

| Date | Content/Subject | Channel | Audience |
|---------|---|---|--|
| | NOTE: All dates on this plan are hypothetical and not actual working dates. | | |
| Mar. 26 | Initial announcement to Kimray Executives on a full or partial company shutdown. | Announcement via conference call or video from the CEO, Executive Vice President, or President | Kimray Executives |
| Mar. 26 | Executive Team meets with People & Culture/Security/IT leaders to discuss the full or partial closure. This includes steps to take for addressing team members' questions. | Microsoft Teams Meeting | Leaders in P&C, Security, and IT |
| Mar. 27 | Executive Team meets with Manufacturing/Supply Chain/Facilities leaders to discuss the closure. Establish steps for partial or full closure and what channels could remain open or be closed. | Microsoft Teams Meeting | Leaders in Manufacturing, Supply Chain, and Facilities |
| Mar. 30 | Inform all Leaders, Shareholders, Family Council, and Board of Directors about the closure/partial closure and its duration. Equip leaders with talking points to address with team members. | Announcement Email (Possible video) from the CEO, Executive Vice President or President In Case of Crisis Email Update follows | All Leaders, Kimray Shareholders, Family Council |
| Mar. 31 | Inform team members about the closure/partial closure and its duration. Announce for team members to contact People & Culture to address their questions. | Announcement Email (Possible video) from the CEO, Executive Vice President or President In Case of Crisis Email Update follows | All Team Members |

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| Mar. 31 | Inform Vendors/Partners/Suppliers about the full or partial closure, how this will be conducted how business will be maintained, including points of contact. | Targeted Email or Teams Meeting from the VP of Sales/ Executive Vice President/VP of Supply Chain | Vendors/Partners/Suppliers |
| Mar. 31 | Inform Customers of changes with full or partial closure, what part of the business will remain open or closed and who the points of contact will be. | Targeted Email to Customers from the VP of Sales and Executive Vice President | Kimray Customers |
| Apr. 1 | Inform public of Kimray's full or partial closure and its duration. | Official letter from the CEO, Executive Vice President, or President through Kimray's Website & Social Media Outlets | General Public |

NOTE: Kimray Security will be on the Oklahoma City campus in the event of an emergency.