

# Cyber Security Notification

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

## ACTIONS:

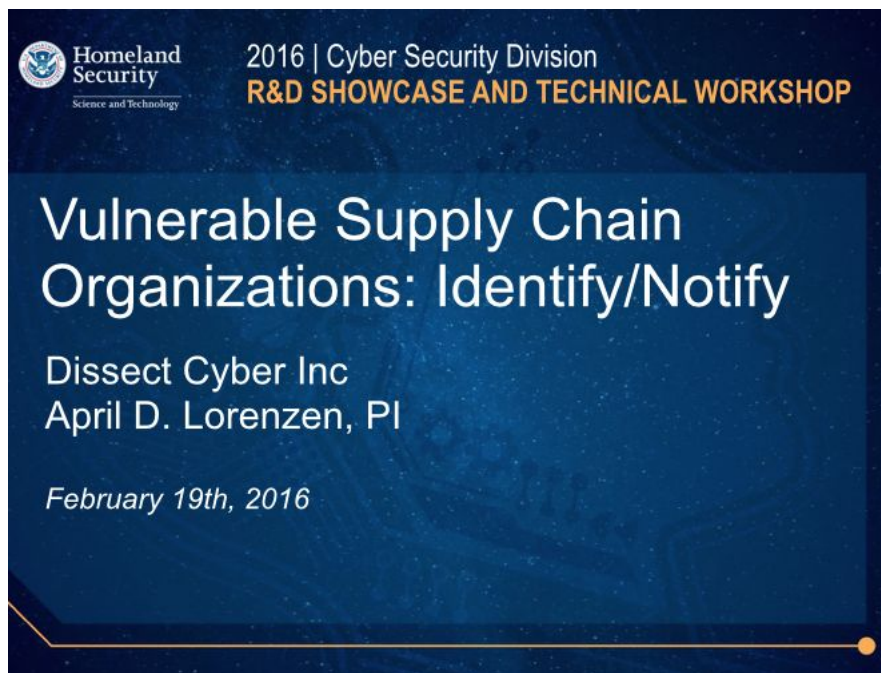
1. Fill out one Notification sheet
2. Photocopy the sheet and hand off the copy to \_\_\_\_\_ in the \_\_\_\_\_ department.
3. Ask the person receiving notification to sign your copy, acknowledging receipt and responsibility to take appropriate action.

## 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.



This material is based on research sponsored by the  
Department of Homeland Security (DHS) Science and Technology Directorate,  
Cyber Security Division (DHS S&T/CSD) via contract number D16PC00018

# 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:

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Copy received:

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name and department

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signature/date

# Proposed Cyber Security Notification Flow

## Receiver Perspective

- The receiving company prepares a notebook for frontline contact people.
- Policy and procedure is established with C-level, Information Security.
- Follow up by frontline, Information Security and C-level.

## Notifier Perspective

- Notifier gets a contact phone number from Receiver company website.
- Makes a 5 minute call to Receiver frontline contact.

## Neutral Educator Role

An Educator boosts success by providing neutral additional exchange. The Receiver may need more detail than Notifier gives in the 5 minute phone call.

The Receiver may need one or more of:

1. Understanding how the vulnerability, scam or IOC (Indicator Of Compromise) reported works. (High level, non-technical explanation.)
2. Assistance finding, verifying or mitigating the issue. Referral to free resources, training.

The Neutral Educator provides instructions to prevent being scammed during a notification, preserving trust in the anonymous notification process. Notifier does not use excessive time interacting with Receivers. Educator provides a short URL for each party to share, along with simple, clear, accurate, non-technical explanations for each IOC/IOV notification type.