LITS Incident Action Plan
Template

Incident Type - Required field. This identifies the nature of the incident in a few concise words, (e.g. Stolen Laptop, Compromised Account, ALEX Down). Add a brief description for clarity if necessary. NOTE: What is entered here as the incident type must also be included in file name (LITS IAP *Incident Type*) and should be listed as a sub-title as shown above.

Implementation Directive - Required as-written on all IAPs
This plan will be implemented under the direction of the first responders named herein until it is deemed necessary to escalate the incident to the LITS Incident Management
Team. Follow instructions found at:
https://docs.google.com/a/hamilton.edu/document/d/1w232qmhdurYURrojUTIe44szt_HEFxDp70xIuZKsQG4/edit?usp=sharing

Responsible Team(s) - Required field. These are the individuals or (if appropriate) teams who will be primarily responsible for executing the steps described in the action plan.

Supporting Team(s) - Required field. These are any additional individuals or teams who may, under certain circumstances, be called upon to assist with the incident handling. Their role should be referenced in the Action Plan Full Details if this field is completed. If there are no supporting teams or individuals, complete this with "None".

Action Plan Checklist: Optional but recommended. Briefly describe the key steps required to identify and resolve the incident described in the IAP. The checklist assumes the reader is already familiar with the process and can access any tools required to execute the plan.

Action Plan Full Details: Required. Describe in detail the steps required to identify and resolve the incident such that someone closely aligned with the members of the responsible team (e.g. a member of the team who may not be fully familiar with the process) can, nonetheless, execute the plan. This level of detail is also helpful for the IMT and any other teams who may be listed as a Supporting Team(s).

IAP Revision History - The first line should be filled out when the IAP is published. It is considered to be the 1st version.

IAP Version	Date	Author	Revisions