Computer Incident Reporting Form

Use this form to report security incidents. If additional information is required, please attach a word document.
Complete and submit as an attachment via Issue Trak (Issue Type: Network – Abuse) or Abuse@vccs.edu.

STATUS		
☐ Site Under Attack	☐ Past Incident	☐ Repeated Incidents, unresolved

CONTACT INFORMATION

Name/Last First: MI: Title:	
Organization	
Email	
Phone:	Fax:
Location/Site(s) Involved	
Street Address Involved	
City: State: Zip:	

INCIDENT DESCRIPTION

☐	Denial of Service
☐	Unauthorized Access (e.g. Intrusion/Hack)
☐	Website Defacement
☐	Malicious Code (e.g. virus/worm or trojan)
☐	Threat/Harassment via electronic medium (includes employees)
☐	Misuse of Systems (internal or external, includes inappropriate use by employees)
☐	Other (specify):

DATE/TIME OF INCIDENT DISCOVERY

Date	Time
Duration of Incident:	
How did you detect this?	
Has the incident been resolved? Explain.	

WHO ELSE HAS BEEN NOTIFIED (Check all that apply)?

☐ System Administrator	☐ Department Director
☐ General Counsel	☐ Law Enforcement (who & when):
☐ Human Resources	☐ Other (specify)

IMPACT OF INCIDENT

☐	Loss/Compromise of Data
☐	System Downtime
☐	Damage to Systems
☐	Other Organizations' Systems Affected
☐	Damage to the Integrity or Delivery of Critical Goods, Services or Information
☐	Financial Loss (estimate amount $)

SEVERITY OF ATTACK, INCLUDING FINANCIAL LOSS OR INFRASTRUCTURE

☐ High (e.g. defaced websites)	☐ Medium (e.g. Trojan detected)	☐ Low (e.g. Small virus outbreak)	☐ Unknown

SENSITIVITY OF DATA

☐ High (e.g Privacy Act violation)	☐Medium (e.g. local administration)	☐ Low (e.g. Public materials)	☐ Unknown

IDENTIFY THE COMPUTER OPERATING SYSTEM AND ANY OTHER SOFTWARE INVOLVED
(Check all that apply.)

☐Unix	☐ OS2	☐ Linux	☐ VAX/VMS
☐Microsoft XP/2000/NT/95/98	☐ Novell	☐ Sun OS/Solaris	
☐ Other Software (specify)			

WHAT STEPS HAVE YOU TAKEN TO RESPOND (Check all that apply)?

☐ No Action Taken	☐ System disconnected from network
☐ Restored data from backup	☐ Updated virus definitions & scanned hard drive
☐ Physically secured computer	☐ Log files examined (saved and secured)
☐ Other Software (specify)	