

Cyber Security Notification

When someone calls stating that they want to report a Cyber Security Notification:

ACTIONS:

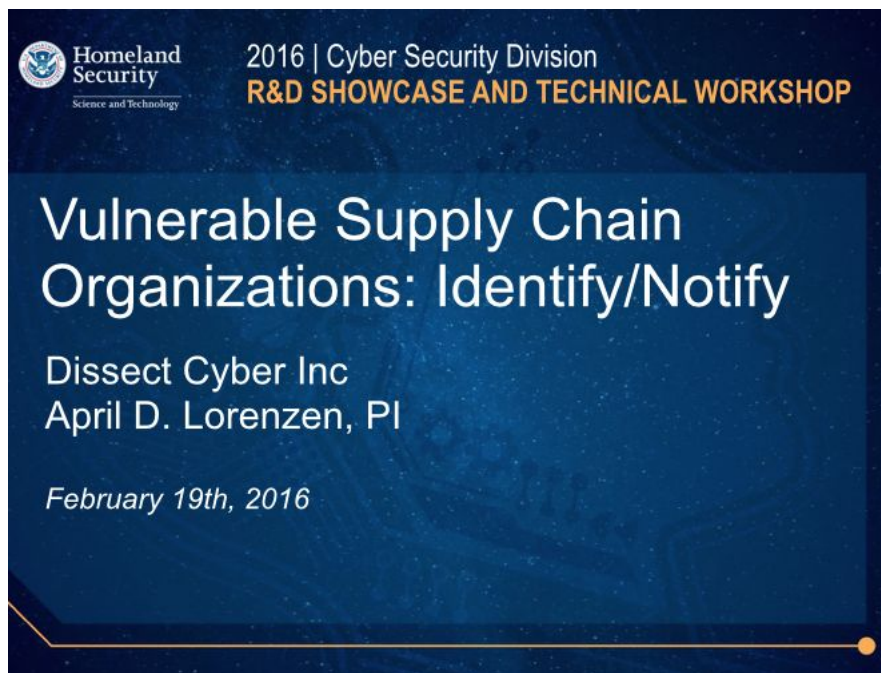
1. Fill out one Notification sheet
2. Photocopy the sheet and hand off the copy to _____ in the _____ department.
3. Ask the person receiving notification to sign your copy, acknowledging receipt and responsibility to take appropriate action.

FOLLOW UP:

At an appropriate meeting.

RECOMMENDED ACTIONS:

1. Report to the group on any notifications that have come in and hand off a copy of the log sheet(s) to your C-level person (CISO, Information Management).
2. Request follow up on any incidents still open in your log.



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Cyber Security Notification Sheet

IP address	Vulnerability	Compromise	Observation Time Stamp	Observation Time Zone

Person taking the call:

Time of call:

Date of call:

What action was taken on this notification:

Copy received:

name and department

signature/date