

**Being Prepared With
Life Contingency and Emergency
Planning and Preparation**

Section VI

Sample Emergency Plan for Business and Legal

Sample Emergency Plan (*Ten Pages*) Page 1

SAMPLE EMERGENCY PLAN

Author(s): _____

Date Originally Written: _____

Latest Update: _____

I. Plan to Stay in Business

Current location:

Business Name
Address
City, State, ZIP
Telephone Number

If this location is not accessible we will attempt to operate from the location below:

Business Name
Address
City, State, ZIP
Telephone Number

The following person is our primary crisis manager and will serve as the company spokesperson in an emergency:

Primary Emergency Contact
Telephone Number
Alternative Number
E-mail

If the person is unable to manage the crisis, the person below at our location will succeed in management:

Secondary Emergency Contact
Telephone Number
Alternative Number
Email

If no one at our location can manage the crisis, the person below at a different location or organization will succeed in management:

Secondary Emergency Contact
Organization
Address
City, State, ZIP
Telephone Number
Alternative Number
Email

II. Emergency Contact Information

Dial 9-1-1 in an Emergency

Non-Emergency Police/Fire

Insurance Provider/Telephone Number

III. Potential Disasters

The following natural and man-made disasters could impact our business:

- _____
- _____
- _____
- _____

IV. Emergency Planning Team

The following people will participate in emergency planning and crisis management:

- _____
- _____
- _____
- _____

V. Coordinating with Others

The following people from neighboring businesses/organizations and our building management will participate on our emergency planning team:

- _____
- _____
- _____
- _____

VI. Insurance

- We have spoken with our insurance agent about precautions to take for disasters that may directly impact our business.
- We have added special riders to protect valuable property and equipment if necessary.
- We have discussed business continuity insurance with our agent.
- We have discussed flood and/or earthquake insurance with our agent.

VII. Our Critical Operations

The following is a prioritized list of our critical operations, staff and procedures we need to recover from a disaster:

Operation: _____
Staff in Charge: _____
Action Plan:

Operation: _____
Staff in Charge: _____
Action Plan:

Operation: _____
Staff in Charge: _____
Action Plan:

VIII. Suppliers and Contractors

Company #1

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Contact Name: _____ Account Number: _____

Materials/Services Provided: _____

If Company #1 experiences a disaster, we will obtain supplies/materials from the following:

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Contact Name: _____

If this company experiences a disaster, we will obtain supplies/materials from the following:

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Contact Name: _____

Company #2

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Contact Name: _____ Account Number: _____

Materials/Services Provided: _____

If Company #2 experiences a disaster, we will obtain supplies/materials from the following:

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Contact Name: _____

If this company experiences a disaster, we will obtain supplies/materials from the following:

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Contact Name: _____

IX. Fire Safety

-We have installed smoke alarms, detectors and fire extinguishers in appropriate locations and we will have our office inspected for fire safety ___ times a year.

X. Utilities

-We have purchased a portable generator and/or back-up lights in the event of a utilities disruption.

XI. Reducing Potential Damage

-We have prevented or reduced potential damages in our facility by taking precautions, such as:

- bolting tall bookcases or display cases to wall studs.
- protecting breakable objects by securing them to a stand or shelf using hook-and-loop fasteners.
- moving to lower shelves large objects that could fall and break or injure someone.

- installing latches to keep drawers and cabinets from flying open and dumping their contents.
- using closed screw eyes and wire to securely attach framed pictures and mirrors to walls.
- using plumber's tape or strap iron to wrap around a hot water heater to secure it to wall studs.
- elevating electrical machinery off the floor for protection in the event of flooding.
- We have also considered having or have had a professional install:
 - flexible connectors to appliances and equipment fueled by natural gas.
 - shutters that can be closed to protect windows from damage caused by debris blown by a hurricane, tornado or severe storm.
 - automatic fire sprinklers.

XI. Evacuation/Shelter Plan

- We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock.
- We have located, copied, and posted building and site maps.
- Exits are clearly marked.
- We have talked to co-workers about which emergency supplies, if any, the company has on hand or will provide in the shelter location (if applicable) and which supplies individuals might consider keeping in a portable kit personalized for individual needs (i.e. medications).
- We will practice evacuation procedures ___ times a year.

If we must leave the workplace quickly:

We have the following supplies on hand:

- Battery-powered commercial radio
- NOAA weather radio with an alert function
- Portable radios to coordinate the disaster team
- Extra batteries
- Flashlights
- Water-3 gallons per person
- Non-perishable Food/ Can openers if necessary
- First Aid Kit
- Petty cash (ATMs may not be operative)
- Wet weather clothing such as boots, hats, gloves, etc.
- Toiletries
- Blankets or sleeping bags
- Whistle to signal for help
- Dust or filter masks
- Moist towelettes or hand sanitizer for sanitation
- Wrench or pliers to turn off utilities
- Plastic sheeting and duct tape to "seal the room"

- Interlocking plastic crates to pack materials in
- Fans and dehumidifiers
- Pumps to remove water
- Wet and dry vacuum cleaners
- Waterproof and grounded heavy-duty extension cords
- Sponges, brushes, and hoses to clean materials
- Wheeled carts to move materials
- Freezer paper and/or wax paper to keep items from adhering to each other in a freezer.
- Heavy-duty Garbage bags and plastic ties for personal sanitation
- Toilet paper for personal sanitation
- Work gloves
- Household liquid bleach
- Map of area

**These supplies are stored onsite _____
and offsite _____.**

1. Warning System:

We will test the warning system and record results __ times a year.

2. Offsite Assembly Site Location: _____

3. Onsite Storm Shelter Location: _____

4. Onsite "Seal the Room" Shelter Location: _____
(Local authorities will inform us when/how to "seal the room" if necessary)

5. Shelter Manager: _____

Alternate Shelter Manager: _____

a. Responsibilities Include:

6. Shut Down Manager: _____

Alternate Shut Down Manager: _____

a. Responsibilities (Lock Doors, Shut Off Power, etc.) Include:

_____ is responsible for issuing all clear.

XII. Employee Skills

The following employees have skills (medical, engineering, communications, foreign language) that might be needed in an emergency:

Name: _____
Skill(s): _____

Name: _____
Skill(s): _____

XIII. Communications

We will communicate our emergency plans with co-workers in the following way:

In the event of a disaster we will communicate with employees in the following way:

In the event of a disaster employees will be able to communicate with the office in the following way (i.e. out-of-town phone number):

In the event of a disaster we will communicate with clients in the following way:

In the event of a disaster clients will be able to communicate with the office in the following way (i.e. out-of-town phone number):

XIV. Co-Workers with Disabilities

Name: _____ Disability: _____

Physical/Communication Limitations: _____

Equipment Instructions/Medication Procedures: _____

Person in Office Who Will Assist Him/Her: _____
Name: _____ Disability: _____
Physical/Communication Limitations: _____
Equipment Instructions/Medication Procedures: _____

Person in Office Who Will Assist Him/Her: _____

XV. Cyber-Security

To protect our computer hardware, we will (use surge protectors, i.e.):

To protect our computer software, we will:

If our computers are destroyed, we will use back-up computers at the following location:

XVI. Records Back-Up

_____ is responsible for backing up our critical records including payroll and accounting systems.

Back-up records including a copy of this plan, employee contact information, building management contact information (work and home), vendor contact information, office lease, client contact information, master docket/calendar for the firm, site maps, insurance policies, bank account records, client file index, clerk of court and key court personnel contact information, and computer back-ups are stored onsite _____ in a waterproof, fireproof portable container.

Another set of back-up records is stored at the following off-site location:

If our accounting and payroll records are destroyed, we will provide for continuity in the following ways:

If our client records or other case information is destroyed, we will provide for continuity in the following ways:

XVII. Employee Support

-We have instructed employees to visit www.fema.gov or www.ready.gov to learn more about what they can do to protect themselves and their families in case of an emergency.

-If necessary, we have provided in our bylaws (as approved by our board) that we can provide our employees and their families with the following in case of an emergency:

- Cash advances
- Salary continuation
- Flexible work hours
- Reduced work hours
- Crisis counseling
- Care packages
- Day care

-If necessary, we have provided in our bylaws that we can increase staff/volunteer capacity and/or services in the event of an emergency following manner:

XVIII. Loans

If necessary, we will obtain loan(s) from the following organizations:

XIX. Legal Continuity For the Legal Community

-Post-disaster, we will contact our clients as stated above to assure them about the situation, inform them of how to contact the firm, and advise them of any relocation.

-Post-disaster, we will contact the courts and agencies where there are matters pending to arrange continuances and extensions and obtain copies of destroyed documents.

-Post-disaster, we will contact other counsel to arrange continuances and extensions and obtain copies of destroyed documents.

-Post-disaster, we will notify the State Bar of any relocation or other issues.

-Other: _____

XIX. Employee Emergency Contact Information

The following is a list of our co-workers and their individual emergency contact information:

Name: _____
Emergency Contact: _____ Relation: _____
Address: _____ City, State, ZIP: _____
Phone Number: _____ Alternate Phone: _____

Name: _____
Emergency Contact: _____ Relation: _____
Address: _____ City, State, ZIP: _____
Phone Number: _____ Alternate Phone: _____

Name: _____
Emergency Contact: _____ Relation: _____
Address: _____ City, State, ZIP: _____
Phone Number: _____ Alternate Phone: _____

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Emergency Contact: _____ Relation: _____
Address: _____ City, State, ZIP: _____
Phone Number: _____ Alternate Phone: _____

XX. Annual Review

We will review and update this business continuity and disaster plan in _____.

NOTES: _____
