



## Cyber Event Checklist

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The following is a checklist of activities that may be appropriate for your organization to take in the event of a cyber attack or data breach.

The activities do not represent an exclusive list, and are not intended to describe a strict chronological order as these activities often overlap and typically happen simultaneously within the organization.

### Response

Determine if the event is a real incident and implement your incident response plan. Your incident response plan, if you're a small organization, can be a list of internal and external contacts that will make up your response team in the event of cyber attack or data breach. You'll want to have 24/7 contact information for your information technology provider, lawyer and cyber insurance broker or claims reporting in paper form because you may not be able to access or use your computing resources. Don't have a plan? These templates may help with your security planning and this may help with incident response planning. Determining whether or not the event is a security incident is critical. How the incident response team deals with the event will depend on whether it is a computer security incident as opposed to a user error or a system failure. Don't respond to a ransomware demand without help and don't send anyone gift card codes or change payment information in response to an email or phone request without following your company policy.

### Your Response:

Determine if the event is a real incident and implement your incident response plan.

### Notify Insurance Company:

Notify your broker or your insurance company claims representative as soon as possible.

### Legal Advice:

Contact legal counsel who specialize in cyber security and data privacy.

### Your Business:

If your cyber policy covers business interruption, document the time your business is interrupted.



## Legal Advice

Contact legal counsel who specialize in cyber security and data privacy (to ensure you are reimbursed for the expense, make sure to file a claim with your insurer first and obtain any necessary review and approval). This is especially important if personal information was accessed because state laws may require you to notify affected individuals. Counsel can determine if you need to make notifications, draft notifications and advise you of your responsibilities under the law. Counsel can also help you decide whether to report the incident to law enforcement and advise you how to do that. Your insurer and your counsel who specializes in privacy and data security are good resources for finding the appropriate information technology vendor to help you to stop the attack, investigate it and remediate the damage it may cause.

## Insurance Claim

Notify your broker or your insurance company claims representative as soon as possible. Have your IT service provider or internal IT staff gather and document facts surrounding the incident. Network security event logs are often vital in helping verify the date, time and machine involved in an incident. Save these logs, as they may be needed to evaluate the nature and extent of the incident. Following your response plan and informing your insurer is critically important in order to ensure you have the proper resources to respond in place.

## Business Interruption

If your cyber policy covers business interruption, document the time your business is interrupted in man-hours, as well as the cost of handling the incident and remediating it. Make sure to itemize the costs.

This information is provided as a general overview. Actual coverage and services may vary and is subject to policy language as issued. Coverage is underwritten by CopperPoint Insurance Company, or one of its wholly-owned insurance companies, and is limited to the states where licensed. California policies are underwritten by Pacific Compensation Insurance Company and Alaska National Insurance Company.

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