HOW TO USE THIS E-MAIL TEMPLATE

Who should complete this template: to be completed by the Incident Manager.

Timeline: The leadership update should be issued as soon as feasible.

Additional notes: This template provides an example of what information should be shared with decision makers (CAO, Dean, Unit head). All information should be accurate, factual, validated and preferable vetted by the CISO.

Additional considerations for the group to consider: should we identify key contacts, what are the timelines to have an NDA, engage forensic, etc. …

This issue is under solicitor-client privilege. Please mark communications as such and limit the amount of electronic communication in all formats to essential messages to response activities.

Audience: List of people that need to be notified about the security incident

Summary: Basic timeline and description of key facts, including dates and impact

Incident Classification: **HIGH**

Description of Main Events: Description of events that occurred over a period (e.g. daily)

Next Steps: Description of upcoming actions for a prescribed period.

Next Update: Timelines for next update.