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| **SAFETY/SECURITY INCIDENT REPORT FORM** |
| ***Unique Title of Event / Incident*** |

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| **For Action** |  |
| **Enclosure(s) (if any)** |  |

The following report aims to summarize the in-situ event / incident and be as straight-to-the-point as possible so bullet points only

*Only complete relevant sections*

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| **1. SUMMARY OF THE EVENT – KEY ISSUES / UPDATES / DEVELOPMENTS** |
| Short Description of the Event / Incident |
|  |
| Where Did It Happen? (country / state / town / address / GPS coordinates / |
|  |
| When Did It Happen (date / time / time range)? |
|  |
| Who Did It Happen To? (Types and Number of Affected / Implicated) |
|  |
| Type and Number of Casualties? |
|  |
| Setting? |
|  |
| Causality / Circumstances and Impact of Event / Incident on Affected / Implicated? |
|  |
| **2. INITIAL MEDIA SCANNING** |
| Any mention of the event / incident: |
| Are the victim(s)’s and or their family(ies) social media profile(s) active in relation to the event / incident? |
|  |
| **3. VICTIM(S)’ PROFILE(S) AND MANAGEMENT** |
| Victim 1’s Full Name, Position |
|  |
| Victim 2’s Full Name, Position |
|  |
| Victim 3’s Full Name, Position |
|  |
| Victim N’s Full Name, Position |
|  |
| **4. RELATIONS WITH THE VICTIM(S)’S FAMILY(IES)** |
| Victim 1’s Full Name, Position |
| Emergency Contacts Informed  Yes  No |
| Victim 2’s Full Name, Position |
| Emergency Contacts Informed  Yes  No |
| Victim 3’s Full Name, Position |
| Emergency Contacts Informed  Yes  No |
| Victim N’s Full Name, Position |
| Emergency Contacts Informed  Yes  No |
| **5. SECURITY AND SAFETY RISK ASSESSEMENT** |
|  |
| **6. EMERGENCY PROCEDURES / STEPS ALREADY TAKEN OR TO TAKE IMMINENTLY** |
|  |
| **7. OPERATIONAL CONTINUITY AND CONTINGENCY PLANNING** |
|  |
| **8. CRISIS MANAGEMENT PREPAREDNESS, STRUCTURE AND REINFORCEMENT** |
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| **9. ANALYSIS AND RESOLUTION** |
|  |
| **10. RELATIONS AND COORDINATION WITH STAKEHOLDERS** |
|  |
| **11. RELATIONS AND COORDINATION WITH THE MOVEMENT** |
|  |
| **12. PUBLIC COMMUNICATION** |
|  |
| **13. INTERNAL COMMUNICATION** |
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| **14. POST-CRISIS FOLOW-UP** |
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