



To Our Valued Business Partners  
Re: Hurricane Preparedness

June 12, 2013

The Gulf Coast Region is once again facing hurricane season which officially began on June 1<sup>st</sup> and ends November 30<sup>th</sup>. With our headquarters, a production facility and a distribution center in New Orleans, disaster preparedness is a top priority at Reily Foods.

Reily Foods has a Disaster Preparedness Team which meets regularly to review our policies and procedures that are designed to limit the impact of a natural disaster and to ensure the safety of our employees. The plan is very broad and covers all functional areas of our company, including administrative, computing and telephonic services, production, and distribution facilities.

Most importantly, we have the ability to quickly shift production and distribution needs to our Knoxville, TN facility.

Some of the many steps taken during each hurricane season include the following:

- A regular review of inventory levels and distribution locations. During the hurricane season, inventory is positioned out of harm's way in alternate distribution centers and warehouses to help prevent interruptions.
- Back up production plans at alternate facilities.
- Staging of materials in proximity to alternate production sites.
- Preparation of key administrative and system functions to quickly redeploy to an alternate site if evacuation is necessary.
- Upgraded phone system to a remote server that ensures consistent service for our associates.

Our computer systems are housed at our Knoxville, TN facility to minimize any interruptions to service during hurricane season. Should the need arise, our web site at [www.reilyfoods.com](http://www.reilyfoods.com) will continue to be a resource for information and updates.

We greatly value our partnerships and want you to know that protecting your business is a top priority at Reily Foods.