



TERRALEX®

The Worldwide Network of Independent Law Firms

PROTECTING YOUR BUSINESS: Blueprint for Your Firm's Emergency Preparedness Plan – Bird Flu and Natural Disaster Planning

March 31, 2007

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Special thanks to Sandy Lin, Northeastern University School of Law Intern.



The only thing harder than preparing an emergency plan is trying to explain later why one didn't have a plan in place.

In Asia, we face earthquakes, tsunamis, typhoons, monsoons, cyclones, floods, mudslides, missile tests, threats of invasion, military coup, and many natural as well as man-made challenges to maintaining a normal business.



**WHY IS THIS RELEVANT
TO YOUR FIRM?**

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U.S.A
Terrorism
(2001)

WHY IS THIS RELEVANT TO YOUR FIRM?



TAIWAN
HONG KONG
SINGAPORE
CHINA
SARS (2003)

WHY IS THIS RELEVANT TO YOUR FIRM?



INDONESIA, SRI LANKA, THAILAND, INDIA
Tsunami (2004)

WHY IS THIS RELEVANT TO YOUR FIRM?



INDIA

Monsoon (2005)

WHY IS THIS RELEVANT TO YOUR FIRM?



THAILAND

Coup
(2006)

WHY IS THIS RELEVANT TO YOUR FIRM?



PHILIPPINES

Volcano

WHY IS THIS RELEVANT TO YOUR FIRM?



CHINA, JAPAN, TAIWAN, INDONESIA

Earthquake

WHY IS THIS RELEVANT TO YOUR FIRM?



GLOBAL

Bird Flu

WHAT SHOULD YOU DO TO PROTECT YOUR FIRM?



KEY CONSIDERATIONS FOR YOUR FIRM

- ✚ **How do you maintain and sustain normal operations (if your office is destroyed or if you have to operate remotely)?**
- ✚ **How do you continue to support your clients in an uninterrupted manner under those conditions?**
- ✚ **How do you ensure employees remain safe and business continues?**

ACTION ITEMS

-  **Survivability & Safety**
-  **Information Technology**
-  **Communication – Internal and External**
-  **Financial/Accounting**

SURVIVABILITY & SAFETY

MEDICAL

- **Emergency Contact Form**
- **Employee Family Disaster Plans**
- **Emergency Shelter, Alternative Forms of Transportation, Childcare**
- **CPR Training**

SURVIVABILITY & SAFETY

PREVENTATIVE MEASURES

- **Insurance Policy**
- **Evacuation Plan with Site Map**
- **Procedures for Shutting Down Operations**
- **Procedures to Account for Everyone**

SURVIVABILITY & SAFETY

PREVENTATIVE MEASURES

- **Rescue and Medical Duties for Assigned Employees**
- **Procedures for Reporting Emergencies**
- **Protecting Vital Records**
- **List of All Office Equipment**

SURVIVABILITY & SAFETY

PROCUREMENT OF NECESSITIES

- **Emergency Office Supplies (flashlight, batteries, radio, first aid kit, food, water)**
- **Stocking Supplies Necessary for Business Continuity**
- **Emergency Supplies List for Employees' Homes Including Long Term and Short Term Items**

INFORMATION TECHNOLOGY

- **Remote Web Office to Continue Operations and to Support Clients**
- **Offsite Server Backup**
- **Video Conference Functions**
- **VOIP Systems**

COMMUNICATION

Internal and External

- ✚ **Phone Lists of Employees, Clients, Vendors (and Alternates)**
- ✚ **Direction and Control System for Implementing Plan**
- ✚ **Phone Tree for Communicating with Staff**
- ✚ **Alternative Phone Options (land line, cell phone, Skype)**
- ✚ **What to do about phone calls and mail delivery to office**

FINANCIAL/ACCOUNTING

- ✚ **Access to Bank Accounts**
- ✚ **Access to Cash**
- ✚ **Automated Payroll**
- ✚ **Payables/Receivables**
- ✚ **Remote Client Billing and Collections**

IN AN EMERGENCY, EVERYONE SHOULD KNOW:

- ✚ **What is my role?**
- ✚ **Where should I go?**

CONCLUSION

Assign a Team When You Return Home to Implement a Plan.

It is a Best Business Practice for Every TerraLex Firm.

