

Security Incident Reporting Proforma

This proforma is to be completed and forwarded to Security Services as soon as possible after the incident

Date of incident:		Time of incident:	
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Campus:		Building and Room No:	
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Brief description of incident (continue overleaf)			
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Incident reported by and telephone no: (victim)		Witnesses:	
Faculty/Directorate (victim)			

Property description (to include serial numbers and approximate value, continue overleaf)			
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Building/Office/Vehicle Secure?	*Yes/No	Equipment Property Marked?	*Yes/No
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Police informed?	*Yes/No	Time:		Police Officer attending:	
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Incident No:		Action taken by Police (at scene):	
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Control Room informed?	*Yes/No	Time:	
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SECURITY SERVICES USE ONLY			
Action Taken:			
Investigation/Report:	*Yes/NO	Date/Time:	
Controller/Operative Attending:		Serial No/Classification:	
Copy to Campus Facilities Manager and Finance (insurance) as appropriate			

HELP SECURITY TO HELP YOU

*Delete as necessary