

Five minutes before you go

Attacks on schools cluster around holidays, because nobody is watching and nobody answers the phone. Five minutes now is worth a fortnight later.



- 1 Check somebody is contactable**
Whoever runs your IT should know who to ring, and that person should know it.
- 2 Leave the laptop updated**
Let it finish its updates before it goes in a drawer for two weeks.
- 3 Know where the plan is**
Printed, not only on the system that might be the thing that is down.
- 4 Log out of what you will not use**
Especially anything on a personal device or a shared machine.

The plan lives on paper for a reason.

If the incident takes out your email and your files, a response plan stored in your email and your files is not a plan. Print it, put a copy somewhere physical, and make sure one person outside the building knows where it is.