Security Breach Incident Report

Facility & Incident Details

Hospitality Facility Name:

Enter facility name

Location/Address:

Enter location/address

Date of Incident:

Time of Incident:

Reported By (Name & Position):

Enter name & position

Incident Description

Summary of Incident:

Provide a brief summary of the security breach

Location of Breach within Facility:

e.g., Guest Room, Lobby, Server Room

Type of Security Breach:

e.g., Theft, Unauthorized Access, Data Breach, Vandalism

Persons Involved

Name	Role/Relation	Contact Info

Immediate Action Taken

Describe immediate response & containment measures:

Detail actions taken and by whom

Impact Assessment

Potentially Affected Areas:

e.g., Guest Privacy, Data, Equipment, Property

Estimated Loss/Damage (if any):

Enter details or write N/A

Follow-up Actions & Recommendations

Description:

Steps to prevent recurrence, further investigation, training needs, etc.

Report Completed By

Name:

Position:

Date: