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DRAFT SMALL OFFICE DISASTER OR COOP PLAN

Purpose of the Plan- The purpose of the continuity plan or COOP Plan for [insert COMPANY NAME HERE] is to ensure first the safety of personnel, and property and to enable business is able to continue in the event of an emergency.

EMERGENCY: A sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from localized events that affect a single office in a building, to human, natural or technological events that damage, or threaten to damage, local operations. An emergency could cause the temporary evacuation of personnel or the permanent displacement of personnel and equipment from the site to a new operating location environment.

Emergencies can include:

- Denial of use of facilities
- Loss of Power
- Loss of Telecommunication
- Suddenly unavailable management

Implementation of the COOP plan assumes that the entity is not a total loss.

Evacuation/Safety Procedures- look to state, county and city resources for these guidelines.

- a. Fire
- b. Tornado
- c. Earthquake
- d. Hazardous Spill

The Plan is divided into three areas:

Phase I- Activation of the COOP Team and Assessment of Damages

Phase II- Resumption of Limited Activity or Relocation

Phase III- Resumption

PHASE I

Each organization should delegate individual(s) that are task with the authority to activate the COOP Plan in the event of an emergency. The COOP Team should possess a list of the organization's essential functions and their recovery time objectives. Essential

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functions are those organizational functions and activities that must be continued under any and all circumstances.

COOP Team should as soon as practicable assess damage to infrastructure and vital information.

Procedures for Maintenance of Records

1. Keep copies of paper documents crucial to the continuation of business off site.
2. Master calendar-
3. Current client list with contact name, addresses and phone numbers
4. Firm business records including partnership agreements, inventory of assets, leases, warranties and maintenance agreements, and numbers of equipment vendors.
5. Client documents like wills, agreements, settlements and corporate documents.

PHASE II

Implementation of the Plan

- Activation and/or Relocation- can your firm operate in alternative space on a temporary basis?
- Decision Process
- Alert and Notification- Have a telephone tree for all employees to assist with the dissemination of information in the event of disaster.
 - a. Activation

Plans for COOP typically call for the resumption of essential functions within 12 hours of a disruption. The COOP plan should state its time goal for resuming each essential function and establish procedures to achieve these objectives.

(1) Decision Process

The executive decision process to implement a COOP plan should support activation with and without warning, during both office and non-office hours, and identify who has the authority to activate the plan.

(2). Alert and Notification

This section should outline objectives necessary to communicate the decision to activate the COOP plan to all personnel. Utilizing call-down lists contained in the COOP plan; notifications should include, but may not be limited to, executive and management staff, COOP recovery and response teams, State and local governmental entities, essential COOP personnel, service or facility providers/vendors and critical customers, as required. Non-essential COOP personnel must be included in this process and advised of their on-going communication requirements.

b. Relocation

This section should identify the immediate objectives that have to be met to result in the transition of operations to the alternate facility. These objectives include, but are not limited to:

- Notification and deployment of essential COOP personnel.
- Accessing and transporting necessary materials and documents as listed above.
- Transportation of staff and required resources.
- Continued maintenance of minimum communication, and direction and control standards.
- Providing staff with deployment instructions and maps.
- Orientation of personnel at the alternate facility.
- Ensuring that all deployment responsibilities are met.

Relocation planning should also address needs of non-essential staff especially in events that occur during normal, office hours where the occupancy is at its highest.

PHASE III

Phase III should identify the necessary objectives for the return to normal operations at the primary or a new facility. It is recommended to have a reconstitution plan in place; however, in

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its absence, clarification of reconstitution planning objectives will guide the initial stages of the process.

- Develop space allocation and facility requirements.
- Secure space.
- Develop a time-phased plan to ensure an orderly return to normal operations.
- Make necessary notifications.
- Transfer information and resources from the alternate facility with minimum disruption to essential business functions.

RESOURCES CONSULTED

Memphis/Shelby County Emergency Management website, www.msccema.org

American Bar Association, "Disaster Recovery for Law Firms excerpts from The Essential Formbook: Comprehensive Management Tools for Lawyers, Volume IV."

American Red Cross "Get Ready Mid-South! Get Prepared!"
www.redcross.org.sema/prepare,

Tennessee Bar Association, "Emergency/Contingency Plan." www.tba.org,

FEMA, "COOP Template" from FEMA Website,
www.fema.gov/government/coop/index.shtml,

Mississippi Bar Association website Disaster Preparedness Materials,
www.msbar.org/disaster.prep.php,

Other Bar Associations Websites Consulted:

www.floridabar.org

www.wibar.org

www.cobar.org

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