

Disaster Preparation Checklist	Y	N
<u>Disaster Response Plan</u>		
1. Have you prepared a disaster response plan which includes:		
i. preparation and prevention measures for a fire, flood, earthquake or other disasters;		
ii. response procedures: the appropriate immediate reaction to an incident or emergency that addresses safety, policies, procedures, and immediate actions;		
iii. resumption procedures: how to resume practice operations following a disaster including a timeline; and		
iv. recovery measures: determining when the practice will be able to restore all firm operations and services to pre-disaster levels?		
<u>Emergency Response Team</u>		
2. Have you created an Emergency Response Team (ERT) with persons responsible for:		
i. taking the lead after a disaster strikes by assessing and evaluating the emergency to determine immediate first steps, designating responsibilities, budgeting available funds, and obtaining necessary supplies and services;		
ii. coordinating with outside emergency personnel;		
iii. determining when it is safe to resume normal operations;		
iv. performing first aid to help injured employees while waiting for emergency assistance;		
v. recording and keeping an inventory of conditions of building, equipment, documents, and employees before and after the disaster for safety and insurance purposes;		
vi. evacuating people in the event of an emergency and securing the building (consider having a different person responsible for each entrance and floor); and		
vii. assigning alternates for each ERT position in case of absence or incapacity?		

<u>Emergency Evacuation Procedures</u>		
3. Are all staff aware of emergency evacuation procedures, and has the firm:		
i. identified all escape routes and ensured employees know their closest option;		
ii. identified employees who require extra assistance in an evacuation and assigned a helper (see PreparedBC's Resources for People with Disabilities for guidance);		
iii. created a check-in procedure at a gathering place away from the building to account for everyone; and		
iv. prepared staff with regular emergency evacuation drills?		
<u>Insurance and Inventory</u>		
4. Does your firm have adequate and proper insurance coverage for a disaster? (See Cover Pages under Support and Resources for Lawyers for the insurance available on the commercial market).		
5. Does your firm have a detailed list of inventory for insurance purposes?		
i. Make a record and photograph of office items. Check drawers, filing cabinets, storage areas, and closets to ensure a complete record.		
ii. Make a list to include the items' description, make, model, serial number, purchase price and date, and supplier. Store a copy of the list offsite. Update the list annually or whenever there is a purchase of any item of significant value.		
<u>Occupational Health and Safety and Risk Management</u>		
6. Is your firm compliant with all relevant statutes, regulations and standards of regulatory authorities regarding occupational health and safety? E.g. employees trained in first aid (See WorkSafeBC website, Occupational Health and Safety Regulation , Policies and Guidelines).		
7. Has your firm conducted a risk assessment to ensure that the office has:		
i. proper lighting and emergency lighting;		
ii. a working fire alarm and smoke detector;		
iii. fully charged fire extinguishers;		
iv. a carbon monoxide detector;		

v. an operating sprinkler system;		
vi. fireproof or fire-resistant safes for important paper copy documents and valuables;		
vii. cable locks for computers;		
viii. shelves secured and bolted to the wall in case of earthquake; and		
ix. an emergency supply kit. (See PreparedBC’s Guide for Small Businesses for ideas on what to include in this kit)?		
8. Is your firm practicing general computer security and physical office security to help prevent destruction or loss?		
i. Do you follow the Law Society Rules 3-67 to 3-71, 3-73, 3-75, 3-107, 10-3 and 10-4, and use best practices for electronic and paper records retention? (See Practice Advisors Frequently Asked Questions “Where can I find information on dealing with client files and records retention?” and Cybercrime Risk Management for more).		
ii. Are client files kept safe, and irreplaceable records stored in fireproof and waterproof cabinets or offsite where appropriate?		
iii. Have you recorded the contact information of service personnel with expertise in your specific computer equipment and programs?		
iv. Do you use uninterruptible power supplies and surge protectors?		
v. Are servers and computer equipment kept physically secure?		
vi. Is adequate security implemented for servers and networks?		
vii. Is there a properly configured firewall between the firm’s system and any external network points?		
viii. Does your firm use up-to-date antivirus and malware endpoint protection on computers, laptops and handheld devices?		
ix. Is data backed up regularly? (Your IT professional can give advice about methods and frequency).		
x. Are security audits conducted taking into account advice from appropriate professionals?		

<u>General Disaster Preparedness Items</u>		
9. Have you considered designating a temporary office space to work out of in the event of a disaster?		
i. Is this space away from the immediate area of the office to ensure both sites are not impacted by the same disaster?		
ii. Does this space have the ability to restore backup data?		
iii. Does this space have a working telephone, photocopier, printer, and computer?		
iv. Does this space provide reasonable measures to ensure client confidentiality? (If you are considering sharing space, see the practice resource Lawyers Sharing Space under Support and Resources.)		
10. Are you prepared to meet the immediate financial needs of the firm during a disaster by:		
i. backing up all financial and billing programs (accounts payable, accounts receivable, dockets, client WIP, disbursements and payroll);		
ii. storing blank cheques in a secure off-site location (such as a safety deposit box); and		
iii. having a line of credit to ensure cash flow until billing and collection procedures are back in place?		
11. Do you have a disaster communication plan in place that includes:		
i. critical contact information of employees (phone numbers, emergency contact phone numbers);		
ii. emergency contacts (contacts that could provide assistance or information in an emergency, access to crisis counselors etc.);		
iii. important firm contacts (active client contact information, insurance company, broker, IT professional, landlord, bank, accountant, courts, counseling services, etc.);		
iv. information about key messaging to clients and third parties (e.g. opposing counsel, suppliers, media) for voicemail and email; and		
v. an alternative communication channel in case of disruption to normal channels?		

12. Have you considered an arrangement for a substitute lawyer in case of incapacity? (Visit the LSBC's page on locums and succession planning & practice coverage).		
13. Are you aware you can contact a Law Society Practice Advisor for advice about your professional responsibilities (604.443.5797 or practiceadvice@lsbc.org)?		