# LAW FIRM DISASTER RECOVERY PLAN

## VERSION HISTORY

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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

F. Assessing the Damages of the Disaster

G. Replacing Any Resources That Have Been Lost

H. Maintaining Normal Business Function
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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