Blank Incident Response Policy Template

(Organization Name: _____)

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1. Purpose

[Describe the purpose and objectives of this Incident Response Policy]

2. Scope

[Specify the scope, e.g., systems, users, locations affected by this policy]

3. Definitions

- *[Incident:] [Provide incident definition]*
- *[Other relevant terms...]*

4. Roles and Responsibilities

- *[Role 1: Responsibility]*
- *[Role 2: Responsibility]*
- *[Etc.]*

5. Incident Response Process

1. *[Preparation]*
2. *[Identification]*
3. *[Containment]*
4. *[Eradication]*
5. *[Recovery]*
6. *[Lessons Learned & Reporting]*

6. Communication Plan

[Describe how incidents will be communicated internally and externally]

7. Incident Documentation

[Specify requirements for documenting and retaining incident details]

8. Policy Review and Maintenance

[Describe the policy review cycle and responsibilities]

9. Approval

Approved by: _____

Date: _____