

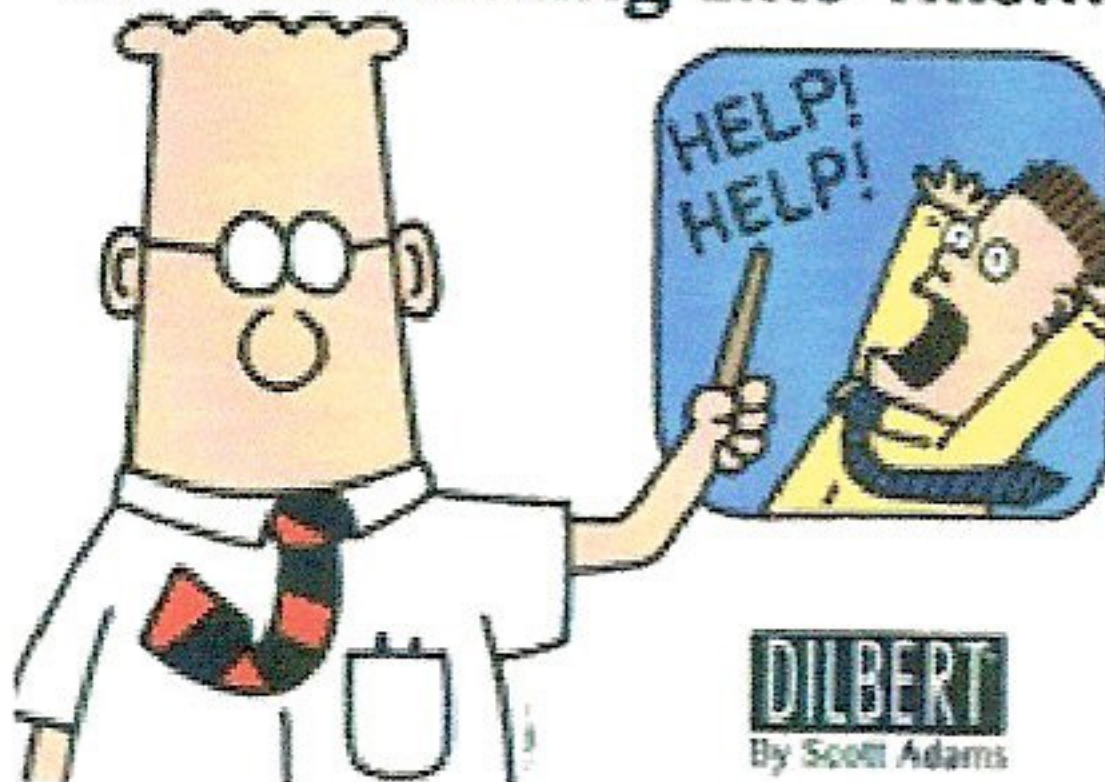
# DISASTER PLANNING 101!

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## Interim Plan

Our Disaster Recovery Plan  
Goes Something Like This...



**Final Plan Under Construction**

# Are you prepared...?

- What if your computers were stolen over the weekend?
- What if you had a heart attack?
- What if your assistant suddenly quit?
- What if your office was destroyed?
- What if there was a fire during office hours?

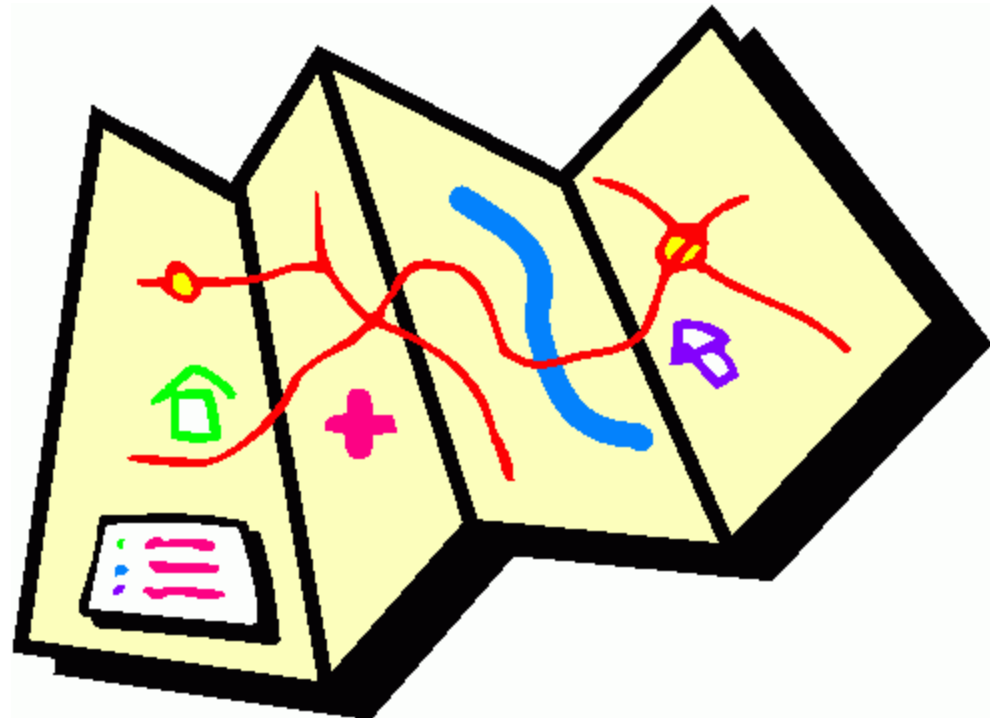
# Business Continuity Plan

- Preparation and prevention = risk management!
- Response: immediate!
- Resumption: get it back up and running!
- Recovery: return to pre-disaster levels



# Disaster Planning 101

- Thorough assessment of exposure
- Detail how to minimize the exposure
- Roadmap dealing with all stages of the disaster



# BE AWARE!

- Power Outage
- Theft
- Fire
- Flood
- Natural Disasters



# Risk Assessment Includes:

- Premises
- Computers: Technical Support and Database Access
- Client and Business files
- Staff
- Dynamic Administration



# Premises

- Office alarm system
- Surge Protection & UPS (uninterrupted Power Supplies)
- Fireproof cabinets or vaults
- Separate dedicated electrical system



# Premises cont'd

- Ensure doors disengage/Proper Lighting
- Fire extinguishers/sprinklers
- Drip Pans
- Inventory with pictures!
- Evacuation plan



# Insurance

- Property insurance
- Contents insurance with riders for office inventory
- Commercial general liability
- Business interruption insurance
- Crimes coverage
- Personal insurance

# All Things Technical....

- Backup, backup, backup!
  - Daily and review your software's backup log
- Did we mention backup?
  - External hard drives
  - Rotate tapes
- And speaking of backup...
  - “hot sights” = full back up



# All Things Technical, cont'd...

- Update virus and malware protection
- At home office: what do you need?
- VPN access
- Knowledge Management
- Redundancies – back it all up!



# Client and Business Files

- List of important firm contacts:
  - Landlord
  - Bank
  - Accountant/payroll
  - post office
  - NSBS and LIANS!
- Active clients, opposing counsel, and the Court!

# Be Proactive!

- Keep files up to date and organized
- Keep your calendar up to date and have 2!
- Properly store files and documents
- Extra precautions with irreplaceable documents
- Store photographs and negatives separately!

# Staff

- Staff contact lists and “telephone tree”
- Emergency communication center and website notification
- Fire Marshalls and Floor Wardens
- Designated meeting spot
- First Aid and CPR training



# Plan Administration

- Senior Management and team buy-in
- Emergency response “team”
  - Decision making authority
  - Name alternatives in case of absences
  - Immediate appointments!





# Plan Administration cont'd

- Put it in writing and educate!
- Two copies: one in the office manual and one off-site
- Post it on your website!



# Questions, Comments & Ideas?



*Further questions? Contact:*

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