**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 event.*

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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 event.]

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

**CONTENTS:**

1. [Thank you for participation during the advisory/exercise/event]
2. [Describe general success of the advisory/exercise/event]
   1. [Describe follow-up assignments] [Actions/recommendations]
   2. [Assigned to]
   3. [Expected completion date]
   4. [Report progress to whom, when]

**ATTACHMENTS:**

1. [Advisory/Exercise/Event report]
2. [Corrective Action Tracking Form]