**Pre-Hotwash “logistics” meeting with ICS Leader**

**Introduce yourself.** You are part of the Hotwash Team within (Program/Division); the group conducting the formal hotwashes for COVID-19 response activities.

**Explain how the hotwash is conducted**:

* The hotwash is one hour. We can schedule more time if the group needs it. There have been a few groups that have needed a “Part 2” to complete the hotwash.
* Depending on the ICS group’s structure (if it’s a Section or a Branch) and the number of Teams involved with the response work, we may need to set up more than one hotwash. ICS leader will help define the hotwash structure (the number of hotwashes)
* Remind them we limit the hotwash attendance to 15 people (maybe 20 in some cases). This allows ample time for everyone to provide feedback.
* We record the hotwash for notetaking accuracy. (The recording is deleted after the hotwash data is analyzed).
* No names will be associated with the feedback the group gives us. No names will be included in the after action report.
* We draft up an after action report for you to review and give feedback on. We also will ask you to work with us on developing the corrective action items for the improvement plan portion of the after action report.

**Here are the main areas we cover in the hotwash**:

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

**Areas to Examine**: If you have areas you want to dig into more deeply, let us know and we can add it to the agenda to make sure that/those item(s) gets discussed. Email me later if you need to.

**Purpose Statement**: Do you have a purpose statement for the work your ICS group /Team did in the COVID Response? If not, can you create one? We start the hotwash with the group’s purpose to help the people recall what they did in the response, that the hotwash will focus on those activities they did during COVID.

**Hotwash Timing?** When do you want the hotwash? Next month? Sooner rather than later?

**Attendees?** Who should be included in the hotwash? (We focus on the Health Department staff or contracted staff working at the Health Department who worked in your ICS area. We are not hotwashing other state agencies’ roles or Governor’s workgroups, etc.) This is for the Health Department and our role and activities in COVID-19 response. Once we get the list of attendees, we’ll check calendars and make and send out the meeting invite.

Thank you. If you have any questions in the meantime, please feel free to contact me.