

## **Protocol for Jeffrey Epstein**

### When Booking Flights:

- Always copy [REDACTED] on any tickets organized
- Set up Passenger who is flying with alerts from the airline re their flight if possible
- Tell passenger it is in their best interest to check the flight status prior to departing for the airport.
- Tell passenger to check in prior to arriving the airport if at all possible

### When a Guest Arrives at JE's House:

- If JE is in Dining Room, take him a piece of paper with the guest name written on it.
- If JE is upstairs, email Jeffrey that the guest has arrived.