**Reaching out Message to New ICS groups to Hold a Hotwash**

**Subject**: Interested in a Hotwash?

Hello:

*(Depending on when you send the message, you may want to include something like this):* Acknowledging our work with the COVID-19 response isn’t over and that many staff and response groups continue the work, we are taking a moment to reflect on our work and the progress we’ve made.

We’d like to gauge your interest in holding a hotwash discussion with your response team/staff to identify strengths and potential areas of improvement so we can become more efficient in our response efforts now and in the future.

Here is the information I have from the Planning Section in the COVID-19 Response for your ICS area:

* Name of ICS Area/Group/Team
* ICS Group Purpose:

Please reply to this email to discuss if your group is ready or not to conduct a hotwash. If so, our next step will be to set up an appointment to further discuss hotwash details.

Thank you.

Hotwash Team

(Name of planner(s))

**What to cover in Follow-up meeting with them**:

* When to hotwash
* Purpose statement
* List of all staff from group who should be invited to the hotwash
  + - Or if they have a regular meeting where they all meet, suggest using that meeting to hold the hotwash.
  + Any specific topics/areas the leads want to examine during the hotwash? (They can get back to Planners on this if they can’t think of anything right now)