Internal Memorandum

**To:**

**CC:**

**From:**

**Date:**

**Re:** Incident Response Report

**PART ONE: COMPLETED UPON INITIAL DETECTION**

|  |  |
| --- | --- |
| Case Number: |  |
| Date & Time Incident Detected: |  |
| Status: |  |
| 1st Responder: |  |
| Case Manager: |  |
| Attack Type: |  |
| Trigger: |  |
| Reaction Force and Lead: |  |
| Notification Method: |  |
| Response Time: |  |
| Incident Detection  (Describe the events that resulted in the identification of a possible (candidate) incident. | |
|  | |
| Incident Containment Procedures (Describe the incident as it evolved once detected and classified and  the corresponding actions taken by the CSIRT Team members to contain the Incident | |
|  | |

**PART TWO: COMPLETED UPON INCIDENT RESOLUTION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Time Incident was Resolved: | | | | | | |
| Incident Recovery Procedures  (describe the actions taken by the CSIRT Team after the incident was contained  to recover lost, damaged or destroyed data, and to prevent re-occurrence.) | | | | | | |
|  | | | | | | |
| Recommended Changes to Incident Prevention Measures  (to prevent exposure, eliminate vulnerability, and mitigate damage in the future) | | | | | | |
|  | | | | | | |
| Was Data Lost? | Y / N | Financial Impact: $  (attach documentation as needed) | | | | |
| Was System Equipment Recovered? | | | Y / N | Returned to service? | | Y / N |
| Notes: | | | | | | |
| Is the incident completely resolved /case closed? | | | | | Y / N | |
| Is Legal Recourse Required? | | | | | Y / N | |
| Report Submitted By: | | | | |  | |

Submit this form by email to [ciso@halcorp.biz](mailto:ciso@halcorp.biz) once the incident has been contained and within three (3) hours of initial detection.