



This Rules/Policy document is provided to you and your organization as a starting point or maturity checkpoint for existing rules/policies. It is brought to you on behalf of Jim McConnell, Principal Owner, and Ask McConnell, LLC – A Converged Security Services Provider. The content is not meant to cover every circumstance, industry, law, regulation, contractual requirement, threat, environment, or risk, but it provides an easy, defensible, highly accountable starting point for any organization. Please consult with your legal counsel and insurance provider about added requirements. If you know of peers that you think would find value in these resources, please have them contact us. These will be updated on our website regularly. We are not legally protecting these documents; we just ask for credit, shout-outs, and referrals if you find them helpful. If you have recommended updates, we are all ears. And if you need Converged Security Consulting and Training, please reach out, we would be honored to serve you and your organization.

Jim McConnell

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Ask McConnell, LLC

<https://askmcconnell.com>

## Reporting Security Incidents, Vulnerabilities, Threats

Updated: 21 March 2025

Protecting human lives is the highest requirement of our entire organization, whether they are employees, customers, volunteers, visitors, or part of our supply chain while under some nexus to our organization. Many times things we do online will impact people lives, physically, financially, emotionally. So whether it is a physical security issue, cyber security issue or any other security issues, reporting incidents, issues, vulnerabilities, threats is critical and must be timely.

- I will report *non-criminal/non- life-threatening but urgent* security incidents, concerns, vulnerabilities, and threats to my supervisor or the organization's Ethics Hotline.
- I will report *non-urgent* security incidents, concerns, vulnerabilities, and threats to proper operational owner and my supervisor during current
- I will report *crimes/life-threatening* to law enforcement (911 or country equivalent) and to either my supervisor or the organization's Ethics Hotline immediately or when it is safe to do so.
- I will report safety issues that may cause security issues to my supervisor and the organization's safety officer, immediately upon discovery.
- I will confirm all reports were received at first available morning time, if initial reports were during the evening / early morning hours.
- I will report into my assigned travel warden contact when I am travelling on business at the pre-arranged times/checkpoints. If I cannot contact my warden at the pre-arranged times/checkpoints, due to non-security / non-safety reasons, I will attempt to relay a message through a trusted messenger.

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Signature Note: I am a huge fan of wet signatures on these types of documents for accountability and investigation reasons. So you can add the parts below to each rule/policy document or have a collective wet signature and references in the Security Agreement document, located on the same webpage you got this rule / policy from. Organizational preference.

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\_\_\_\_\_  
Print Full Legal Name

\_\_\_\_\_  
(Blue Ink) full Legal Name Signature  
Style of signature must closely match Driver's License

\_\_\_\_\_  
Date

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