**Follow-Up Memo**

**PURPOSE**

Water systems and organizations involved with an advisory or exercise should communicate about results and actions. Sending a simple memo will keep staff and the communication network partners engaged and informed.

**DIRECTIONS**

Use this outline for the follow-up memo. Include details as appropriate. Adapt the memo for each specific advisory, exercise, or other incident.

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**MEMO:** [Subject]

DATE:

**TO:** [All communication network participants and any other organizational representatives who are expected to undertake activities as a result of the drinking water advisory, exercise, or incident.]

**FROM:** [Water System Manager/Emergency Operations Plan Leader]

CONTENTS:

* [Thank you for your participation during the advisory/exercise/incident]
* [Describe general success of the advisory/exercise/incident]
* [Describe follow-up assignments]
  + [Actions/recommendations]
  + [Assigned to]
  + [Expected completion date]
  + [Report progress to whom, when]

ATTACHMENTS:

* [Advisory/Exercise/Incident report]
* [Corrective Action Tracking Form]