North Carolina Agricultural & Technical State University
Division of Information Technology (DoIT)
Incident Report

Directions: Complete this form within twenty-four (24) hours of an incident occurring and save to the Incident Reports Share Point site.

Report Date: ☐☐☐☐☐☐☐☐

◯ New   ◯ Revision

Reported By: ☐☐☐☐☐☐☐☐

Email Address: ☐☐☐☐☐☐☐☐

Incident Date: ☐☐☐☐☐☐

Phone: ☐☐☐☐☐☐☐☐

Select incident type (check all that apply):

☐ Data breach   ☐ System/service intrusion or compromise   ☐ System/service failure

☐ Loss of service   ☐ Information security - missing   ☐ Information security theft

☐ Malicious code   ☐ Information security loss

☐ Other; Specify - ☐☐☐☐☐☐   ☐ Misuse of information system

For a data breach, review the data classification policy. Select breach type. ☐ Restricted ☐ Public

Incident Machine Data   Applicable? ☐ Yes   ☐ No   **Attacker Data   Applicable?** ☐ Yes   ☐ No

Owner of machine: ☐☐☐☐☐☐   IP Address: ☐☐☐☐☐☐

Machine name: ☐☐☐☐☐☐   Port(s)/Protocol(s): ☐☐☐☐☐☐

Machine location: ☐☐☐☐☐☐   Location/Country: ☐☐☐☐☐☐

MAC address: ☐☐☐☐☐☐

Provide a detailed incident description.   Is an attachment(s) included? ☐ Yes   ☐ No

Resolution/Process Improvement/Corrective Action   Is an attachment(s) included? ☐ Yes   ☐ No

Version 2.0   8/9/13