

**Appendix A:
Initial Incident Report**

To be submitted by the System Steward or designee to security@ucsc.edu and itpolicy@ucsc.edu as soon as possible, but no later than 24 hours after breach is *suspected*. UCSC IT Security or IT Policy will review and submit to the Vice Chancellor, Information Technology.

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

Date:

Submitted/Prepared by (name, email, phone, location):

Associated IT Request ticket #:

Date/time the incident was suspected/discovered:

Date/time the incident was first reported to security@ucsc.edu:

INCIDENT DESCRIPTION:

Incident description/cause:	
How the incident was discovered:	
Impacted systems:	
Data at possible risk - including whether restricted data may be at risk; if so, specify data types:	
Potential population(s) affected:	
Controls in place or other historical information:	
Actions taken since initial discovery:	
Time estimate to resolve incident:	