



Document type: Example

Removable front sheet

Incident reporting form for the WARP Trusted Sharing Service

(V1.0) May 2004

Keywords

[WARP, Reporting, Trusted Sharing]

Important notice

This document provides an example Incident Reporting Form for the WARP Trusted Sharing service which can be used by a WARP Administrator to record details of a reported incident manually. It provides the opportunity to record these details in a standard format, which benefits all WARP members as it simplifies subsequent analysis. It supports adherence to a WARP Information Sharing Agreement and has been designed to be compatible with the WARP Filtered Warnings service to aid distribution. This document has 'Protection on' to enable the forms function in MS Word with no password.

It is recommended that this Reporting form be edited (need to take Protection off) to produce a document which best meets the emerging WARP's specific needs and to which their particular community naming/branding may be applied. This front sheet should therefore be removed and should not form any part of the final document.

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Version control

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WARP incident reporting/recording form (manual)

General

This form can be used by the WARP Administrator to record the details of an incident reported by a WARP member. It provides the opportunity to record these details in a standard format, which benefits all WARP members as it simplifies subsequent analysis and distribution.

Reporting and contact details

1) Date & time of call (right mouse click "update field")

2) Incident Number

3) Source type Telephone

4) User Internal organisational reference (User supplied)

5) Name:

6) Organisation:

7) Contact telephone:

8) Contact email:

9) Details if this is a follow-on report

Incident type and severity

10) Type of incident: Select one category

Comments (optional)

11) Suspected motive & effect: Select one category

Comments (optional)

12) Suspected type of attacker: Select one category

Comments (optional)

13) Severity and impact: Select one category

Comments (optional)

Details of the incident

14) Date and time occurred User supplied

(Please use fixed format: dd:mm:yy hh:mm)

15) Is the incident still ongoing?

Yes No Unknown (Provide details in remarks)

Remarks:

16) Details of incident, including nature of vulnerability

Remarks (User supplied free text)

Details of the solution

17) Actions taken so far (Tick boxes)

- System(s) disconnected from the network?
- Backup of affected system(s)
- Log files examined
- Other (Provide details in remarks)

Remarks

- No action(s) taken (Provide details in remarks)

Remarks

18) Security Infrastructure in place. (Tick Boxes)

- Incident/Emergency Response Team
- Firewall
- Intrusion Detection System
- Security Auditing Tools
- Encryption
- Secure Remote Access/Authorization tools
- Anti-virus
- Anti-Spam software
- Anti-popup software
- Other (Provide details in remarks)

Remarks

19) Details of solution and its effectiveness, if known

Remarks (User supplied free text)

20) Police involved?

- Yes No Unknown (Provide details in remarks)

Remarks:

21) Is your organisation willing to share this information within the terms of the WARP sharing agreement, subject to the following restrictions?

Timeliness:

- WARP to wait before sharing (enter time in remarks text box)

Remarks:

| Anonymised | Sharing restrictions: | Attributable |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | No restrictions on publication | <input type="checkbox"/> |
| <input type="checkbox"/> | Other WARP communities & NISCC only | <input type="checkbox"/> |
| <input type="checkbox"/> | WARP community & NISCC only | <input type="checkbox"/> |
| <input type="checkbox"/> | WARP community only | <input type="checkbox"/> |
| <input type="checkbox"/> | Information logged for statistical purposes, not shared | <input type="checkbox"/> |

- Other conditions (Use remarks text box)

Remarks:

Please save this form as "WARP_IRFM_nnnnn.doc" where nnnnn is the incident number

Please ensure the computer system is updated. This record to be kept for at least 12 months.

Entered on the system By: WARP Operator name Date: 16/12/2004 13:42
