

# Critical Incident Debriefing Report

**Date:** [Insert Date]

**To:** [Management Name/Title]

**From:** [Your Name/Title]

**Subject:** Critical Incident Debriefing Summary

## Incident Overview

[Briefly describe the incident, including location, date, and time.]

## Key Details

- **Type of Incident:** [Type]
- **Individuals Involved:** [Names/Titles]
- **Response Actions Taken:** [List actions]

## Analysis of Incident

[Provide an analysis of what occurred, including contributing factors and immediate outcomes.]

## Lessons Learned

[Discuss any lessons learned from the incident that could improve future responses or prevent recurrence.]

## Recommendations

[Provide any recommendations for policy changes, additional training, or resource needs.]

## Follow-Up Actions

[List any follow-up actions that will be taken as a result of the incident.]

## Next Meeting Date

[Insert date/time for follow-up debriefing meeting.]

Thank you for your attention to this matter. Please feel free to reach out with any questions or concerns.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]