Security Incident Report

One report per incident. Write it before the end of the shift.

COREDINATE by nomadia

1. Report details

Report no.		**Date of report**	
Client / site		**Exact location on site**	
Date and time of incident		**Time discovered or reported**	
Reporting officer		**Licence / registration no. (UK: SIA licence; US: state guard card or registration)**	

2. Type of incident

Tick all that apply:

☐ Theft ☐ Criminal damage / vandalism ☐ Trespass ☐ Assault / violence ☐ Injury or illness ☐ Fire or fire alarm ☐ Intruder alarm ☐ Suspicious person or item ☐ Health and safety hazard ☐ Use of force (also complete a use of force report) ☐ Other

3. People involved

Name or description	Role	Contact details	Statement taken?

4. What happened

Facts in time order

Use the 24-hour clock. Write what you saw, heard and did. Quote exact words in quotation marks. Keep opinion out, or mark it as opinion.

5. Action taken

What you did and when

6. Notifications

Notified	Time	By whom	Reference no.
Police			
Client site contact			
Duty supervisor			
Emergency services			
Regulator / safety authority			

7. Evidence and damage

CCTV footage preserved? (camera, time span)		**Photos taken (number)**	
Property recovered or handed over		**Injuries (who, what, treatment)**	
Damage to property		**Evidence handed to (name, time)**	

8. Sign-off

Role	Name	Signature	Date
Reporting officer			
Supervisor review			

Security Incident Report - worked example (fictional)

Names, numbers and places are invented to show the level of detail.

COREDINATE by nomadia

1. Report details

Report no.	IR-2026-0147	**Date of report**	14/11/2026
Client / site	Fernbridge Logistics, Riverside DC	**Exact location on site**	Yard, trailer bay 12
Date and time of incident	14/11/2026, 02:10	**Time discovered or reported**	02:10, found on patrol
Reporting officer	S. Malik	**Licence / registration no. (UK: SIA licence; US: state guard card or registration)**	SIA 1234 5678 9012 3456

2. Type of incident

Tick all that apply:

☒ Theft ☒ Criminal damage / vandalism ☒ Trespass ☐ Assault / violence ☐ Injury or illness ☐ Fire or fire alarm ☐ Intruder alarm ☐ Suspicious person or item ☐ Health and safety hazard ☐ Use of force (also complete a use of force report) ☐ Other

3. People involved

Name or description	Role	Contact details	Statement taken?
Unknown male, approx. 30, dark hooded jacket	Suspect	Not known	No
T. Reed, visiting HGV driver	Witness	Via client transport office	Yes

4. What happened

Facts in time order

02:10 On yard patrol 2 I found the rear doors of trailer 12 open and the seal cut.
02:11 I saw one male climbing the east fence near camera C4. I shouted "Security, stop". He climbed over and ran towards Mill Lane. I did not follow off site.
02:12 I called the police on 999 and told the duty supervisor by radio.
02:14 I checked trailer 12. About 10 cartons were missing from the rear row (my estimate).
02:20 Driver T. Reed, sleeping in the cab of trailer 14, said he heard "metal cutting" at about 02:00.

5. Action taken

What you did and when

Closed trailer doors without touching the seal remains. Taped off bay 12. Asked the control room to save camera C4 and C5 from 01:45 to 02:30. Briefed police on arrival at 02:41.

6. Notifications

Notified	Time	By whom	Reference no.
Police	02:12	S. Malik	Ref. 0214-14112026 (example)
Client site contact	06:05	Duty supervisor	Email
Duty supervisor	02:12	S. Malik	Radio