

**SAMPLE BUSINESS CONTINUITY PLAN**

*A business continuity plan is a written document that lays out a plan for your firm to function and accomplish critical business processes in the event of an unexpected disaster (such as an earthquake, fire, etc.). Your business continuity plan should specify a process for addressing unexpected events as follows:*

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**Notification Protocol**

*With Illinois Rules of Professional Conduct 1.4 and 1.6 in mind, within the first twelve hours, you need to address the following issues: (1) notifying staff of impacts to work; (2) notifying clients of any potential delays and the means to contact you for urgent issues; (3) notifying opposing counsel and other critical parties regarding changes to your availability and the means to reach you.*

Notes

Staff Contact Information

|  |  |  |
| --- | --- | --- |
| **Name** | **Home/Mobile Number** | **Emergency Contact** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

What are the expectations for communication between members/staff of the firm? Will you check in throughout the day? Provide schedule updates?

Communication Checklist

|  |  |
| --- | --- |
|[ ]  Automatic reply set |[ ]  Call forwarded set |
|[ ]  Voicemail greeting changed and schedule set for regularly checking voicemail |[ ]   |
|[ ]  Email signature updated |[ ]   |
|[ ]  Website updated if applicable |[ ]   |

**Deadlines and Extensions**

*You need be able to identify all existing deadlines and determine immediately (1) which deadlines are occurring within 4 weeks; (2) which of those deadlines require an extension; and (3) the process for obtaining those extensions.*

Notes:

Where is the backup for your calendar/deadlines located and how can it be accessed out of the office?

Where your case information stored (contact information for clients, opposing counsel, etc.)? Do you have a backup?

How will you prioritize requests for extensions and how will you make those requests?

**Insurance Coverage**

Note information regarding your firm insurance policies (malpractice, cybersecurity, etc.) here:

Does your insurance provider offer any incident response guidelines? If so where are those stored?

**Hardware**

List hardware devices here in the event they are destroyed and need to be replaced. Include all devices you use for your work, including scanners, laptops, mobile devices, etc.:

|  |  |  |  |
| --- | --- | --- | --- |
| **Device Description****(e.g. “office computer”)** | **Device Model Name** | **Model Number** | **Serial Number** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Are you able to “remote wipe” these devices? If so, what is the process?

If you lose access to your existing hardware, what are your options for printing, scanning and other document production needs? Will these options preserve client confidentiality?

**Financial Accounts and Software**

Where can you find a backup list of your financial institution and account numbers?

Where do you store financial records such as trust account records?

Do you have a line of credit or other source of cash to cover operating expenses, such as payroll? What is the source and what protocol will determine whether to use it?

What is the pay period for your employees? How will you make payroll in the event that you lose access to your office?

What recurring payments or vendor expenses do you have? How often is payment expected? How will you make payment if you lose access to your office?

**Facilities**

Include information about your building here, including after-hours access, contact information, emergency preparedness information, who has building card keys and/or security pass codes, etc.:

Note information about your utilities (phone, internet, etc.) here, including account details and contact information:

**Business Custodian**

Do you have a custodian designated to administer your business if you are impaired? If so, list information here including the custodian’s name and contact information:

Where is the written agreement for your custodian arrangement stored, and what is the designated process for notifying the custodian in the event of an incident?

**Other**

List any other information you want to memorialize for your business continuity plan: