

Incident Report

Date: [Insert Date]

To: [Recipient's Name or Title]

From: [Your Name]

Subject: Incident Report - Terroristic Threat

Incident Details

Date of Incident: [Insert Date of Incident]

Time of Incident: [Insert Time of Incident]

Location: [Insert Location]

Description of Incident

[Provide a detailed description of the incident, including what was said or done, individuals involved, and any relevant context.]

Actions Taken

[Describe any immediate actions taken in response to the threat, including notifying authorities, evacuating, etc.]

Follow-Up Actions

[Outline any recommended follow-up actions or investigations that should be conducted, if applicable.]

Contact Information

Your Name: [Your Name]

Position: [Your Position]

Contact Number: [Your Contact Number]

Email: [Your Email]

Thank you for your attention to this serious matter.