



Emergency information sheet for reporting cyber incidents

How to proceed in the event of a cyber incident



1. Report the incident:

Immediately call the main or alternative contact number.
If in any doubt, report it.

IT emergency contact numbers

Main contact number

Alternative contact number



2. Describe the incident:

What happened? When did it happen?



3. Explain which systems are affected by the incident:

Which IT systems are affected?



4. Location:

where are the affected systems located
(buildings, rooms, work stations)?

Instructions

Stop working
on the IT system

Document
the incident

Only take actions
after receiving
instructions



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Confederation

Federal Department of Defence,
Civil Protection and Sport DDPS
National Cyber Security Centre NCSC

Further information and resources
can be found on the website:

www.ncsc.admin.ch/emergency-plan



The design is based on the IT emergency card «Conduct in IT emergencies» from the Federal Office for Information Security Germany (BSI).