

Digital Incident Reporting Form

Use this form to report and document an online incident. Complete as much information as possible and attach evidence.

1. Document the Threat(s)

Preserve evidence for reporting and potential legal action.

Name of Crisis Manager (Data Collector) _____

Date/Time of Incident _____

Impacted Individual(s)/Organization(s)

Include name(s) & social media handle(s)

Attacker(s), if available

Include name(s) & social media handle(s)

Platform(s) Involved _____

Description of the Incident

Please be as detailed as possible

Evidence *Attach collected evidence when you submit your report*

- ☐ Screenshots of comments
- ☐ Screenshots of messages
- ☐ Screenshots of profiles
- ☐ Videos/Images
- ☐ Email notifications
- ☐ Other: _____

2. Moderation

Consider taking the following steps to stop the harm from spreading and limit exposure. Check off any actions taken:

- ☐ Hide harmful comments/messages/posts
- ☐ Mute or block the attacker(s)
- ☐ Temporarily private/deactivate your account(s)
- ☐ Limit interactions or turn off comments
- ☐ Change password(s)
- ☐ Enable 2FA
- ☐ Other: _____

3. Reporting to Online Platforms

Most platforms have a reporting feature for harassment/abuse.

Have you reported to the platform(s)?

- ☐ Yes
☐ No

If yes, date reported

Platform(s) reported to

Reference/Ticket Number(s) of Report

Platform response (if any)

4. Internal Communication

Provide clarity and support to those affected.

Has the affected individual(s) been notified?

- ☐ Yes
☐ No

Who notified them?

Date notified

Support offered

Has a public communication been issued to warn the wider community about the threat/attacker?

- ☐ Yes
☐ No

If yes, attach a copy of the communication.

5. Assess When to Involve Law Enforcement

First consult with the impacted individual(s)/organization(s) if they wish to contact law enforcement. You must receive consent from the impacted parties.

Was law enforcement contacted?

- ☐ Yes
☐ No

If yes, please attach a copy of the report with consent of the affected person(s).

Sample: Digital Incident Reporting Form

Use this form to report and document an online incident. Complete as much information as possible and attach evidence.

1. Document the Threat(s)

Preserve evidence for reporting and potential legal action.

Name of Crisis Manager (Data Collector) Shane Hollander

Date/Time of Incident August 11 2026

Impacted Individual(s)/Organization(s) Organization: Hockey for All

Include name(s) & social media handle(s)

Instagram: @Hockey4All

Attacker(s), if available

Include name(s) & social media handle(s)

Attacker name unknown

Fake Instagram Account @Hockey4All.Official

Platform(s) Involved

Instagram

Description of the Incident

Please be as detailed as possible

On August 9 we announced a giveaway on our official instagram @Hockey4All where we asked followers to like, comment and repost on stories to enter in a draw to win a prize.

On August 11, 2026 we started receiving DMs from followers asking "Did you create a new account?" and showed screenshots of messages from a cloned instagram account (@Hockey4All.Official) claiming they were the winner and needed to click a link to claim the prize.

Upon investigation, we discovered the link directs to a fake bank login page to steal financial information. The cloned account blocked our official page so I had to search for it on my personal account. The clone was using our org profile photo, logo and bio with an added line 'Old account hacked'.

Evidence *Attach collected evidence when you submit your report*

- ☐ Screenshots of comments
- ☐ Screenshots of messages
- ☐ Screenshots of profiles
- ☐ Videos/Images
- ☐ Email notifications
- ☐ Other: Screenshots of fake login page sent to followers

2. Moderation

Consider taking the following steps to stop the harm from spreading and limit exposure. Check off any actions taken:

- ☐ Hide harmful comments/messages/posts
- ☐ Mute or block the attacker(s)
- ☐ Temporarily private/deactivate your account(s)
- ☐ Limit interactions or turn off comments
- ☐ Change password(s)
- ☐ Enable 2FA

- ☐ Other: Posted a warning on our story and pinned a post on our account encouraging followers to report the clone, changed our profile picture so followers can distinguish real from clone, updated bio to clarify they will only be contacted by our account @Hockey4All

3. Reporting to Online Platforms

Most platforms have a reporting feature for harassment/abuse.

Have you reported to the platform(s)?

- ☐ Yes
☐ No

If yes, date reported

August 11 2026

Platform(s) reported to

Instagram

Reference/Ticket Number(s) of Report

N/A

Platform response (if any)

"Awaiting review"

4. Internal Communication

Provide clarity and support to those affected.

Has the affected individual(s) been notified?

- ☐ Yes
☐ No

Who notified them

Shane Hollander

Date notified

August 11 2026

Support offered

N/A

Has a public communication been issued to warn the wider community about the threat/attacker?

- ☐ Yes
☐ No

If yes, attach a copy of the communication.

5. Assess When to Involve Law Enforcement

First consult with the impacted individual(s)/organization(s) if they wish to contact law enforcement. You must receive consent from the impacted parties.

Was law enforcement contacted?

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☐ No

If yes, please attach a copy of the report with consent of the affected person(s).