

Critical Incident Debriefing Notification

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

School: [School Name]

Dear [Recipient Name],

We are writing to inform you of a critical incident that occurred on [insert date of incident]. In light of this event, we will be holding a debriefing session to discuss the incident, gather feedback, and outline our response moving forward.

Details of the Debriefing Session:

- Date: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Location]

Your attendance is important as we aim to support our staff and students effectively. We encourage open dialogue and collaboration to ensure a positive outcome from this situation.

Please RSVP by [Insert RSVP Date] to confirm your attendance.

Thank you for your understanding and dedication during this challenging time.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]