



Division of Information Security



Incident Reporting Form

Important: Initial notification must be made exclusively to the IHS Cybersecurity Incident Response Team (CSIRT) no later than **30 minutes from discovery**. CSIRT must completely resolve all incidents.

Contact the IHS CSIRT: Email: Incident@ihs.gov; Business Hours: 1-888-830-7280 (OIT Help Desk).

Select One: Incident Notification Update Resolution

IR Primary Handler:

Section 1 – Personally Identifiable Information

Does the incident involve Personally Identifiable Information (PII)? Yes No *(if no, skip to Section 2)*

PII Type:

PII Owner:

Number of individuals impacted/estimated to be impacted:

Impact:

Section 2 – Key Information

Date and Time Incident Discovered:

Date and Time Incident Occurred:

Facility Name:

Discoverer of Incident:

Contact Person and Contact Information:

Alternate Contact and Contact Information:

Number of individuals impacted/estimated to be impacted:

Notifications:

Was equipment was lost/stolen? Yes No

If yes, please list details, including bar codes, below.

Section 2 – Incident Description

Incident Summary:

Detailed Incident Description:

Section 3 – Incident Mitigation

Steps Taken:

Planned Follow-Up Actions: