

Alternate Locations for Agency Operations

The physical structure of the independent insurance agency is not protected by any magical force field, and the real possibility exists that our agencies, the place where we work, may sustain damage and unable to work and serve our clients there. Being able to do our job, and assisting our clients with their claims following a disaster is essential to the recovery process. So, it is necessary that we ask the question:

“What would we do and where would we go if our offices were damaged or destroyed?”

Every agency should identify at least two or three locations where their office can be set up on a temporary basis. Multiple locations must be considered due to the fact that following a disaster, other businesses will also be looking for alternate sites, and your first or even second choice may not be available. Each location should be surveyed beforehand to determine its suitability for the agency’s use. These locations should include:

- An adequate electrical system that could support computers, copiers, fax machines and other electronic equipment common to insurance agency use; or
- A location where portable generators could be set up to power necessary equipment;
- Easily accessible by clients;
- Located in the general vicinity of your current office; and
- Have basic utilities (i.e., restroom facilities, running water, etc.)

Alternate Locations Identified by my Agency:

_____ Owner: _____
Address _____ Phone: _____

_____ Owner: _____
Address _____ Phone: _____

_____ Owner: _____
Address _____ Phone: _____

