Checklist: During an Event

Initiating an Advisory

* Identify the situation and collect facts.
* Notify your drinking water primacy agency.
* Decide to issue an advisory.
* Identify the boundaries.
* Notify your internal staff and external partners.
* Notify public officials.

Preparing an Advisory

* Develop, format, and translate the message.
* Approve the advisory.
* Identify the spokespersons.
* Assign communication responsibilities.

Distributing an Advisory

* Implement distribution methods.
* Use your network to distribute messages.
* Work with the media.

Ending an Advisory

* Issue End of Advisory notice.
* Debrief
* Modify agency protocol as needed