



# LEIVINGSTON GROUP, LLC

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## MEMORANDUM

TO: All Levingston Employees

FROM: Mark Nixon *mgn*

RE: 2021 Hurricane Season

DATE: June 4, 2021

2020 presented a hurricane season to our area that most of us have never experienced before. So, sending out a reminder of Hurricane Season running from June 1, 2021 to November 30, 2021 is kind of like “preaching to the choir”.

As we have learned from previous storm experiences, being prepared is of utmost importance. This memo is a reminder of company communications options in the event we are required to evacuate Calcasieu Parish for a named storm.

Changes have been made this year to company communications as a result of “lessons learned” from our 2020 hurricane experiences. In the event of any named storm that is projected by the National Hurricane Center to affect our area and causes a mandatory evacuation, communications will continue via our email system. Our email system has been updated and is now hosted remotely to allow for un-interrupted services in the event we need to close the Home Office.

You may contact:

Neal Rider at [neal.rider@levingston.com](mailto:neal.rider@levingston.com) or (337) 562-3932 (HR Manager)  
Donna Smith at [donna.smith@levingston.com](mailto:donna.smith@levingston.com) or (337) 274-2116 (PR Manager)  
Chuck Reed at [chuck.reed@levingston.com](mailto:chuck.reed@levingston.com) or (337) 802-7819 (BD Coordinator)

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

Mark Nixon