



# LAW PRACTICE PREPAREDNESS PLAN

## EMERGENCY CLOSURE

### 7 steps to activate an emergency closure plan

#### #1 Inform All Clients



- Inform everyone that your office is closed from **1 to 14 June 2021** in compliance with the Government's directive. If your firm remains contactable via phone, fax and/or email, include the contact details of the person assigned to this task.
- Display a notice at the office entrance, website and social media.
- Inform your clients on the status of their files, next deadline/milestone and explain how you are managing it during this period.

#### #2 List of Active and Closed Files



- The list must contain file name, client's name and contact details, brief description and status of the file, and important deadlines.
- Keep one list in the office and separately in another location away from your office.

#### #3 Critical Dates



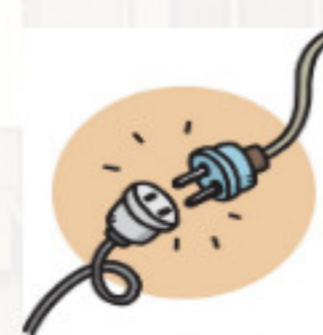
- Review active files to identify critical dates.
- Make a list of files by category according to priority:
  - High category: 1-14 June 2021
  - Medium category: 15-30 June 2021
  - 1 July onwards
- Attend to high-priority files first! Inform clients of postponement of cases, payments due to vendors, submission of document/presentation to land offices, rescheduling of appointments, etc.
- Refer to list of critical dates to identify files with impending deadlines.
- If you are able to access documents from home, check status of deadlines with the relevant organisations, eg Government departments/offices, Insolvency Department, court registrars, land offices, police departments etc, and advise your team and the clients accordingly.

#### #4 Backup Computers



- Back up all desktop and servers in the office. Use external drive, cloud computing or other means of storage.
- Keep external drive in a location away from your office. If two backups are prepared, keep them with two different people at two separate locations.

#### #5 Safety and Security of the Firm



- Secure the office before you leave. This includes all windows, grilles, doors, and any other openings.
- Assign a person who will hold the key and have access to the office, in case of an emergency.
- Leave the contact details of the assigned person with the building security/management office in the event of an emergency during this period.
- Identify possible fire hazard locations and take necessary precautions.
- Unplug electrical appliances/equipment, computers etc before leaving the office.
- Consider work from home ("WFH") policy during this period. Staff should have laptops/computers, access to files and good internet connection.

#### #6 Safety of Vaults, Safekeeping of Important Documents and Cheque Books



- Store a copy of the listed items in your vault in a separate location.
- Ensure the vault is properly secured before leaving the premises.
- Ensure important documents are kept in the vault or in a secured, locked cabinet.
- Identify a partner to be responsible for cheque books, vouchers, etc.
- Do not leave cash in the office.



For more information, go to  
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