

# How to react to a cybersecurity incident

## Step 1 - Isolate machine

Isolate the computer by removing the network cable (if present) AND put the machine in aeroplane mode by clicking on the network icon in the taskbar on the bottom of your screen, or by turning off Wifi and Bluetooth.



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## Step 2 - Don't switch off

Don't turn off the computer leave it turned on to ensure that any evidence is preserved.

## Step 3 - Who is affected?

Who else has been affected? Is it just you, or are other people around you reporting the same or similar problems?



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## Step 4 - Call for help

Call for help. Telephone your IT support. Arrange for someone else to email your leadership team from an unaffected computer or mobile device with details of the incident.



## Step 5 - Log off

Log off the computer, put a sign on it to stop others using it, and do not log onto any other machine.



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## Step 6 - Secure media

Secure and isolate any additional media, such as memory sticks that are connected to (or used in) the device.



## Step 7 - Stay off email

Do not access or send any emails until IT/Cyber support have advised it is safe for you to do so.



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## Step 8 - Begin planning

Can you continue your role without your machine? Assist with the incident report.

