



**Incident Occurs**

Employee takes necessary measures to protect individuals, information and assets

In cases of an emergency, imminent danger or threats of violence/suicide, call Emergency Services/911 and then advise your Manager/Team Leader.

Does the incident involve:

- Violence
- Threats of violence (including suicide)
- Criminal activity (including theft)
- Compromise of information, assets or services
- Loss, theft or damage to departmental device
- User compromise



**YES**

Take a few minutes to write down all the details of the incident once it is contained.

**NO**

It is possibly a facilities issue or Health and Safety issue. Please contact appropriate Branch for information.

**Security Incident Reporting Protocol**

**For ESDC Employees**

Employee reports security incident to Manager/Team Leader as soon as possible.



**Manager/Team Leader**

For incidents where the impact could cause a serious level of injury, notify RSO immediately.

For incidents where the impact is low, report the incident using the [Security Incident report web form](#).

**Regional Security Office (RSO)**  
Liaise with Manager/Team Leader.

**Security Incident Management Unit (SIMU)**  
Liaise with RSO, Special Investigations Unit, Privacy and other stakeholders as needed (ie: EMBC).  
Propose corrective measures.