Hello team. My name is Broderick Stevens.

I am in charge of keeping us afloat with policy and compliance.

As I awoke this morning, I heard on the radio during the long commute to our office that there has been another company that was subject to a security breach in their network and was ransomwared.

Imagine my surprise as I also discovered that we do not have an incident response policy. This of course made me quite... Unhappy. It is silly that we do not have policies in place. Thus I deign it of utmost importance that we start somewhere.

The following are your tasks:

1. Provide for me an incident response policy.

2. Provide for me an incident response form.

Your incident response form should have at minimum:

* Date and time of incident
* Type of incident (Malware, Breach, Other)
* Description of incident
* Attack Vector
* Impact on services
* Impact on information (i.e. were records accessed, modified, etc.)

Basically, we need something that should tell us the who, what, when, where, why, and how.

I will require these items as quickly as you can provide them. Now chop chop while I go make some coffee and see what other policies we are missing...

- Broderick Stevens