Incident Response Checklist

Date / Time **Type of Incident**	
Roles Assigned	☐ Incident Leader _____ ☐ Communicator _____ ☐ Documenter _____
Incident Response Team Members working on the issue	☐ Help Desk _____ ☐ Applications _____ ☐ Data Security _____ ☐ Network Operations _____ ☐ Mainframe Operations_____ ☐ Desktop Services _____ ☐ Regional Support _____ ☐ Other _____
Impact / <u>Who</u> is Affected?	# of People _____ Who/Where are they: _____
<u>Why</u> are we here? Problem / Issue Definition (describe known symptoms)	
<u>How</u> and <u>when</u> did we learn about this problem or <u>who</u> reported it?	
<u>What</u> else do we need to know to troubleshoot this?	
<u>Who</u> else can help troubleshoot?	