

**Appendix A:  
Initial Incident Report**

To be submitted by the System Steward or designee to [security@ucsc.edu](mailto:security@ucsc.edu), [itpolicy@ucsc.edu](mailto:itpolicy@ucsc.edu), and the Vice Chancellor, Information Technology as soon as possible, but no later than 24 hours after breach is *suspected*.

Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

<i>Potential scope of breach</i>	
<i>Source of breach</i>	
<i>General description of data compromised</i>	
<i>Potential population</i>	
<i>Controls in place or other historical information</i>	
<i>Time estimate to resolve breach</i>	

Portions of this report will be included in the VC IT's Initial report to UCOP.