Policy Title: Incident Response Plan

Policy Type: Administrative

Policy Number: ADMINISTRATIVE POLICY # 32 – 8 – 808 (2014) Incident Response Plan

Approval Date: 05/28/2014 Revised

Responsible Office: Office of Information Technology

Responsible Executive: CIO

Applies to: Office of Information Technology

POLICY STATEMENT

Incident response planning is an integral function of the University OIT team necessary for responding to and documentation of any event that has the potential to compromise the University information system.

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contacts</td>
<td>1</td>
</tr>
<tr>
<td>Stakeholder(s)</td>
<td>1</td>
</tr>
<tr>
<td>Purpose</td>
<td>2</td>
</tr>
<tr>
<td>Requirements</td>
<td>2</td>
</tr>
<tr>
<td>Violations</td>
<td>2</td>
</tr>
<tr>
<td>Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>Publication</td>
<td>3</td>
</tr>
<tr>
<td>Review Schedule</td>
<td>3</td>
</tr>
<tr>
<td>Related Documents</td>
<td>3</td>
</tr>
</tbody>
</table>

CONTACT(S)

Office of Information Technology – (757)823-2869

STAKEHOLDER(S)

University Faculty & Staff
Office of Information Technology
PURPOSE

This control is intended to establish the policy and procedures for the University’s incident response plan.

REQUIREMENTS

NSU:

1. Develops an incident response plan that:
   a. Provides the University with a roadmap for implementing its incident response capability;
   b. Describes the structure and organization of the incident response capability;
   c. Provides a high-level approach for how the incident response capability fits into the overall organization;
   d. Meets the unique requirements of the University, which relate to mission, size, structure, and functions;
   e. Defines reportable incidents;
   f. Provides metrics for measuring the incident response capability within the University.
   g. Defines the resources and management support needed to effectively maintain and mature an incident response capability; and
   h. Is reviewed and approved by designated officials within the University;

2. Distributes copies of the incident response plan to the University-defined list of incident response personnel (identified by name and/or by role) and University elements;

3. Reviews the incident response plan at least annually;

4. Revises the incident response plan to address system/University changes or problems encountered during plan implementation, execution, or testing; and

5. Communicates incident response plan changes to the University-defined list of incident response personnel (identified by name and/or by role) and University elements.

VIOLATIONS

Violations of this policy will be addressed in accordance relevant University and Commonwealth of Virginia policies, including University Policy 32-01 and Department of Human Resources
Management Policy 1.75. The appropriate level of disciplinary action will be determined on an individual case basis by the appropriate executive or designee, with sanctions up to or including termination or expulsion depending upon the severity of the offense.

INTERPRETATION

The Information Security Officer is responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the Office of Information Technology. The Information Security Officer reserves the right to revise or eliminate this policy.

PUBLICATION

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

1. Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
2. Submit the policy for inclusion in the online Policy Library within 14 days of approval;
3. Post the policy on the appropriate SharePoint Site and/or Website; and
4. Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 05/28/2015
- Approval by, date: Office of Information Technology and 05/28/2014
- Revision History:
  - Supersedes (previous policy): OIT 62.8.808 Incident Response Plan

RELATED DOCUMENTS

Virginia Commonwealth State policy SEC501-08 Information Security Standard