

# Cyber Security Notification

When someone calls stating that they want to report a Cyber Security Notification:

## ACTIONS:

1. Fill out one Notification sheet
2. Photocopy the sheet and hand off the copy to \_\_\_\_\_ in the \_\_\_\_\_ department.
3. Ask the person receiving notification to sign your copy, acknowledging receipt and responsibility to take appropriate action.

## FOLLOW UP:

At an appropriate meeting.

## RECOMMENDED ACTIONS:

1. Report to the group on any notifications that have come in and hand off a copy of the log sheet(s) to your C-level person (CISO, Information Management).
2. Request follow up on any incidents still open in your log.



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Science and Technology Directorate, Cyber Security Division (DHS S&T/CSD)

# Cyber Security Notification Sheet

IP address	Vulnerability	Compromise	Observation Time Stamp	Observation Time Zone

Person taking the call:

Time of call:

Date of call:

What action was taken on this notification:

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Copy received:

\_\_\_\_\_  
name and department

\_\_\_\_\_  
signature/date

# Proposed Cyber Security Notification Flow

## Receiver Perspective

- The receiving company prepares a notebook for frontline contact people.
- Policy and procedure is established with C-level, Information Security.
- Follow up by frontline, Information Security and C-level.

## Notifier Perspective

- Notifier gets a contact phone number from Receiver company website.
- Makes a 5 minute call to Receiver frontline contact.

## Neutral Educator Role

An Educator boosts success by providing neutral additional exchange. The Receiver may need more detail than Notifier gives in the 5 minute phone call.

The Receiver may need one or more of:

1. Understanding how the vulnerability, scam or IOC (Indicator Of Compromise) reported works. (High level, non-technical explanation.)
2. Assistance finding, verifying or mitigating the issue. Referral to free resources, training.

The Neutral Educator provides instructions to prevent being scammed during a notification, preserving trust in the anonymous notification process. Notifier does not use excessive time interacting with Receivers. Educator provides a short URL for each party to share, along with simple, clear, accurate, non-technical explanations for each IOC/IOV notification type.