two general visitor-direction queries were recorded at reception during that period, which supported checking the wayfinding rather than assuming hostile intent.
Lessons to retain or share	Keep observed fact, information from other sources and unknown motive separate. Link relevant evidence to the incident record rather than copying controlled material unnecessarily. Minor incidents can still reveal practical improvements.
Recommendations	Retain the current physical access control. Include external wayfinding visibility in the existing routine site-inspection checklist. Continue normal incident reporting and review if similar activity recurs.

11. REVIEW AND CLOSURE

Reviewed by	R. Patel, Security Manager
Date reviewed	14/08/2026
Further action required?	☐ Yes ☒ No
Closure date	14/08/2026
Closure comments	Incident-specific checks and actions are complete. No entry or damage was observed, and no defect was identified. The individual's identity and motive remain unknown and are recorded as unresolved. Visitor signage was improved. Evidence references remain retained under the organisation's normal arrangements.
Closed by	R. Patel, Security Manager

Example closure check. The chronology is understandable; direct observations are separated from later evidence; identity and motive remain visible as unknowns; relevant evidence is referenced; notifications and external reporting were considered; and accepted actions have recorded owners and outcomes.

Worked example version: August 2026