



LAW FIRM DISASTER RECOVERY PLAN

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

PREPARED BY		TITLE		DATE	
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1. DISASTER RESPONSE STEPS

A. DEALING WITH THE CRISIS AT HAND

B. TENDING TO THE NEEDS OF THOSE WHO ARE INJURED

C. PROTECTING OTHERS AGAINST THREATS OF DANGER

D. SECURING VITAL RESOURCES

E. COMMUNICATING WITH CLIENTS AND OTHERS

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F. ASSESSING THE DAMAGES OF THE DISASTER

Empty rectangular box for notes under section F.

G. REPLACING ANY RESOURCES THAT HAVE BEEN LOST

Empty rectangular box for notes under section G.

H. MAINTAINING NORMAL BUSINESS FUNCTION

Empty rectangular box for notes under section H.

2. POST-CRISIS OPTIONS

3. PERSONNEL LOSSES

This details any personnel losses that resulted from the disaster.

4. AFTERMATH COUNSELING

This includes any necessary counseling resources that will be brought in to aid in the recovery from disaster.

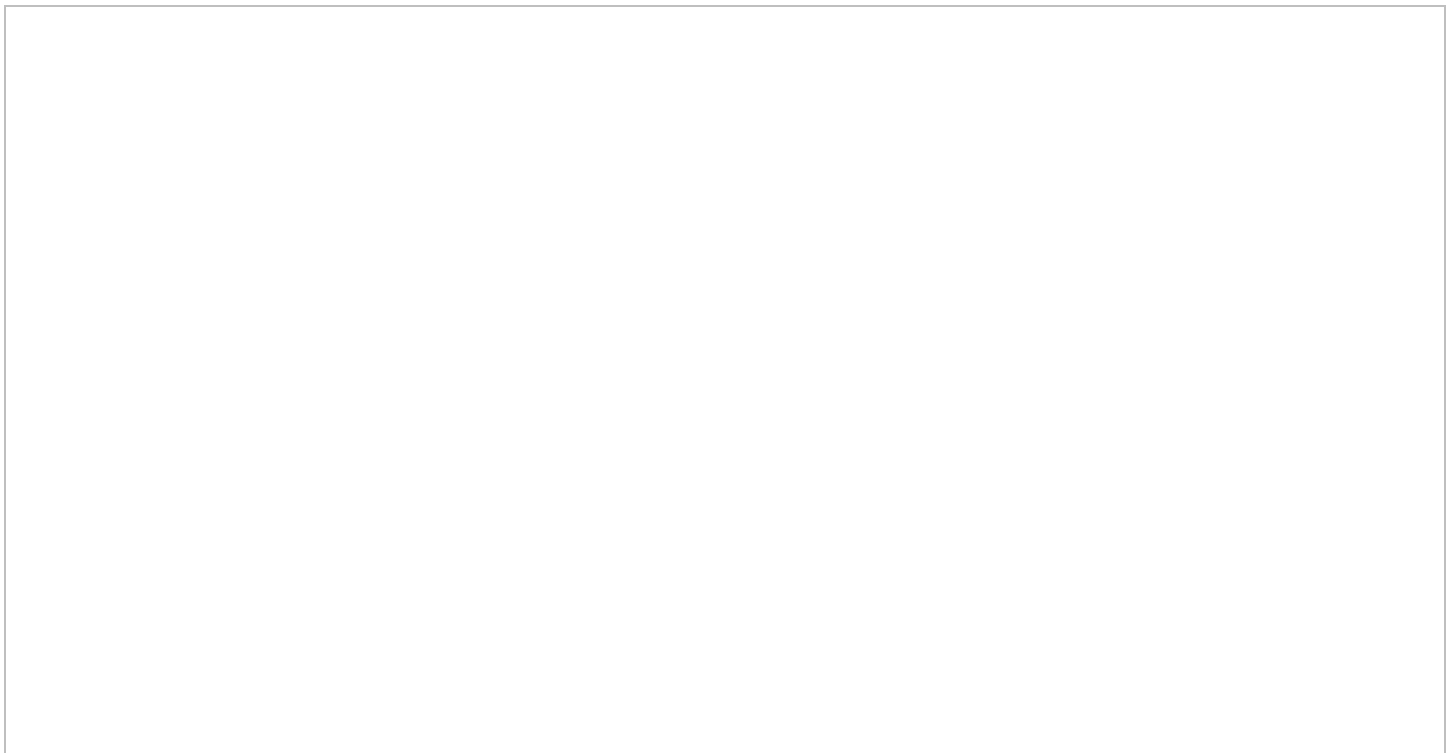
5. TRAINING FOR NEW/TEMPORARY WORKERS

This outlines any additional resources that will be leveraged in the event of disruption that causes personnel loss at any department or area of the business.



6. OFFICE SPACE INFORMATION

This details how a firm's recovery team should assess any damage from a disaster in an organized, efficient way. This includes forms and procedures involved in damage assessment and recovery responses.



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