Secure One HHS

System Incident Response Plan (IRP)
Information Collection Form

Date

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1 Purpose

Every system for the Department of Health and Human Services (HHS) is required to establish an Incident Response Team (IRT) to respond to computer attacks. These computer attacks may be directed against Department's information systems or other systems, including environmental control systems and perimeter control systems.

CMS has an overarching Incident Response Plan (IRP) that covers the general response to incidents on all CMS systems. The purpose of this Information Collection Form (ICF) is to collect specific information about each system, to be included as an appendix to the overarching IRP.

This form documents system information relating to the following:

- System Information;

- System Interconnections;

- Roles and Responsibilities;

- System Specific Incident Handling Procedures; and

- System Contact Information.

2 System Information

2.1 System Description

System Name:

Brief System Description:

System Criticality:

2.2 System Contacts

System Owner:

System Administrator:

Information System Security Officer (ISSO):

2.3 System Location

Geographic Location of the System:

Location of System Backups:

2.4 System Configuration

System Operating System:

Current Patch Version:

Location of System Configuration Document:

3 System Interconnections

In the event that there is a system incident, it is imperative to know what other systems might also be effected. A list of all interconnected systems should be documented and available to provide this information.

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4 Roles and Responsibilities

The roles and responsibilities for each system must be documented to ensure each entity knows what they are responsible before. The roles and responsibilities for this system are listed below.

- System Owner:

- System Administrator:

- ISSO:

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5 System Specific Incident Handling Procedures

During incident response, there are specific procedures for each system that must be followed in order to effectively respond to the incident and recover the system. The procedures for recovering this system are documented below.

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6 System Contact Information

Role	Contact	Phone	Email
System Owner			
System Administrator			
ISSO			