

CEO Fraud Response Checklist

- 1. **Contact your bank**
 - Give them full details of the amount of wire transfer, the account destination and other details.
 - Recall the transfer if possible.
 - Have them contact the foreign bank to freeze the funds.
- 2. **Contact your attorneys**
 - Inform them of the facts.
- 3. **Contact law enforcement**
 - Identify your incident as “BEC,” provide a brief description, provide complete financial information.
- 4. **File a complaint**
 - Visit the FBI’s Internet Crime Complaint Center (IC3) at www.IC3.gov to file your complaint with full details of the crime.
- 5. **Brief the board and senior management**
 - Call an emergency meeting to brief the board and senior management on the incident, steps taken and further actions to be carried out.
- 6. **Conduct IT forensics**
 - Have IT investigate the breach to find the attack vector, recover control of hacked email accounts, and find any malware remaining anywhere within the network.
- 7. **Contact your insurance company**
 - Find out if you are covered for the attack and if they have resources to help resolve it.
- 8. **Bring in outside security specialists**
 - Bring in outside help to detect areas of intrusion that IT may have missed. All traces of the attack and all traces of malware must be eradicated.
- 9. **Isolate security policy violations**
 - Investigate violations as well as the possibility of collusion with criminals. Take the appropriate disciplinary action.
- 10. **Draw up a plan to remedy security deficiencies**
 - Beef up security technology and procedures.
 - Bolster staff security training, especially security awareness training.