



JEFFRIES Global Hurricane Delta Preparedness Plan.

October 6th, 2020.

The goal of this memo is provide direction to all employees currently working in the gulf coast direction on action items needing to be accomplished at all active job sites and staging areas prior to Hurricane Delta making landfall.

Current Projected Landfall – Late Friday (10/9) evening or early Saturday (10/10) morning.

Action Items:

- All site services demobilized by the rental vendor. To include but not limited to: portable restrooms, hand washing stations, dumpsters, break tents,
 - Tables and chairs can be stored inside a job trailer or at the permission of the building owner, inside the building.
- All grounds must be free of any debris that could be picked up by the wind and turned into a projectile.
- All large format equipment should be removed from buildings, have all caps and slides secured, and strapped down to trailers. All cable and ducting should be placed inside the machines if possible. If the machine has a storage basket instead of internal storage, the basket should be marked to identify trailer number and placed inside storage containers or job site trailers.
 - All board ups on doors and windows of the building should be removed and the opening secured.
- All small format equipment not in use should be placed inside jobsite trailers. If equipment is still in use, 48 hours prior to landfall, equipment should be powered off, unplugged from the wall, cords and drain hoses rewrapped, and the unit left in place.
- All consumable items to be stored inside jobsite trailers or inside storage containers on pallets.
 - All unused pallets must be disposed of and removed. Absolutely no pallets to be left on the ground outside.
- No work will be performed at any jobsite 24 hours prior to landfall. This day is reserved for last minute preparations and demobilization.

Life Safety:

- No work will be performed at any jobsite 24 hours prior to landfall. This day is reserved for last minute preparations and demobilization.
- All SERVPRO personnel will be required to leave any area where mandatory evacuations are put in place by government officials. Revised lodging arrangements will be made 48 hours prior to landfall as needed.
- Safety is number one priority above all else. Please take any necessary steps to take shelter from hurricane conditions.