



# 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 via 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