

# 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 semi-annually. File copies offsite with principals and senior staff. \*Assign two individuals—primary and backup.

Insurance company	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*
			/

