

# 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