**Annex: B**

**Security Incident Report**

Updated: 01.07.10

**All incidents involving death, serious injury, kidnapping, or which are of special sensitivity, must be reported to the Security Unit by telephone immediately. A completed incident report must follow within 24 hours.**

**All incidents in which Federation personnel or property are involved in:**

**- any physical injury to any person,**

**- any significant damage to property (whether Federation property or not),**

**- any situation in which there was a serious risk of injury or damage,**

**must be reported to the Security Unit by telephone or e-mail within 24 hours.**

**A completed incident report must follow within 48 hours of the incident.**

**All other security incidents of any kind must be formally reported to the Security Unit, using this form, within 48 hours of the incident.**

**1. Country:**

**2. Delegation:**

**3. Name of Movement personnel involved, and their status:**(e.g. Delegate, Local Staff, Volunteer, National Society, Visitor)

**4**. **Length of stay in country/mission prior to incident:**

**5. Date, time & place of Incident:**

**6. Type of incident:**

(e.g. burglary, theft, robbery, car accident etc):

**7. Description and cause of Incident:**(State all relevant details in chronological order. Attach additional pages, maps and/or sketches if applicable.)

**8. Names of Red Cross/Red Crescent staff injured, details of medical treatment and current status:**

**9. Details of Red Cross/Red Crescent assets damaged, details of nature and extent of damage, and whether insured:**

**10. Details of any injuries or damage sustained by third party**:

(State details of injury/damage, and current status)

**11. Were local authorities (e.g. Police, Military, Government Agencies) involved at the scene or afterwards? Has the incident been reported?**

**12. Were staff and/or assets involved clearly marked with Red Cross/Red Crescent emblem? Was RC/RC targeted specifically?**

**13. Were operational and security procedures/guidelines followed?**

(If not, provide details of departures from procedures/guidelines)

**14. Was the incident the first of its kind?**

(State previous incidents in chronological order and indicate date of reports)

**15. Is there any remaining threat of harm, or security risk?**

**16. Actions taken in response to incident and additional actions required**:

**17. Does the incident raise any issues of special sensitivity, importance or confidentiality?**

Yes/No – If “yes”, please telephone the Security Unit urgently to discuss.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**