

BUILDING AN INCIDENT RESPONSE PLAN

WHAT TO DO BEFORE AN INCIDENT OCCURS

- ☐ Create security policies and review annually
- ☐ Perform a risk assessment and prioritize security issues
- ☐ Create a communication plan, identifying who is responsible for what
- ☐ Create an incident response team with assigned duties and provide training on at least an annual basis

INCIDENT RESPONSE TEAM

Name	Role on Team	Dept/Location	Work Phone	Mobile Phone
	Leader			
	Internal Comms			
	External Comms			
	Meeting Coordinator			

IDENTIFY STAKEHOLDERS

Contact Type	Name, Phone, Email Address	Who Will Contact?
Executive Team		
Board of Directors		
Employees		
Bank(s)		
Legal Authorities (FBI, Local Police)		
Impacted Customers		
Media		
Insurance Carrier		
Cybersecurity Professional		
Forensic Accountant		
Key Vendors		

THINGS TO DOCUMENT WHEN AN INCIDENT OCCURS

- ☐ Nature of incident
- ☐ When incident occurred
- ☐ Who discovered the incident and how
- ☐ Who has been contacted and what was communicated
- ☐ Next action steps & timing