Buffalo Area Service Network (BAS-Net)
Security Incident Report

Organization: _____

Date of Security Incident: _____

Nature of Security Incident: _____

Name of Staff Person Reporting Incident: _____

Report Writer Contact Information: _____

Name of BAS-Net Site Contact: _____

Please detail the BAS-Net-related security incident in the space below. The report should be written in a clear, concise, and specific manner and should focus on the facts and events that occurred immediately prior to the incident, the incident itself, and the events that occurred immediately after the incident. Please include the full names of each party involved; a summary of their actions; time and location of the incident; and any other observations that may have contributed to the incident. Use the back of this sheet or additional pages as necessary and include any supporting documentation.

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Security Incident Review Summary

Date of Security Incident Review: _____

Organization: _____

Name of Review Writer: _____

Review Writer Contact Information: _____

As part of the security incident review process, the BAS-Net Advisory Committee is asked to:

- Evaluate the timeliness, thoroughness, and appropriateness of the staff member's response to the security incident;
- Ascertain if the security incident could have been prevented;
- Recommend corrective actions, if warranted;
- Evaluate security incidents for trends and patterns;
- Monitor the agency's compliance with the security policies and protocols;
- Monitor the implementation of any preventative or corrective action; and
- Recommend changes to the HAWNY Board of Directors regarding policies, procedures and practices, and working agreements that will reduce the likelihood that similar security incidents would occur.

Please provide a summary of the comments given by the BAS-Net Advisory Committee in the space provided. Please use the back of this sheet or additional pages as necessary.

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Date Reviewed by BAS-Net Administrator: _____

Signature of BAS-Net Administrator: _____