POST-PRESENTATION HANDOUT

Cybersecurity Readiness Checklist

Work through these items with your team. Check off what is already in place, and assign an owner and a date to anything left blank.

1 KNOW THE RISK

- [ ] Review what examples of cyber incidents are – make sure you can quickly identify one.
- [ ] Verify that cyber insurance is up-to-date and accurate to security capabilities.
- [ ] Ensure cybersecurity audits are being conducted and that measures taken are well documented.

2 YOUR PEOPLE

- [ ] Train staff with practice phishing emails.
- [ ] Add a “Report Phishing” button and put the “no-blame” rule in writing.
- [ ] Put resident scam classes on the calendar and follow the “no-blame” rule with it.

3 AI & INFORMATION SHARING

- [ ] Write a one-page AI policy naming approved tools, off-limits info, and requiring a BAA if needed.
- [ ] Teach staff that “share links” are equivalent to public web pages.
- [ ] Review publicly shared link history settings on approved tools.
- [ ] Put every place that a resident stores info on a public computer onto paper.

4 ACCOUNTS, DEVICES & NETWORKS

- [ ] Ensure all accounts that are not currently used are shut off.
- [ ] Ensure all devices are set for automatic or scheduled updates.
- [ ] Separate the staff, resident, guest, and building system networks.
- [ ] Document a plan to keep everything running even when systems are offline.

5 OVERSIGHT & WHAT COMES NEXT

- [ ] Ensure with the appropriate people that the settings used to secure your software and devices undergo in-depth security reviews.
- [ ] Respectfully voice concerns over security measures that are causing operational inefficiencies.
- [ ] Ensure that visible and invisible IT needs are being met by a dedicated person or department.
- [ ] Uncover invisible IT needs that are being overlooked by getting a third-party audit.
- [ ] Ensure that someone in your organization is staying vigilant in researching and preparing all systems for possible emerging threats such as AI or quantum computers.

NOTES & NEXT STEPS

Owner: _____

Review date: _____