

If a cyber incident landed in your lap *today*, would your team have a next step?

(Most companies find out only after the scramble starts.)



Every business

needs a cyber “break-
glass” plan.

Not a binder.

**A short checklist people
can follow when stress is
high.**



Pick your

“first-call people”.

**Your IT partner? An
internal point person?
Both?**

**No guessing. Everyone
knows who to contact.**



Clear communication keeps a bad day from turning into chaos.

Build one simple contact list:

- ✓ **Key staff**
- ✓ **Leadership & directors**
- ✓ **External IT support**
- ✓ **Insurer and any required regulators**



Speed matters. Isolate fast, limit damage.

Plan for:

- ✓ **Unplugging impacted devices**
- ✓ **Locking down suspicious accounts**
- ✓ **Pausing systems that could spread risk**





***Write* down
what you must
have to operate.**

Phones, email, payments,
client files.

Then decide how you
function if any of them go
dark.



No comms leads to **panic.**

If email is unavailable,
what's your fallback?

Phone tree



Group text



Teams over cellular data



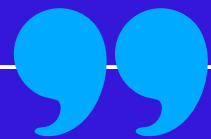


Client updates should be ready before you need them.

**Draft a short,
steady message:**



We're investigating a technical issue. Protecting your data is a priority. We'll share updates shortly.



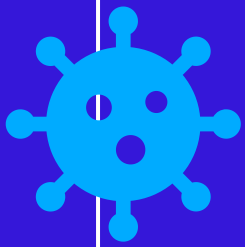
**Incidents
are loud and
stressful.**

Details disappear.

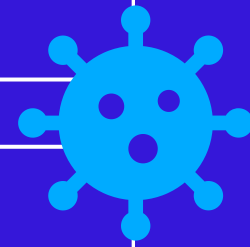
**Assign someone to
log: what happened,
when it happened,
and what actions
were taken.**



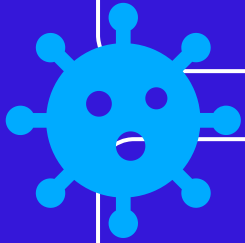
Bring systems back only when it's safe:



Root cause
identified



Threat
removed



Backups
verified clean

**Restoring too soon can put
the problem right back.**



After things stabilize:

- ✓ **Review what helped**
- ✓ **Fix what slowed you down**
- ✓ **Improve controls**
- ✓ **Retrain the team**



In a crisis, you won't
invent a perfect process.

You'll use the plan you
already practiced.

**Build your cyber
emergency checklist
now.**

**Need help?
Get in touch.**

 **REINTIVITY**
technology solutions

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