Checklist: Before an Event

Organizing for Drinking Water Advisories

* Conduct an assessment of assets and resources needed to issue a drinking water advisory.
* Review state regulations and guidance for public notification and the EPA [Revised Public Notification Handbook.](http://www.epa.gov/safewater/publicnotification/pdfs/Revised-Public-Notification-Handbook-CWS.pdf)
* Consult your organization’s strategic communication plan.
* Plan for media activities.
* Integrate communications as part of your emergency response standard operating procedures (SOPs).

Collaborating with Partners

* Identify partners and critical and wholesale customers.
* Record and regularly update contact information.
* Develop a communication network of public agencies and private entities for collaboration during an advisory.
* Meet and discuss protocols and resources for drinking water advisories with agency partners and community organizations.
* Plan and conduct regular communication among partner agencies and private organizations.

Developing a Message

* Collaborate with your communication network to develop messages for various advisories and specific audiences.
* Translate and format messages for special populations (e.g., non-English speakers, visually impaired).

Conducting Exercises

* Refer to the [National Incident Management System](http://www.fema.gov/emergency/nims/)(NIMS) and the [Homeland Security Exercise and Evaluation Program](https://hseep.dhs.gov/pages/1001_HSEEP7.aspx) (HSEEP).
* Plan exercises.
* Conduct exercises.
* Debrief after exercises and incorporate appropriate changes in protocols.