



Nothing you can't handle

Disaster Planning

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RELANS 2020



Disasters galore: what is a disaster?

- Anything that seriously interrupts your practice – for you clients and/or you
- Province or area wide vs. firm specific
- Weather
- Accident
- Illness – pandemic or to you or key staff
- Fire
- Burst pipe/flood/moisture/mould
- Power outage



But then there are....

- Civil unrest (eg protest hijacked by ill-doers)
- Firm-specific violence (active shooter, domestic violence, ill client, disgruntled people...)
- Financial disasters: happenstance or criminal
- Reputational disasters
- Other crime (break ins, snatch & run)
- Succession failures (upon disability or death)
- Breaches of privacy
- Computer disasters (your data being lost, stolen or held hostage)
- Bad departures

What to guard against?

- Put on a Murphy's Law lens



Some places to plan

- Partnership and employment agreements
- Trust account access and procedures
- Succession plan
- Office procedures inc. security
- Training: H&S, fire drills, security protocols...
- Remote access
- File security and confidentiality
- Physical security: locks, alarms, bars, layout....



Real Estate Practice Planning Tips

- Electronic, accessible files
- Learn what you can do, and how, remotely with trust account
- Always obtain foundation documents from your searcher electronically, and store them electronically even if you print to read
- Have an accessible tech person
- Written clarity in associations re paper foundation documents and trust balances upon departure



NSBS COVID GUIDANCE

- [FAQs](#)
- [Lawyer's Guide to Reopening the Office](#)

More on NSBS Website

- [Main Landing Page](#)
- Very searchable
- You can switch from Public View to Legal Profession View
- [Trust Account FAQs](#)

Disaster Planning Resources

- [American Bar Association](#)
- PracticePro ([Ontario](#) insurer)
- [Law Society of BC](#)
- [Law Society of Alberta](#)
- [US Chamber of Commerce](#) geared to business preparedness
- [LOMAP](#) (Mass. Law Office Mgt Assistance Prog) geared to small firms



Other resources

LIANS website for insurance information, some article links on disaster planning

CBA espec. if you are a member



You've got this

- It's been an exhausting 6 months but we're all still here
- We all adapt quickly
- We help each other
- Supportive regulator (believe it or not)



NOVA SCOTIA
BARRISTERS' SOCIETY



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