

Emergency Planning Form

Last Updated: _____

Immediate Attention:

Action	Responsible
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Notifications:

Client	Telephone	Contact	Responsible*
			/
			/
			/
			/
			/
			/
			/
			/
			/
			/
			/
			/
			/
			/
			/
			/

Law firm	Telephone	Contact	Responsible*
			/

Accounting firm	Telephone	Contact	Responsible*
			/

Local telephone	Telephone	Account #	Responsible*
			/

Long distance telephone	Telephone	Account #	Responsible*
			/

Review and update annually. File copies offsite with principals and senior staff. *Assign two individuals—primary and backup.
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Insurance company/agent	Telephone	Policy #	Responsible*
			/
			/
			/
			/
			/

Computer service	Telephone	Contact	Responsible*
			/

Internet service	Telephone	Account #	Responsible*
			/

Electric service	Telephone	Account #	Responsible*
			/

Gas service	Telephone	Account #	Responsible*
			/

Water service	Telephone	Account #	Responsible*
			/

Landlord	Telephone	Contact	Responsible*
			/

Banks	Telephone:	Account #	Responsible*
			/
			/
			/

Other			Responsible*
			/
			/

Backups:

Electronic files	Address	Telephone	Responsible*
			/

Safety deposit boxes	Bank	Telephone	Responsible*
			/

Other			Responsible*
			/

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