

**To: All Employees**  
**From: Human Resources**  
**Re: Inclement Weather Watch**  
**Date: January 22, 2026**

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As winter weather approaches, we wanted to touch base and let you know that our leadership teams are keeping a close eye on conditions at each location.

Your safety is our top priority, and we will communicate any delays or closures as soon as possible.

If the production schedule changes, we will share updates through the **AtHoc system** and post a memo on **The Hook**.

Before heading out on your commute, please take a moment to check these resources for the latest information.

If you are not receiving AtHoc messages, please send your name and current cellphone number to Jackie Stanfield at 423-304-8199 and we will fix it!

You can access the Hook at this link: <https://www.millerind.com/hook>

If you have any questions or concerns, we're here to help — feel free to reach out to your supervisor or anyone on the HR team.

Thank you for your continued effort and dedication!



Stay warm!



# INCLEMENT WEATHER COMMUNICATION PROTOCOL

**Where to find information about  
production delays or cancellations  
before you begin your commute!**

In the event of inclement weather, any official changes to the production schedule will be sent out via the **AtHoc** messaging system and posted on **The Hook**.

We will make every effort to provide a two-hour notice if we need to delay production start times.

Please be sure that you are receiving AtHoc messages or that you are checking The Hook regularly to stay informed of any schedule changes that may affect you.



## **Not getting the AtHoc messages?**

Send your name & cellphone number to Jackie Stanfield and she will fix it!

Cell: 423-304-8199

Email: [jstanfie@millerind.com](mailto:jstanfie@millerind.com)

Scan Here to check out  
The Hook

