

Law Practice Preparedness Plan

The Emergency Closure



Prepared by Bar Council Malaysia
Circular No 064/2020 Dated 17 Mar 2020

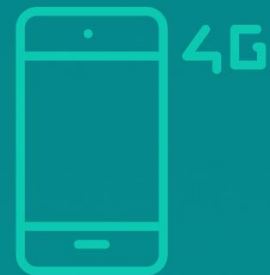
7 steps to active an emergency closure plan



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1. Inform all clients

- Inform everyone that your office is closed from 18 -31 Mar 2020 in compliance with the Government's directive. If your firm remains contactable via phone, fax and/or email, include 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: 18 - 31 Mar 2020
- Medium category: 1 - 15 Apr 2020
- Low category: 16 Apr 2020

Attend to high priority files first!
- inform clients of postponement of cases, payments due to vendors, submission of document/presentation to Land Office, rescheduling 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 relevant organisations eg government departments/offices, insolvency department, court registrars, land offices, police departments etc, and advise your team and the client accordingly.



4. Backup Computers

1



Back up all desktops and servers in the office. Use external drive, cloud computing or other means of storage.

2



Keep external drive in a location away from your office. If two back ups are prepared, keep it with two different people at two separate locations.

5. Safety and Security of the Office



1

Secure the office before you leave. This includes all windows, grills, doors and any other openings.

2

Assign a persons who will hold the key and have access to the office in case of an emergency.

3

Leave contact details of the assigned person with the building security /management office in the event of an emergency during this period.

4

Identify possible fire hazard locations and take necessary precautions.

5

Unplug electrical appliances/ equipment, computers etc before leaving the office.

6

Consider work from home 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 list of 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 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
www.PRAKTIS.com.my**

**or drop an email to
pirm@malaysianbar.org.my**