Incident Tracking Template

Date	Department	Specific Area	Incident Type	Type of Incident	Description of Incident	Cause of Incident	Systems Affected	Corrective Action	Target Date	Person Responsible	Completion Date
		Describe location	Level one/ Level two/ Level three	Denial of service, Unauthorized access, Inappropriate usage, etc.	Details of the incident	Why it happened	Describe	How can it be prevented in the future?		Does not have to be the person doing the CA	Filled in after CA is complete

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