

ARC – Incident Reporting Form

Basic Information

- **Incident Reference No.:** _____
- **Date & Time of Incident:** _____
- **Location (Site/Office/Field):** _____
- **Reported By (Name/Position):** _____
- **Unit/Department:** _____



Incident Details

- **Type of Incident:** Security (e.g., theft, armed attack, harassment) Operational (e.g., vehicle breakdown, supply delay, system failure) Health/Safety (e.g., accident, injury, outbreak) Other: _____
- **Description of Incident:** *(Provide clear narrative of what happened, including sequence of events, persons involved, and immediate impact)*
- **Immediate Actions Taken:** *(Steps taken to contain or mitigate the incident)*

Impact Assessment

- **Staff Impact:** _____
- **Beneficiary Impact:** _____
- **Assets/Property Impact:** _____
- **Programmatic Impact:** _____

Follow-up Actions

- **Responsible Person/Unit:** _____
- **Corrective Measures Planned:** _____
- **Timeline for Resolution:** _____

Status

- Open
- Under Investigation
- Closed
- **Date Closed:** _____
- **Authorized By:** _____
- **Signature:** _____

ARC – Incident Log (Summary Table)

Ref No.	Date	Location	Type (Security/Operational)	Brief Description	Immediate Action	Responsible Person	Status
ARC-INC-001	15 May 2023	Khartoum office	Security	Break-in at warehouse & office	Reported to police, secured site	Logistics Manager	Closed
ARC-INC-002	20 August 2023	El Geneina Field Office	Security	Break-in at warehouse & office	Reported to police, secured site	Logistics Manager	Closed
ARC-INC-003		Zalingei office	Security	Break-in at warehouse & office	Reported to police, secured site	Logistics Manager	Closed
ARC-INF-004	28 Feb 2024	Nyala office	Security	Break-in at warehouse & office	Reported to police, secured site	Logistics Manager	Closed
ARC-INF-005	20 Apr 2025	West Darfur office	Operational	Vehicle breakdown during supply run	Replacement vehicle dispatched	Fleet Supervisor	Closed

