

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: Preparations for Christmas Holiday  
**Date:** Wednesday, December 21, 2022 12:35:41 PM

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Hi [REDACTED],

Below is what I sent on Dec. 13. Let me know if you have any questions.

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Tuesday, December 13, 2022 11:19 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Preparations for Christmas Holiday

- [REDACTED]
  - On vacation but in town and available
- [REDACTED]
  - On vacation but in Carolinas and mostly available
- [REDACTED]
  - (She sent you hers)
- [REDACTED]
  - In town and available
- [REDACTED]
  - Unavailable December 19-22
  - Available Dec. 23 – rest of year
- [REDACTED]
  - On vacation but available
- [REDACTED]
  - On vacation but in Carolinas and mostly available
- [REDACTED]
  - In town and available

[REDACTED]

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**From:** [REDACTED]

**Sent:** Monday, December 12, 2022 11:57 AM

**To:** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Cc:** [REDACTED]  
[REDACTED]

**Subject:** Preparations for Christmas Holiday

Hi all,

As the Christmas holiday approaches, we need to identify individuals who will be available if we need to staff a JIS/JIC to support a storm or other emergency event.

Please check your employees' availability over the holiday (Dec. 19 – Jan. 3) and send me a list of those who will be available by **Monday, Dec. 19**.

We will continue to monitor the weather. If there are any significant weather risks over the holiday, we will notify the team. Of course, we hope everyone will be able to enjoy a quiet holiday break.

Please let me know if you have any questions.

Thanks,  
[REDACTED]