**TOOL 1: SECURITY INCIDENT LOG**

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|  | **Question** | **How to Answer** | **Response** |
| 1 | Incident # | Begin with number 1 and continue; the numbering allows security incidents to be linked to one another (see question #14) |  |
| 2 | Date of incident | Type as YEAR-MONTH-DAY (e.g., 2019-02-17 for February 17, 2019) to organise this security event log by date |  |
| 3 | Time of incident | Specific time of day (if known), or more general (morning, afternoon, evening, night) |  |
| 4 | Perpetrator | If known and safe to list, or use a more general term such as “law enforcement officer” |  |
| 5 | Affected organisation | Name of HIV program implementing partner (i.e., community-based organisation’s name) |  |
| 6 | Target | Specific person or type of staff, physical space (e.g., name of a specific hot spot), website, database, etc. Do not name individuals here unless you have their permission to do so. |  |
| 7 | Where incident occurred | Physical address, online, by phone, etc. |  |
| 8 | Believed motivation of aggressor (if known) | For example: intimidation, to stop programming, to deflect attention from other local issues |  |
| 9 | Description of security incident | For example: Facebook posts on project page said “[paste specific message here”]; or peer educators were arrested without charge when distributing condoms to a group of MSM during a mobile HIV testing event |  |
| 10 | Programmatic consequences of security incident | For example: Implementing partner will conduct only online outreach until physical outreach is considered safe to conduct |  |
| 11 | Description of actions taken to respond to security incident | For example: On YEAR-MONTH-DAY, implementing partner targeted in Facebook post decided that it is not safe to conduct outreach activities for a two-week period and implementing partner filed a complaint with the police.  Please include dates of actions taken (and continue to update this row as actions are taken). |  |
| 12 | Which other security incidents is this related to? (if any) | Note whether this incident was related to other security incidents by listing other security incident numbers here. |  |
| 13 | Incident resolution (if any) | For example: On YEAR-MONTH-DAY, peer educators were released from state custody and provided with mental health support. |  |