**Swedish Red Cross**

**International Incident Report**



**All incidents involving death, serious injury, detention, abduction or kidnapping must be reported to either TiB, the Security Advisor, or the International Director by telephone immediately.**

This form is to be used for reporting incidents in a country where SRC has sole responsibility for security management (i.e. no formal security arrangement with a Movement Partner applies). It should be a record of an incident that has already been reported to the relevant Head of Regional Unit.

If you are in a country where SRC has a formal security agreement with IFRC or ICRC, you still need to inform the relevant Head of Regional Unit, but IFRC or ICRC’s form should be used to record the incident and a copy sent to SRC.

If you are seconded to IFRC or ICRC, use the IFRC or ICRC incident reporting form.

If you are unsure which form to use, contact the Security Advisor.

Fill in the form in English as it may need to be shared with Partners.

1. **Short summary of the incident**

(Describe the event using your own words. Try to capture what happened and who was involved)

Click or tap here to enter text.

1. **State when and to whom in SRC the incident has already been reported by phone, text or e-mail:**

Click or tap here to enter text.

1. **Country where incident occurred:**

Click or tap here to enter text.

1. **Region where incident occurred**

Asia Pacific

Africa

Americas

Europe

Middle East and North Africa (MENA)

1. **Date and time of incident**

Click or tap here to enter text.

1. **Who was involved? Names of SRC staff (i.e all persons under the formal responsibility of SRC) and others involved, and their relation to SRC:**(e.g Delegate, Movement Partner Staff or Volunteer, Consultant, officially recognized dependents, HQ or External Visitor)

Click or tap here to enter text.

1. **Length of stay of affected SRC personnel in country prior to incident:**

Click or tap here to enter text.

1. **Type of incident:**

THEFT: An event where your belongings is taken intentionally without the use of force or threat.

ROBBERY: An event where your belongings is stolen by force and/or intimidation.ation.rce. he threat of violence.

TRAFFIC ACCIDENT: An accident involving a motor vehicle on a road which causes injury or damage to the drivers, passengers, pedestrians, vehicle(s) or property

ASSAULT: A violent attack (verbal or physical) that causes harm.

MEDICAL/HEALTH: An event with medical causes that impedes SRC’s ability to carry out its activities.

NEAR MISS: An occasion when when, either through luck or an appropriate response, an incident was avoided. This is also to be used for events that can lead to a revision of the risk assessment for the context.

DETENTION: An event where a person is legally or illegally held against their will in a known place. This can be by recognised authorities, such as the police, not. This can be for shorter periods.

ACCIDENT: Random event that result in harm, damage or loss to an organisation, its staff or programmes.

THREAT: A verbal or written suggestion that intends to inflict injury, harm or damage to people, assets or the organisation.

ARMED CONFLICT: Any act of violence using conventional or unconventional warfare that intends to cause injury or harm to more than one person (e.g. shelling, mines, IED’s, suicide bombings).

OTHER: Click or tap here to enter text.

1. **Description and cause of incident.**

(State all relevant details in chronological order: What happened and when? Actions taken, and effects of incident.)

Click or tap here to enter text.

1. **Names of SRC staff injured and current status.**

(Staff is all persons under the formal responsibility of SRC - has a contract with SRC). This includes dependents, consultants, etc.)

Click or tap here to enter text.

1. **Details of SRC assets (property, equipment, vehicles, money, personal items etc.) damaged or lost.**

(Provide details of nature and extent of damage, and whether insured.)

Click or tap here to enter text.

1. **Details of any injuries or damage, sustained by third party:**

(State details of injury/damage, and current status)

Click or tap here to enter text.

1. **Were local authorities (e.g. Police, Military, Government Agencies) involved at the scene or afterwards? Has the incident been reported to them?**

Click or tap here to enter text.

1. **Have Movement Partners been informed (e.g. ICRC; IFRC; other PNS; Host National society), and has any action been taken by them?**

(List contact details for Partners who are involved in the incident or its management.)

Click or tap here to enter text.

1. **Were staff and/or assets involved clearly marked with a Red Cross/Red Crescent emblem? Was RC/RC or SRC targeted specifically?**

Click or tap here to enter text.

1. **Were operational and security procedures/guidelines followed?**

(If not, provide details of departures from procedures/guidelines)

Click or tap here to enter text.

1. **Was the incident the first of its kind? Do you know of any other similar instances?**

(State previous incidents in chronological order and indicate date of reports)

Click or tap here to enter text.

1. **Is there any remaining threat of harm, or security risk, to SRC or to anyone else?**

Click or tap here to enter text.

1. **Do you have suggestions for further follow-up actions?**

Click or tap here to enter text.

1. **Do you have suggestions about how to avoid such incidents in the future, or suggestions for changing security regulations or protocols?**

Click or tap here to enter text.

1. **Does this incident raise any issues of special sensitivity, importance or confidentiality?**

If “Yes”, please telephone the Head of Regional Unit for the country concerned urgently to discuss.

Choose an item.

**Reported by:**

**Name:** Click or tap here to enter text.

**Title:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.