



AUTHORITY AND ADOPTION LETTERS

EXECUTIVE SIGNATORY PAGE

LETTER OF ADOPTION

RECORD OF APPROVAL

RECORD OF CHANGES

TABLE OF CONTENTS

1. INTRODUCTION

1.1 PURPOSE

1.2 SCOPE

1.2.1 Policy

1.2.2 Definitions

1.2.3 Relationship to Other Plans

2. SITUATION AND ASSUMPTIONS

2.1 SITUATION OVERVIEW

2.1.1 THREAT ANALYSIS

2.1.2 VULNERABILITY ANALYSIS

2.2 ASSUMPTIONS

3. CONCEPT OF OPERATIONS

3.1 PREPARATION

3.1.1 Preparation

3.2 DETECTION, ANALYSIS, AND NOTIFICATION

3.2.1 Impact Analysis

3.2.2 Notification and Activation Requirements

3.3 INCIDENT HANDLING

3.3.1 Containment

3.3.2 Eradication

3.3.3 Recovery

3.4 POST-INCIDENT ACTIVITY

4. ROLES AND RESPONSIBILITIES

4.1 OFFICE OF ENTERPRISE TECHNOLOGY SERVICES (ETS)

4.1.1 Chief Information Security Officer (CISO)

4.1.2 Cybersecurity Team (CST) Responsibilities

4.1.2.1 RESPONSIBILITIES:

4.1.2.2 DURING A CYBER INCIDENT AFFECTING A STATE COMPUTER SYSTEM:

4.2 STATE DEPARTMENT OF DEFENSE

4.2.1 OFFICE OF HOMELAND SECURITY



4.2.1.1 THROUGH THE HSFC:

4.2.2 EMERGENCY MANAGEMENT AGENCY

4.2.3 NATIONAL GUARD

4.3 ATTORNEY GENERAL’S OFFICE

5. DIRECTION, CONTROL, AND COORDINATION

5.1 Reporting Requirements

5.2 Coordination

5.2.1 External Support

5.2.2 Federal Support

6. INFORMATION COLLECTION, ANALYSIS AND DISSEMINATION

6.1 Communications Response Process

6.1.1 Decide on team

6.1.2 Security alignment

6.1.3 Disclosure alignment

6.1.4 Stakeholder analysis

6.1.5 Selecting spokespeople

6.1.6 Present-day communications

6.1.7 Feedback loop

6.2 Activation of the Cyber Communications Response Team

6.3 Communications Coordination

7. PLAN DEVELOPMENT AND MAINTENANCE

8. AUTHORITIES AND REFERENCES

8.1 STATE LAWS, REGULATIONS AND DIRECTIVES

8.2 FEDERAL LAWS, REGULATIONS AND DIRECTIVES

8.3 REFERENCES

9. ATTACHMENTS

Attachment 1 – Acronyms

Attachment 2 – Checklist of major steps for Incident Response and Handling

Attachment 3 – Communications Tracking Worksheet

Attachment 4 – Compromise Questionnaire and Information Gathering

Attachment 5 – Cyber Incident Response Team Organization Chart

Attachment 6 – Cyber Incident Escalation and Workflow Diagram

Attachment 7 – Guidance on Reporting a Cyber Incident

Attachment 8 – Mission Area Activities

Attachment 9 – Sensitive Data Exposure Response Procedures

Attachment 10 – Threat Levels and Anticipated Response

Attachment 11 – Communications Checklists

Attachment 12 – Responsible, Accountable, Consulted, Informed (RACI) Matrix