

# Critical Incident Management Plan Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Critical Incident Management Plan

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an update on our Critical Incident Management Plan (CIMP) as discussed in our previous meeting.

As you are aware, we have identified several key areas for improvement stemming from the recent incident on [insert date of incident]. The following updates have been incorporated into the CIMP:

- **Review of Incident Response Procedures:** Processes have been revised for better clarity.
- **Training Sessions:** Additional training sessions will be held to ensure all staff are familiar with the updated procedures.
- **Communication Protocols:** Enhanced communication protocols to ensure timely dissemination of information.
- **Incident Analysis and Reporting:** New templates have been created for a standardized reporting approach.

We believe these changes will enhance our preparedness and response capabilities significantly. Please review the updated plan attached to this email and share your feedback by [insert feedback deadline].

Thank you for your attention to this important matter. If you have any questions or need further clarification, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]