



Emergency Communication Template for Law Firms

Use this template to streamline your client alerts, staff communication, and emergency updates during disruptions like power outages, weather events, office closures, and more.

Emergency Contact Info (Internal Use Only)

Contact Type	Name	Phone Number	Email Address
Managing Partner			
Office Administrator			
IT Security Lead			
Building Management		911/ Local Non-Emergency Line	
Local Emergency Services	Local Police, EMS	911/ Local Non-Emergency Line	
Client Liaison Officer			
Backup Power Vendor			

Emergency Alert Templates & Checklist

Client Email – Brief Notification

Subject Line: [Law Firm Name] – Temporary Office Closure

Dear [Client Name],

We’re reaching out to inform you that our office is currently closed due to [emergency type]. While our physical location is temporarily inaccessible, our team remains available remotely.

Your matter continues to be a priority. Please reach us at [alternate phone/email] for urgent questions. We’ll keep you updated with any changes to scheduled meetings or filings.

Thank you for your understanding.

Sincerely,

[Attorney Name]
[Law Firm Name]
[Contact Info]

Email Template - Internal Staff

Subject Line: URGENT: Office Closure & Emergency Instructions

Dear Team,
Due to [brief reason, e.g., power outage, server breach, extreme weather], the office is closed until further notice.
All employees should work remotely. If you are unable to access remote systems, contact [IT Lead Name] at [Phone/Email].
Please prioritize confidentiality and data security during this time.
Further updates will be shared via email and text.

Stay safe,

[Managing Partner or Admin Name]
[Law Firm Name]

Emergency Communication Checklist

- ☐ Notify staff team bia group text, phone calls, or chat platform
- ☐ Post internal memo on intranet or team portal
- ☐ Send client notification email
- ☐ Notify key vendors and court contacts
- ☐ Print Signage for front door (if safe to access)
- ☐ Update voicemail with closure message
- ☐ Document actions taken, time sent, and communication methods
- ☐ Prepare a follow-up status email within 24 hours