

BR-SYSTEMS · ENGLISH EDITION

IT emergency checklist

The first hour needs calm decisions, protected evidence and clear ownership.

Personally accountable · clearly documented · vendor-transparent

From concern to an owned action plan

This guide is designed for small and medium-sized organisations that need practical decisions rather than generic fear or a product-first answer.

How to use it

Work through the actions with the people who own the affected business processes. Mark what is already evidenced, assign an owner to every gap and agree a realistic review date.

Decision principles

01	Start from business impact and responsibility.
02	Prefer written evidence over assumed status.
03	Keep alternatives and exit paths visible.
04	Test recovery and operating processes, not only settings.

Important

This publication provides technical orientation. It is not legal advice, a certification or a guarantee of security. Current law, contracts, manufacturer documentation and the organisation's specific risk context remain authoritative.

Practical action checklist

Use the right-hand side of a printed copy for owner, evidence and due date.

01	Confirm the incident lead and an out-of-band communication channel.
02	Record time, symptoms, affected systems and who noticed them.
03	Contain only what is necessary; avoid destroying evidence.
04	Protect backups and administrative identities immediately.
05	Decide which business processes must continue first.
06	Notify contractual, insurance and specialist contacts as required.
07	Preserve logs, system images and relevant communications.
08	Communicate verified facts and label assumptions clearly.
09	Plan recovery from known-good sources and test before reconnecting.
10	Document decisions for the review after the incident.

A sensible next step

BR-Systems can help establish the baseline, prioritise the gaps and implement or operate the agreed measures. A short initial consultation is enough to determine whether that would be useful.

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