**Name of Organization**

**Incident Notification Form**

**Short**

December 2021

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| Revision Number | Revision Date | Summary of Changes Made | Changed By |
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| Incident Notification Report |
| --- |
| Contact Information |
| Name: |  | Title: |  |
| Agency/Department: |  | Email: |  |
| Office Phone: |  | Mobile Phone: |  |
| Incident Location |
| Local Contact Name: |  | Title/Role: |  |
| Office Phone: |  | Mobile Phone: |  |
| Email: |  |
| Location / Address: |  |
| Incident Detection |
| * Device Alert
 | * Log Analysis
 | * Help Desk
 |
| * End User Alert
 | * Endpoint Security Software Alert
 | * Law Enforcement
 |
| * Other
 |
| Incident Type |
| * Exercise / Network Defense
 | * Denial of Service
 | * Improper Usage
 | * Investigation
 |
| * Unauthorized Access
 | * Malicious Code
 | * Scans / Probes / Attempted Access
 |
| * Other
 |
| Incident Characteristics |
| Source IP/Port: |  | Destination IP/Port: |  |
| Scope of Impact: |  | Additional Information: |  |
| Incident Timeline |
| Duration of Attack (From): |  | Duration of Attack (To): |  |
| Incident Impact |
| * Number of Affected Users:
 |
| * System Down Time:
 |
| * System Damage:
 |
| * Service / Information Integrity Damage:
 |
| * Financial Loss:
 |
| * Data Loss / Compromise:
 |
| * Other
 |
| Incident Severity |
| * High
 | * Medium
 | * Low
 | * Unknown
 |
| Affected Data Sensitivity |
| * High
 | * Medium
 | * Low
 | * Unknown
 |
| Confidentiality |
| * Do Not Share – Information may not be shared beyond Enterprise Information Security Officer (EISO) and may be shared with law enforcement if necessary.
 |
| * Share Restricted - Information cleansed of identifying characteristics may be shared with other Security Engineers (SEs), states and other appropriate organizations
 |
| * Share Unrestricted – Information including identifying characteristics may be shared with other SEs, states and other appropriate organizations
 |
| What immediate assistance can the Cyber Command Center offer? |
|  |
| Additional Notes |
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