

**SECURITY INCIDENT REPORT**

SIRS Case Number: \_\_\_\_\_  
(Security Services Use Only)

**INSTRUCTIONS:** A Security Incident Report (BPA F 5632.01e) is used to report security issues and criminal activity. The completed form should be emailed to [SecurityServices@bpa.gov](mailto:SecurityServices@bpa.gov).

If loss, theft, or damage to any government property occurs during, or as a result of the incident, the property owner must submit both a Security Incident Report and Property Loss Report (BPA F 4420.12e) in an email addressed to the following email addresses: [SecurityServices@bpa.gov](mailto:SecurityServices@bpa.gov) and [PersonalPropertyManagementTeam@bpa.gov](mailto:PersonalPropertyManagementTeam@bpa.gov).

In addition, if the incident involves a government device capable of manipulating, sending, storing and/or receiving data the property owner must contact the BPA Help Desk within one hour of discovery. The BPA Help Desk can be notified during normal business hours 6 a.m. – 6 p.m. at 503-230-HELP (x4357). After hours call the Cyber Security emergency number at 503-230-5088. Follow the phone notification with an email with both forms to [CyberSecurity@bpa.gov](mailto:CyberSecurity@bpa.gov).

1. Date of this Report:	2. Date Discovered:	3. Estimated Date and Time of Incident:	4. Reported By:	5. Work Phone:
6. Name of Facility Incident Occurred at:		7. Specific Location (City, State):	8. Address of Incident:	9. Police Case Number:
10. Was Local Law Enforcement Agency Notified? <input type="checkbox"/> Yes <input type="checkbox"/> No		11. If Yes, which city was it located in?	12. Date Notified:	13. Work Phone:
14. Was the Federal Bureau of Investigation Notified? <input type="checkbox"/> Yes <input type="checkbox"/> No		15. If Yes, which city was it located in?	16. Date Notified:	17. Work Phone:
18. Description of Incident (Include as much detail as possible who, what, when, where, why and how) (Use Separate sheet if necessary):				

19. Missing or Damaged Property:  
 There was no Government Property of any type involved in this incident.  
 There was Government Property involved in this incident and a Property Loss Report is attached.

20. Please list what is missing or was damaged assets **not** considered Personal Property (e.g., laptop bag, mouse, power code, etc.):

21. Total Estimated Cost of Incident to BPA:

22. SECURITY SERVICES COORDINATION RECORD USE ONLY			
	Date	Time	Date Received by NNT
<input type="checkbox"/> Notified FPS			
<input type="checkbox"/> Called LLEA			
<input type="checkbox"/> Called FBI			
<input type="checkbox"/> Notified IG			
<input type="checkbox"/> Property Mgmt Notified			
<input type="checkbox"/> Cyber Security Notified			
<input type="checkbox"/> INFOSEC Notified			

23. Comments:

Paperwork Reduction Act Burden Disclosure Statement

This data is being collected to ensure the security and safety of BPA employees, contractors, and facilities. The data you supply will be used by security personnel for reporting any criminal vandalism, or theft of Government of personal property. Public reporting burden for this collection of information is estimated to average .28 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining that data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Enterprise Policy Development & Implementation Office, IM-22, Paperwork Reduction Project OMB Control No.1910-5188, U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project OMB Control No. 1910-5188, Washington, DC 20503.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number.

The Paperwork Reduction Act (PRA) of 1995 requires each Federal agency to seek and obtain approval from the Office of Management and Budget (OMB) before undertaking a collection of information directed to 10 or more persons of the general public, including persons involved in or supporting the operations of Government-owned, contractor-operated facilities.

Submission of this data is required.