

**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.)**

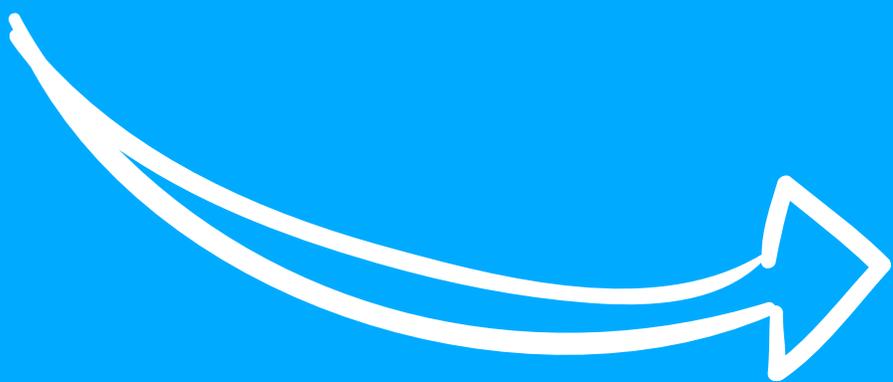


# Every business

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**

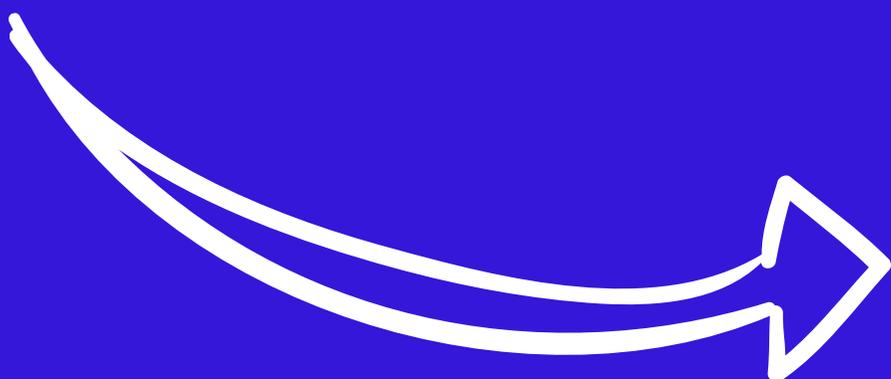




***Write* down  
what you must  
have to operate.**

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?

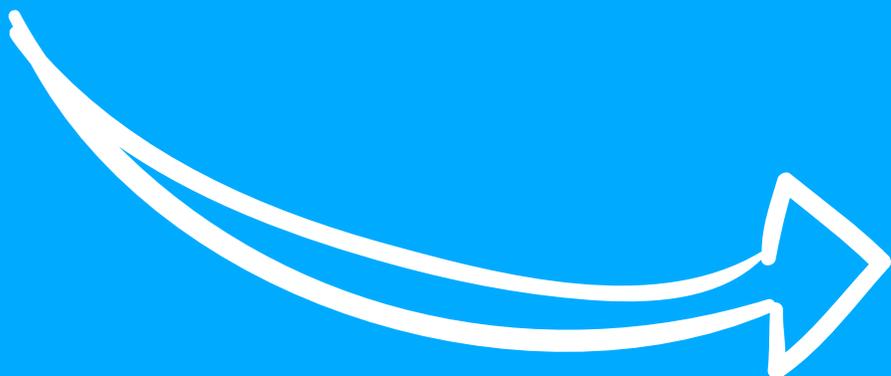
**Phone tree**



**Group text**



**Teams over cellular data**



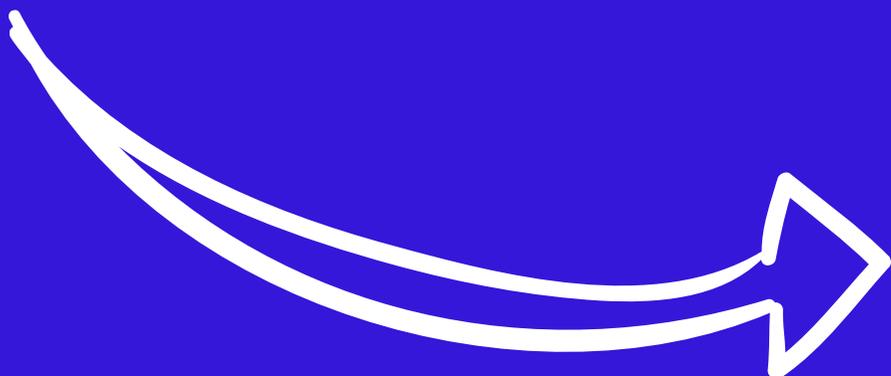
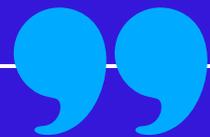


Client updates should be ready before you need them.

**Draft a short,  
steady message:**



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



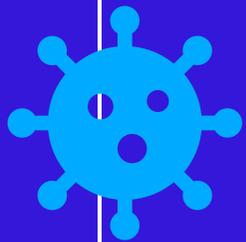
**Incidents  
are loud and  
stressful.**

**Details disappear.**

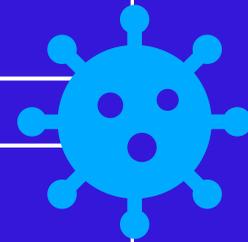
**Assign someone to  
log: what happened,  
when it happened,  
and what actions  
were taken.**



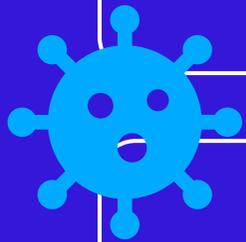
**Bring systems back only when it's safe:**



**Root cause**  
identified

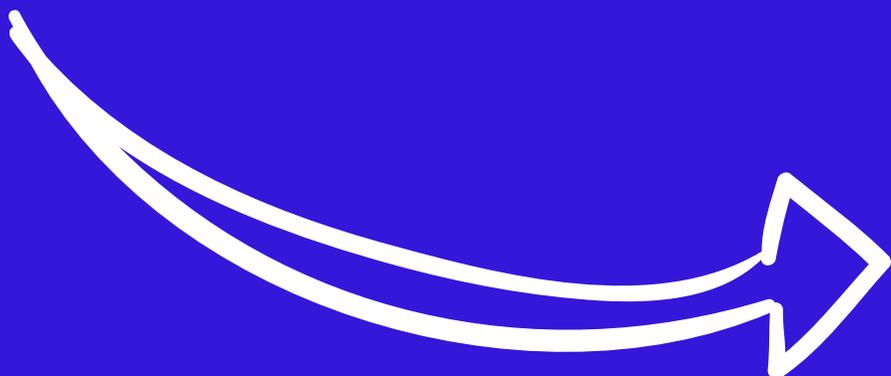


**Threat**  
removed



**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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