

Critical Incident Debriefing Notice

Dear [Community Outreach Team/Recipient Name],

We are reaching out to inform you about an upcoming debriefing session in response to the recent critical incident that occurred on [date of incident]. The purpose of this meeting is to discuss the events, share experiences, and provide support to all involved.

Date: [Insert Date]

Time: [Insert Start Time] - [Insert End Time]

Location: [Insert Location/Virtual Link]

During the debriefing, we will cover:

- Overview of the incident
- Emotional responses and feelings
- Resources available for support
- Next steps for moving forward

Your participation is essential as we work together to process this incident and support one another as a community. Please RSVP by [RSVP deadline] to ensure we accommodate everyone.

Thank you for your commitment and support.

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]