



LAMPTON-LOVE, INC.

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Date: January 21, 2026

To: All Branch Managers

From: Kelly Meeks
Safety Director

Subject: Branch Office Monthly Safety Meeting – January 2026

Company policy requires that each branch office hold a minimum of one safety meeting each month with the documentation of the material covered and the attendance being recorded on the “Monthly Safety Meeting Minutes and Attendance Record” (see attached form). **Please detach the Monthly Safety Meeting Minutes and Attendance Record, fill it out and e-mail a copy to Lynn Mathis or LLSafety@lamptonlove.com. Please keep the original for your records.**

NOTE: ONLY the Monthly Safety Meeting Minutes and Attendance Records are to be sent in.

To assist you in complying with this requirement, the following subjects are for your Monthly Safety Meeting, for the month of January 2026. You may add topics, but please document the following topics:

1. Security Plan Annual Review

It is recommended that you thoroughly read this material prior to your meeting.

It is strongly recommended that you use the 3-ring binder to store the last 12 months of the Safety Meeting Minutes and Attendance Record Form!!! This material should be referred to or used to train new employees from the website. This manual should be kept in an area of the office that is easily accessible to all employees.

Be Smart...Be Safe and Be Courteous!!!



PROPANE
EXCEPTIONAL ENERGY

JANUARY 2026 SAFETY MEETING

DOT Security Plan

Since the tragic events of 9/11, The Department of Homeland Security and the DOT have a new meaning for everyone. As you are probably already aware, the DOT has developed regulations that require all propane operations to create a Security Plan specific to their location and various identified risks. The requirements of your Security Plan must be very specific and all employees must have a good working knowledge of the Plan along with his or her duties. The purpose of this safety meeting is to remind all employees of their responsibilities and discuss other elements to help safeguard your company from security risks.

Responsibility #1 – Read and become familiar with the specific elements of the Plan at your location. Ask your manager to allow you access to your company's Plan. Read it and be familiar with it. Discuss with your manager any specific duties that you are responsible for. Return the Plan to your manager for safekeeping. The Plan should be kept in a safe, confidential location so unauthorized personnel cannot gain access to it.

Responsibility #2 – Keep the specifics of your Plan to yourself, no person outside your organization should be granted access to it. If you are given the Plan to read, safeguard and protect it. Never leave it unattended or unsecured for any period of time. Plans that fall into the "wrong hands" could expose your facility to an attack. Additionally, don't discuss your Plan with anyone outside your organization.

Responsibility #3 – Keep your eyes open to the possibility of suspicious individuals either planning or executing an attack. Everyone at your facility, not just managers, have an obligation to keep a watchful eye out for suspicious individuals and activities. Office, dock and yard workers each share a measure of responsibility for the security at your location. Obviously, drivers play a big role, especially when they are in the field. When it comes to security, employees don't have the luxury of saying, "that's not my job".

Responsibility #4 – Report all suspicious activities to your supervisor immediately. Don't wait for a "convenient" time to tell your supervisor about suspicious activities. Report those activities immediately to a designated company official. It's a good idea to designate an alternative person in case the primary person is unavailable. Designated officials should be very conservative when it comes to reporting suspicious activities. When in doubt, managers should report those activities to the appropriate law enforcement agency.

Responsibility #5 – Notify management if you think an area of your Plan is deficient or in need of modification. Security Plans are "living" documents that require changes and modification from time to time. It is important that Plans which need modification are changed as soon as possible. For example, adding a new building, a different type of truck or work operation might require additional security measures.

Responsibility #6 – Drivers are reminded to carefully monitor their vehicle during field operations. The most vulnerable time for a truck with respect to security is when it leaves the confines of the local propane office. It is impossible for the driver to control all threats and challenges while out in the field. For these reasons, drivers must always maintain a keen sense

of awareness with respect to outside threats. One way to accomplish this is to always be within visual contact with the truck, even during rest/meal stops.

Responsibility #7 – Periodically inspect your facility for signs of tampering or security breaches. It's a proven fact that terrorists often break-in to their targets beforehand to determine if anyone is monitoring the facility. For instance, a terrorist might cut open a hole in the chain link fence in the back of the property to see if anyone notices. If not, they may become more emboldened to mount an attack.

Responsibility #8 – Keep a wary eye on fellow employees for signs they might be planning an attack. Probably not high on everyone's security plan list, but be aware that security threats sometimes come from within an organization. Disgruntled employees, employees with marital, financial or family problems can be "targeted" by terror groups as a candidate for recruitment by their organization. Sometimes these "troubled" individuals can even act out their own terror plot. If you notice strange, peculiar behavior by a fellow employee let your manager know so help can be provided to that individual.

Responsibility #9 – Help to ensure that unauthorized individuals are kept a safe distance from propane operations. Help to control access to propane transfer and related work operations. In most instances, members of the general public do not belong behind the fenced area of your offices. But if they do enter your facility, they should be escorted and closely monitored.

Responsibility #10 – Be aware of the national security threat level and modify your awareness when the threat level rises. Typically, the National Threat Level is "Yellow" or elevated. Should the threat level rise to "Orange" or "Red" additional awareness and scrutiny by employees should follow. An increase in the threat level means the entire country is at increased risk of terrorist attacks. It is only reasonable to assume that propane operations are also at an increased risk. If your company changes their security plan based on the national threat level, please ensure that you are adaptive to these changes and you follow all company procedures.

**JANUARY 2026
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD**

Company Name: _____

City: _____ **State:** _____

Date: _____ **Time Started:** _____ **Time Finished:** _____

Instructed By: _____ **Number Attending:** _____

Subject Covered and Comments: Safety Meeting:

Security Plan Annual Review

By my signature below, I certify that I attended and participated in this Safety Meeting, and I understand the material presented.

Employee Name (Please print)	Employee Signature	License Expires *	Endorsements*	DOT Physical Expires***
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

**List driver's license expiration date in this column.*

***Check licenses for proper endorsements and re-testing (For example: "HazMat") List endorsements in this column.*

****List DOT physical expiration date in this column.*

By my signature below, I hereby certify that the employees listed above have been trained in accordance with the applicable regulation and curriculum for this monthly safety meeting.

Instructor's Signature: _____

E-Mail or fax this sheet only to: Lampton-Love, Inc. to:

Kelly Meeks/Lynn Mathis -- LLSafety@lamptonlove.com

Date: _____