Incident Response Team Worksheet
Incident response roles and responsibilities are best defined before an incident ever happens, so there can be no confusion as to who will take responsibility, and when.

Role	Primary Contact	Secondary Contact
Executive Sponsor	name	name
	email	email
Team Lead	name	name
	email	email
Information Technology	name	name
	email	email
Security	name	name
	email	email
Privacy	name	name
	email	email
Legal	name	name
	email	email
Human Resources	name	name
	email	email
Customer Success	name	name
	email	email
Public Relations or Marketing	name	name
	email	email

