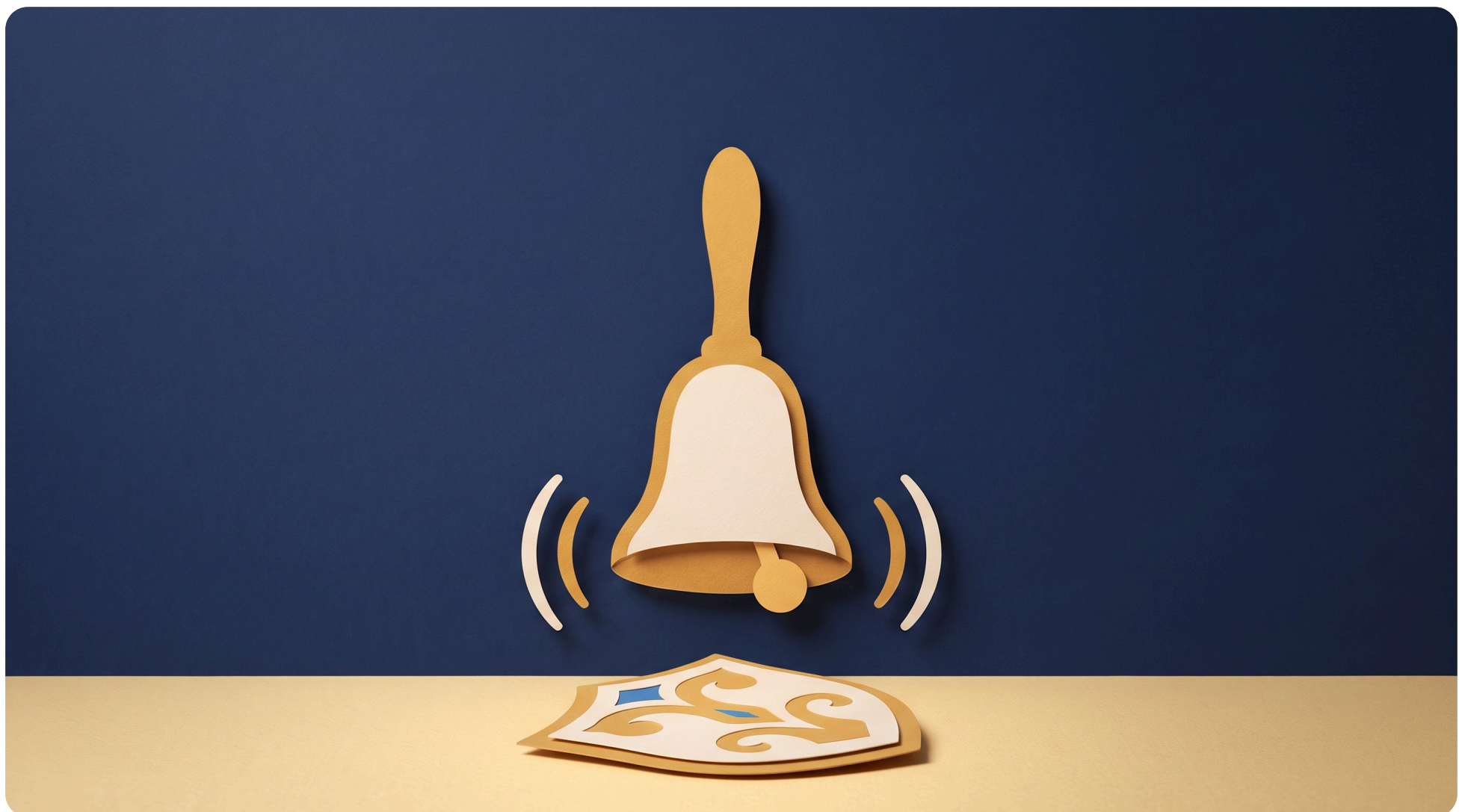


You clicked it. Now what?

Almost everyone does, eventually. What decides how bad it gets is the next ten minutes, and none of them involve panicking or keeping quiet.



- 1 Say something now**
Tell whoever runs your IT. Speed matters far more than certainty.
- 2 Do not delete the email**
They will need to see it to find out who else received it.
- 3 If you typed a password, change it**
Change it wherever else you used it too. Then tell them you have.
- 4 Stay at your desk for a moment**
Somebody may need to look at your screen before anything is closed.

Nobody is in trouble for reporting.

The schools that come through an incident well are the ones where somebody spoke up in the first hour. That is the whole of it. If you are reading this and worrying about something from last week, tell them today — late is still enormously better than never.