



# Department of Corrections

## Information Security Incident Report Form

*(Form used to report out to DAS-used by ODOC Information Security Officer)*

### Contact Information (person reporting the incident)

Name:	Location:	Division:	Phone Number:
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### Security Incident Details

Date and Time Reported:	Date and Time Discovered:	OIC or Manager's Name:
Incident Category: <input type="checkbox"/> External <input type="checkbox"/> Internal <input type="checkbox"/> Physical	Incident Classification Level <input type="checkbox"/> Level 1 - Low <input type="checkbox"/> Level 2 - Medium <input type="checkbox"/> Level 3 - High / Severe	Source (person for physical, IP address for electronic) :
Incident Description:		
Resources Affected:		
Actions Taken:		

## Incident Assessment

Technical Impact of the Incident:

Information / Data / Physical Assets Lost:

Business Impact of the Incident:

Severity of Incident:

Loss of Business Hours:

Loss of IT Hours:

**Incident Categorization (Check all that apply)**

Virus or Worm	Unauthorized Access	DoS Attack
Compromised User Account	Policy Violation (email)	Policy Violation (Internet)
Loss of Laptop	Loss of Portable Device	Loss of Data
Other (Specify):	Loss of Personally Identifiable Info.	Physical Intrusion

Incident Shared With DAS Enterprise Security Office (ESO) ? YES / NO

If breach of Credit Card Information, Oregon State Treasury notified? YES / NO / N/A

ODOC Risk Management Notified? YES / NO

Was Personally Identifiable Information (PII) Involved? YES / NO

Did the incident coincide with Inmate Misconduct? YES / NO

Did the incident result in violation of any policy, State or Federal Law (HIPAA)? YES / NO