**To: [**ICS POC lead]

**CC:** (Names of Planners)

**Subject:** Any specific areas to bring up for discussion in the [Section or Branch/Group] hotwash?

Hi [ICS Lead Name]:

I’m preparing the hotwash materials for the [Section or Branch/Group] hotwash that will take place on [Hotwash Date and Time]. I’m contacting you to find out if you have any specific areas that you want to cover in the hotwash discussion in addition to the standard set of questions we use in the hotwash.

Here are the main areas we cover during the hotwash:

* What went well?
* What were the challenges?
* What were the causes for the challenges?
* How did your response area impact health equity?
* What innovative ways of doing things did you discover during the response?

If you have a specific area or two that you want listed with the above agenda items that you want to be sure we cover in the hotwash discussion with the participants, please let me know by [Insert date at least 2-3 days before Hotwash] so I can update the materials. Otherwise, I can just add a bullet, “Any other areas not yet covered in the discussion?” to provide an opportunity for you or anyone to bring up a specific point to discuss.  I’ll send out the hotwash agenda to the participants by [Insert date 1 day before hotwash].

Thanks,