

Tool 1 : Security Incident Log

NB note that this log is likely to contain confidential and sensitive information. Consider developing a coding system to avoid including personal information, in particular under “6. Target” and “7. Where incident occurred”.

Security Incident log			
	Question	How to Answer	Response
1	Incident #	Begin with number 1 and continue; the numbering allows security incidents to be linked to one another (see question #14)	
2	Date of incident	Type as YEAR-MONTH-DAY (e.g., 2019-02-17 for February 17, 2019) to organize this security event log by date	
3	Time of incident	Specific time of day (if known), or more general (morning, afternoon, evening, night)	
4	Perpetrator	If known and safe to list, or use a more general term such as “law enforcement officer”	
5	Affected organization	Name of HIV program implementing partner (i.e., community-based organization’s name)	
6	Target	Specific person or type of staff, physical space (e.g., name of a specific hot spot), website, database, etc. Do not name individuals here unless you have their permission to do so.	
7	Where incident occurred	Physical address, online, by phone, etc.	
8	Believed motivation of aggressor (if known)	For example: intimidation, to stop programming, to deflect attention from other local issues	
9	Description of security incident	For example: Facebook posts on project page said “[paste specific message here]”; or peer educators were arrested without charge when distributing condoms to a group of MSM during a mobile HIV testing event	
10	Programmatic consequences of security incident	For example: Implementing partner will conduct only online outreach until physical outreach is considered safe to conduct	

11	Description of actions taken to respond to security incident	<p>For example: On YEAR-MONTH-DAY, implementing partner targeted in Facebook post decided that it is not safe to conduct outreach activities for a two-week period and implementing partner filed a complaint with the police.</p> <p>On YEAR-MONTH-DAY, local Ministry of Health officials held a meeting with power holders and local law enforcement; they discussed threats to the implementing partner and created a WhatsApp group that can be used to notify and activate allies immediately as needed.</p> <p>Please include dates of actions taken (and continue to update this row as actions are taken).</p>	
14	Which other security incidents is this related to? (if any)	Note whether this incident was related to other security incidents by listing other security incident numbers here.	
15	Incident resolution (if any)	For example: On YEAR-MONTH-DAY, peer educators were released from state custody and provided with mental health support.	