



Is your agency ready for Sandy?

PIA offers a few tips to help you prepare

With Hurricane Sandy currently a Category 2 hurricane with 105 mph winds, forecasters are predicting that the storm's track may lead to a direct hit to the Northeast, as early as next week. With this potential threat, the time is now for you to prepare your agency and staff for the possibility of an interruption in business, and assist your clients in their preparation.

Here's a few simple tips to help you get started and resources that will help you:

Tip No. 1

Determine your key management-level staff members who will be responsible for making decisions during a catastrophic event. Call them together for an Operations Management Team meeting to make sure you have appropriate plans in place before the storm hits.

Resources you can use:

- [Sample management pre-planning meeting agenda](#)
- [Employee contact list](#)
- [Emergency supply list](#)
- [Alternate location plan](#)
- [Pre-catastrophe checklist](#)

Tip No. 2

In addition to the internal issues of running your business, there are other entities whose information is critical. Be sure to determine who on your staff will deal with these issues and which key employees on your team (with a back-up) will be responsible for them during pre-catastrophe and post-catastrophe times.

Resources you can use:

- [Carrier binding authority resource](#)
- [Carrier contact information](#)
- [Vendor contact list](#)

Tip No. 3

Assisting your clients during these types of events is one of the most valuable services you as a professional, independent agent can provide. This is your time to shine and ensure client retention and even new business. Take the opportunity to help your clients prepare for the event with safety tips, coverage information, etc.

Resources you can use:

- [QS90592](#)—Get ready for hurricane season
- [QS90356](#)—Your homeowners policy and storm coverage—what's covered?
- [QS90190](#)—Top 10 insurance tips for hurricane season
- [QS90191](#)—Hurricane fact sheet
- [QS90452](#)—Disaster planning and recovery

- [Web content for your website](#)
- [Tweets](#)

These resources, and more, are available in PIA's [Agency Preparedness and Procedures Manual](#). PIA also will keep you apprised of updated Hurricane Sandy information as it happens through its [Storm Info Central Tool Kit](#).

As your association, we are here to help. Remember—***Think PIA first***. If you have any additional questions, simply contact us: phone: (800) 424-4244; fax: (888) 225-6935; email resourcecenter@pia.org or on the web at: www.pia.org. PIA will continue to keep you apprised of these and other issues as they arise. If you have additional staff you would like to receive these types of business-related alerts, be sure to send their names and email addresses to: publications@pia.org.

10/12

Think PIA first
