



LEIVINGSTON GROUP, LLC

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Lake Charles, LA 70602
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MEMORANDUM

TO: All Levingston Employees
FROM: Mark Nixon *mgn*
RE: 2024 Hurricane Season
DATE: May 3, 2024

It's here again. Hurricane Season runs from June 1, 2024 to November 30, 2024. As we have learned from previous storm experiences, being prepared is of utmost importance.

This memo is a reminder of company communication options in the event we are required to evacuate Calcasieu Parish for a named storm.

In the event of any named storm that is projected by the National Hurricane Center to affect our area and results in a mandatory evacuation being declared by civil officials, Company communications will continue via our email system.

For Information about Company status, you may contact:

Human Resources – Personnel Issues

Chuck Reed at chuck.reed@levingston.com or (337) 802-7819 (HR Manager)

Donna Smith at donna.smith@levingston.com or (337) 274-2116 (BD/PR Manager)

Technical / Project Support

Darrel Darbonne at darrel.darbonne@levingston.com or (337) 499-3300 (VP Tech Serv)

Josh Crookshank at josh.crookshank@levingston.com or (337) 425-6670 (MOP)

Or your Levingston Group Manager / Supervisor. They should be able to answer any questions or concerns during this time. Once the office reopens, all other standard forms of communication should be available.

Thanks for all you do. We remain committed to our employees. You are what make Levingston the success that we are, without a doubt. Hopefully, this will be a mild season for Southwest Louisiana.

God Bless,

Mark Nixon