Data Breach Escalation Sheet

Incident Details

Date/Time of Breach	
Discovered By	
Reported By	
Department	
Location	

Description of Breach

Type of Breach

�☐ Unauthorized Access	☐ Malware/Ransomware
☐ Data Leak/Exposure	☐ Lost/Stolen Device
☐ Other:	

Data Involved

Type/Description	Estimated Volume

Immediate Actions Taken

Persons Notified

Name/Role	Date Notified	Contact Method

Escalation

Escalated To	Date/Time	Next Steps

Additional Notes