### Email Security Event Report

## Report number:

# Security Event Information

Date/time:

Location of event:

Person reporting:

Supervisor:

Witness 1:

Witness 2:

# Describe activity and date/time of notifications

Supervisor:

Supervisor name:

Security Manager:

Security Manager name:

Law enforcement agency:

Law enforcement agency name:

Law enforcement officer assigned:

# Describe persons (not witnesses) involved

Person 1:

Person 2:

# Describe vehicles involved

Vehicle 1:

Vehicle 2:

# Disposition

# Instructions

**Complete this form online within 24 hours of the security event, send it to the Security Manager and to your supervisor. If it is appropriate, complete a *Suspect Description Form* describing each suspicious person, and include information about any vehicles.**

# **Note**

Completion of this preliminary security event report does not replace required reporting to law enforcement or regulatory agencies, or the filing of a Suspicious Activity Report (SAR).