

# Incident Handling and Response Plan Checklist

Every business should have a plan detailing how to respond to a possible cybersecurity incident. The plan should not be too long or too short; otherwise, it will not be useful if an incident occurs. Here is a step-by-step checklist on how to create an effective incident response plan:

Step 1: Draft It	
<input type="checkbox"/>	Address the organization's mission and vision statements
<input type="checkbox"/>	The members of the IRT
<input type="checkbox"/>	Different ways of contacting the IRT in case of any incident occurred
<input type="checkbox"/>	Meet the goals of the incident response initiatives
<input type="checkbox"/>	The personnel responsible by cyber-insurance negotiations
<input type="checkbox"/>	Whom to notify the incident during its occurrence (e.g., board, customers, regulators, law enforcement, etc.)
<input type="checkbox"/>	Seek the assistance of application experts while dealing with back-end technologies
<input type="checkbox"/>	The procedure to document all the actions during incident handling
<input type="checkbox"/>	How to deal with privilege and preserve over the investigation?
<input type="checkbox"/>	Appoint some personnel to communicate with media, if necessary
<input type="checkbox"/>	Methods to reduce the risk litigation
<input type="checkbox"/>	Details about the global laws/practices while dealing with personal information and privacy
<input type="checkbox"/>	Identify incident response key performance indicators that IH&R teams can use for future reference
<input type="checkbox"/>	Provide a statement of interoperability
Step 2: Test It	
<input type="checkbox"/>	Implement the simulation and evaluate its results; change the plan according to the results
<input type="checkbox"/>	Document the results and responses
<input type="checkbox"/>	Comply with the senior management's approval
<input type="checkbox"/>	Allow other teams such as legal, sales, marketing, etc., to understand and obtain awareness about cybersecurity incidents

<input type="checkbox"/>	Educate about the severity of the incident to the top executives and implement the plan
<b>Step 3: Line Up Third Parties</b>	
<input type="checkbox"/>	Negotiate and complete the agreements with the vendors
<b>Step 4: Keep It Fresh</b>	
<input type="checkbox"/>	Make changes to the incident handling and response plan from time-to-time