Incident Response Readiness Checklist

A comprehensive preparedness assessment for small to medium businesses and nonprofit organizations. Use this checklist to evaluate your organization's readiness to detect, respond to, and recover from cybersecurity incidents effectively.

Team & Communication Readiness

✓ **Incident Response Team Established**

Core team members identified with clear roles and responsibilities assigned. Team includes technical leads, communication officers, and decision-makers.

✓ **Contact Lists Maintained**

Up-to-date emergency contact information for all team members, external partners, vendors, and legal counsel readily accessible 24/7.

✓ **Communication Channels Secured**

Backup communication methods established including secure messaging platforms, alternative email systems, and phone trees for when primary systems are compromised.

✓ **Escalation Procedures Defined**

Clear escalation paths documented for different incident severity levels with designated authority for critical decision-making during emergencies.

Technical & Documentation Readiness

Technical Preparedness

- **Security Tools Deployed**

  Monitoring systems, logging tools, and detection software actively running and configured properly.

- **Backup Systems Verified**

  Regular backups tested and confirmed restorable with off-site storage secured.

- **Forensic Capabilities Ready**

  Tools and procedures in place to preserve evidence and investigate incidents thoroughly.

- **Access Controls Reviewed**

  Administrative credentials documented and emergency access procedures established.

Documentation & Testing

- **Response Plan Documented**

  Written incident response plan with step-by-step procedures for common scenarios.

- **Runbooks Created**

  Technical playbooks for containment, eradication, and recovery actions.

- **Tabletop Exercises Conducted**

  Regular simulations performed to test team coordination and identify gaps.

- **Lessons Learned Applied**

  Post-incident reviews completed with improvements implemented and documented.

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