

INCIDENT RESPONSE TEAM ROLES AND CONTACT INFORMATION

Role	Contact Name	Contact Information
<p>Incident Response Lead</p> <p>Liason between IT & business units. Create and record executive update.</p>		<p>Office:</p> <p>Mobile:</p> <p>E-mail:</p>
<p>Incident Response Coordinator</p> <p>Ensure proper execution of IRP. Validate investigation, containment, remediation, and recovery.</p>		<p>Office:</p> <p>Mobile:</p> <p>E-mail:</p>
<p>Legal Lead</p> <p>Assess legal liabilities and responsibilities during and after an incident. Guide communication with authorities and public.</p>		<p>Office:</p> <p>Mobile:</p> <p>E-mail:</p>
<p>Investor Relations Lead</p> <p>Create and distribute comms to investors around the incident, status, and conclusion.</p>		<p>Office:</p> <p>Mobile:</p> <p>E-mail:</p>
<p>Public Relations Lead</p> <p>Translate events into public-facing documents. Advise timing and distribution.</p>		<p>Office:</p> <p>Mobile:</p> <p>E-mail:</p>
<p>Internal Communications Lead</p> <p>Create and distribute internal communications regarding the incident. Adhere to obligations for comms to authorities & interested parties.</p>		<p>Office:</p> <p>Mobile:</p> <p>E-mail:</p>
<p>IT Operations Lead</p> <p>Responsible for all systems/application ops. Manage the technical aspects of response & recovery.</p>		<p>Office:</p> <p>Mobile:</p> <p>E-mail:</p>
<p>IT Security Lead</p> <p>Ensure confidentiality, integrity, and availability of information assets. Liason between outside experts (e.g. Rapid7) and the internal IR team.</p>		<p>Office:</p> <p>Mobile:</p> <p>E-mail:</p>
<p>Loss Prevention Lead</p> <p>Ensure that physical assets are protected. Act as law enforcement liaison and work closely with IT to preserve relevant data.</p>		<p>Office:</p> <p>Mobile:</p> <p>E-mail:</p>
<p>Audit Lead</p> <p>Observe and record issues with the incident response process. Ensure appropriate steps, forms, and documents are completed.</p>		<p>Office:</p> <p>Mobile:</p> <p>E-mail:</p>