

Incident Notification and Communication Template

1. Incident Details

Date & Time

YYYY-MM-DD HH:MM

Location

Location

Type of Incident

e.g. Security Breach, Outage, Data Leak

Incident Description

Brief description of the incident

2. Impact and Scope

Impacted Systems/Services

List impacted assets or services

Severity Level

e.g. Low, Medium, High, Critical

Impact Description

Summary of known/potential impact

3. Actions Taken

Actions Taken / Mitigations

Steps taken in response to the incident

Current Status

e.g. Ongoing, Resolved, Under Investigation

4. Notification & Communication

Parties Notified

e.g. IT, Management, Clients

Communication Method

e.g. Email, Phone, In Person

Additional Notes

Other relevant information

5. Incident Log

Time	Action / Update	Responsible

Prepared By

Name

Date

YYYY-MM-DD