**INSERT COMMUNITY LOGO HERE**

DATE

**BOIL WATER ADVISORY DECLARED IN (INSERT NAME OF COMMUNITY)**

**BOIL YOUR WATER BEFORE USING**

INSERT DATE, INSERT COMMUNITY NAME – Effective immediately, (INSERT COMMUNITY NAME) is under a mandatory “BOIL WATER ADVISORY.” DO NOT DRINK THE WATER WITHOUT BOILING IT FIRST. Residents must bring all water to a boil for at one minute and then let it cool before using. Boiled, bottled or disinfected water should be used for drinking, making ice, washing dishes, brushing teeth, and preparing food until further notice.

This precautionary measure is being taken after a loss of water pressure (OR INSERT OTHER REASON) was detected on (INSERT DATE) in the water distribution system. Whenever a water system loses pressure for any significant length of time, precautionary measures are recommended since a loss of pressure can lead to bacterial contamination in the water system. Bacteria are generally not harmful and are common throughout our environment. Boiling water before using it will kill bacteria and other organisms that may be in the water.

Corrective measures are currently being undertaken to resolve the situation. The Boil Water Advisory will remain in effect until results from sampling verify the water is safe to drink. Customers will be advised when the BOIL WATER ADVISORY has been lifted.

For more information, please contact [name] of [system name or organization] at [telephone number, email address and mailing address]. General guidelines on ways to lessen the risk of infection by microbes are available from the EPA Safe Drinking Water Hotline at 1(800) 426-4791.

Implementation Note #1: Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.

Implementation Note #2: The local government body should also be sure to share this advisory with their elected officials, internal customer service units/departments/representatives, local health departments, and the local print and broadcast (radio/TV) media. It is also strongly suggested that the local government body should designate one primary spokesperson to interact with the media.