



TIP OF THE MONTH

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Are You Prepared for Responding to a Disaster?

A

Law firms should have a plan in place to protect personnel, records and other property in the event of a disaster. Disaster may strike in many forms such as fire, hurricane, tornado, flood, explosion, mudslide, armed intruder or terrorist attack. The first matter to address is always the safety of your staff, clients and visitors to your office. It should include dealing with intruders into your office and an escape plan during natural disasters. A disaster recovery plan should also address communications with staff such as establishing a telephone tree, finding temporary or permanent office space, preserving files and records and adequate insurance coverage. A specific person or team should be responsible for developing a plan and implementing the plan. Additional information about such plans may be found in this web site.

To learn more about the San Diego County Bar Association XL program, call 800.282.9786 or visit www.aherninsurance.com

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