[Suspicious or Unusual Event Report](#)

This form is completed when an employee reports a suspicious or unusual event relegated to (COMPANY) resources.   Events may include 9but are not limited to) unauthorized access of the network (from both internal and external sources), compromise of sensitive data, destroying hardware or software, and malicious code such as viruses, worms, Trojan horses, or any other uninvited software.

Information Provided by the Security Department

Report Number: _____

Date: _____

Call received by (Name): _____

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Information Collected From Reporting Employee

Collect ALL Information on this section of the form.

Employee Name*:* _____

Employee phone Number: _____

Employee email: _____

Employee mail stop: _____

Description of the Problem:
(e.g., Received an email from Joe Friendly with an attachment (happy99.exe) Now computer doesn't work right. Etc.)

Name of Computer
_____
(Include information on how to locate the name of the computer)

Physical location of computer: _____

Type of computer: _____

Applications that were running at the time:

Names of other employees who were involved in or witnessed the event: