The Department Incident Response and Reporting Procedure occurs on three levels:

- Department-level
- Initial University-level
- Higher University-level

Department-level: The Department of Radiation Oncology EMPLOYEES should report the listed issues to the following Department-level personnel or agencies using the following mechanisms:

Issue	Report to	Mechanism
Virus, Worm, Malicious Code	Helpdesk (OCF)	web/phone (below)
Security threats, vulnerabilities	Helpdesk (OCF) Security Liaison Privacy Liason	web/phone (below) email/phone (below) email/phone (below)
Suspected HIPAA Security Violations	Security Liaison Privacy Liaison	email/phone (below) email/phone (below)
Natural Disaster	Fire and Safety Coordinator for floor or building (see Department Emergency Handbook)	
System Failure	Helpdesk (OCF)	web/phone (below)

Initial University-level: When appropriate, OCF will contact MLCNS and/or NTS for network incidents and report HIPAA related incidents to RO Security and/or Privacy liaisons, as appropriate. Additional natural disaster reporting and management is prescribed in the ROC Department Emergency Handbook. When appropriate, RO Privacy and Security liaisons will report incidents to the University HIPAA Privacy Office and/or the University HIPAA Privacy Office.

Higher University-level: When appropriate, the University HIPAA Privacy Office, the University HIPAA Privacy Office and NTS will report to and coordinate management of incidents with the University OGC.

Note 1: The RO Security Liaison is listed on NTS's WUSA distribution list as well as the University HIPAA Security Office distribution list

Note 2: Phone/contact list for current liaisons and agencies in the report chain:

Helpdesk (OCF)   http://rocweb/oissupport OR Voice(V): 362-9740
RO Privacy Liason: Gail Countie   V362-8566   gcountie@radonc.wustl.edu
RO Security Liaison: Samsi Samoeri   V362-9746   samsi@radonc.wustl.edu
WU Privacy Officer: Joan Podleski   V747-4975   HIPAA@msnotes.wustl.edu
WU Security Officer: Tim Brooks   V362-4223   Brookst@msnotes.wustl.edu

Note 3: Awareness: RO HIPAA Security Incident Response and Reporting procedures will be listed on the RO secure web page. RO Employees will be directed to review these procedures annually by email by the RO Security Liaison

Note 4:   **Incident Response and Reporting Flowchart**