WHAT TO DO IN THE EVENT OF IT EMERGENCIES

Keep calm & report IT emergency
Don't hesitate to call, it's better to be safe than sorry!

IT emergency response number:

Who reports the emergency?

What IT system is affected?

How did you work with the IT system?
What did you observe?

When did the incident occur?

Where is the affected IT system located?
(Building, room, workstation)

Rules of Conduct

Stop using the IT system	Record your observations	Take measures only upon instructions