

Leveraging ChatGPT for Local Emergency Management Director

ChatGPT Enterprise

Introduction

Use ChatGPT Enterprise to turn supplied notes into practical first drafts. These 30 prompts support U.S. local government work. Replace bracketed placeholders and paste the named source excerpts before starting.

For the Local Emergency Management Director: support preparedness planning, exercises, partner coordination, and public information. Titles and responsibilities vary. Use your jurisdiction's current assignments and procedures.

Goals

This guide is meant to help:

- Prepare useful drafts for recurring work.
- Make open questions and handoffs visible.
- Keep claims traceable to supplied sources.

Guidelines & guardrails

Use ChatGPT in the ChatGPT Enterprise environment responsibly within your organization's approved guidelines. Before using it for work, keep in mind:

- Use only information permitted in your ChatGPT Enterprise workspace. Remove personal details that are not needed for the task.
- Verify facts, dates, figures, and office procedures. These prompts use pasted context; they do not check live records.
- Staff review every output. Keep official work separate from campaign activity; retain human authority over decisions and public release.

Effective prompting

You can use simple English language instructions (or “prompts” & “queries”) in ChatGPT, and the model responds based on those prompts. Better prompts - that are more thoughtful, clear, and articulate - will yield more useful responses. Keep in mind that every good prompt has:

- **Task** - What are you asking ChatGPT to do?
- **Context** - What additional information or documents should it be aware of?
- **Expectations:** - How do you expect the final output to be formatted?

Before you begin

Name the task and intended audience.

Paste the relevant source material.

Specify the format, length, and deadline.

State what staff must verify before use.

Using this pack

Choose a workflow, replace the brackets, and paste short source excerpts. Name your jurisdiction, audience, and deadline. Review the draft against those sources, then request a focused revision. Follow your organization’s information-handling and records procedures.

Sources and scope

National role context and product guidance. Your current assignments and procedures govern actual work.

BLS — Emergency Management Directors

USAGov — State and local governments

OpenAI — Use ChatGPT

Preparedness planning

Plan review checklist

Best used with: Chat.

Prepare a plan review checklist for the Local Emergency Management Director in [Jurisdiction], focused on preparedness planning. Use the pasted [Approved preparedness plan excerpts and planning milestones] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Preparedness work-plan outline

Best used with: Chat.

Prepare a preparedness work-plan outline for the Local Emergency Management Director in [Jurisdiction], focused on preparedness planning. Use the pasted [Approved preparedness plan excerpts and planning milestones] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Partner planning agenda

Best used with: Chat.

Prepare a partner planning agenda for the Local Emergency Management Director in [Jurisdiction], focused on preparedness planning. Use the pasted [Approved preparedness plan excerpts and planning milestones] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Preparedness planning

Plan update log

Best used with: Chat.

Prepare a plan update log for the Local Emergency Management Director in [Jurisdiction], focused on preparedness planning. Use the pasted [Approved preparedness plan excerpts and planning milestones] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Readiness documentation questions

Best used with: Chat.

Prepare a readiness documentation questions for the Local Emergency Management Director in [Jurisdiction], focused on preparedness planning. Use the pasted [Approved preparedness plan excerpts and planning milestones] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Exercise preparation

Tabletop discussion guide

Best used with: Chat.

Prepare a tabletop discussion guide for the Local Emergency Management Director in [Jurisdiction], focused on exercise preparation. Use the pasted [Approved exercise objectives and approved exercise materials] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Exercise invitation

Best used with: Chat.

Prepare a exercise invitation for the Local Emergency Management Director in [Jurisdiction], focused on exercise preparation. Use the pasted [Approved exercise objectives and approved exercise materials] and [Local office instructions]. Write a draft of no more than 200 words for [Audience]. Use the supplied tone and approved facts. Leave dates, contacts, and unconfirmed details as placeholders. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Participant briefing

Best used with: Chat.

Prepare a participant briefing for the Local Emergency Management Director in [Jurisdiction], focused on exercise preparation. Use the pasted [Approved exercise objectives and approved exercise materials] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Exercise preparation

Observer note template

Best used with: Chat.

Prepare a observer note template for the Local Emergency Management Director in [Jurisdiction], focused on exercise preparation. Use the pasted [Approved exercise objectives and approved exercise materials] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Exercise schedule outline

Best used with: Chat.

Prepare a exercise schedule outline for the Local Emergency Management Director in [Jurisdiction], focused on exercise preparation. Use the pasted [Approved exercise objectives and approved exercise materials] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Partner coordination

Coordination agenda

Best used with: Chat.

Prepare a coordination agenda for the Local Emergency Management Director in [Jurisdiction], focused on partner coordination. Use the pasted [Approved partner responsibilities and exercise meeting notes] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Contact verification checklist

Best used with: Chat.

Prepare a contact verification checklist for the Local Emergency Management Director in [Jurisdiction], focused on partner coordination. Use the pasted [Approved partner responsibilities and exercise meeting notes] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Partner handoff template

Best used with: Chat.

Prepare a partner handoff template for the Local Emergency Management Director in [Jurisdiction], focused on partner coordination. Use the pasted [Approved partner responsibilities and exercise meeting notes] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Partner coordination

Meeting commitment log

Best used with: Chat.

Prepare a meeting commitment log for the Local Emergency Management Director in [Jurisdiction], focused on partner coordination. Use the pasted [Approved partner responsibilities and exercise meeting notes] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Coordination gap questions

Best used with: Chat.

Prepare a coordination gap questions for the Local Emergency Management Director in [Jurisdiction], focused on partner coordination. Use the pasted [Approved partner responsibilities and exercise meeting notes] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Public preparedness

Preparedness FAQ **Best used with:** Chat.

Prepare a preparedness faq for the Local Emergency Management Director in [Jurisdiction], focused on public preparedness. Use the pasted [Approved preparedness guidance and communication standards] and [Local office instructions]. Write up to six short entries in plain language for [Audience]. Preserve conditions and exceptions in the source; leave unanswered questions visible. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Community workshop outline

Best used with: Chat.

Prepare a community workshop outline for the Local Emergency Management Director in [Jurisdiction], focused on public preparedness. Use the pasted [Approved preparedness guidance and communication standards] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Seasonal reminder **Best used with:** Chat.

Prepare a seasonal reminder for the Local Emergency Management Director in [Jurisdiction], focused on public preparedness. Use the pasted [Approved preparedness guidance and communication standards] and [Local office instructions]. Write a draft of no more than 200 words for [Audience]. Use the supplied tone and approved facts. Leave dates, contacts, and unconfirmed details as placeholders. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Public preparedness

Accessible information checklist

Best used with: Chat.

Prepare a accessible information checklist for the Local Emergency Management Director in [Jurisdiction], focused on public preparedness. Use the pasted [Approved preparedness guidance and communication standards] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Public guidance fact check

Best used with: Chat.

Prepare a public guidance fact check for the Local Emergency Management Director in [Jurisdiction], focused on public preparedness. Use the pasted [Approved preparedness guidance and communication standards] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Training administration

Training calendar	Best used with: Chat. Prepare a training calendar for the Local Emergency Management Director in [Jurisdiction], focused on training administration. Use the pasted [Approved training requirements and aggregate completion summaries] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.
Course invitation	Best used with: Chat. Prepare a course invitation for the Local Emergency Management Director in [Jurisdiction], focused on training administration. Use the pasted [Approved training requirements and aggregate completion summaries] and [Local office instructions]. Write a draft of no more than 200 words for [Audience]. Use the supplied tone and approved facts. Leave dates, contacts, and unconfirmed details as placeholders. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.
Completion status narrative	Best used with: Chat. Prepare a completion status narrative for the Local Emergency Management Director in [Jurisdiction], focused on training administration. Use the pasted [Approved training requirements and aggregate completion summaries] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Training administration

Training documentation checklist

Best used with: Chat.

Prepare a training documentation checklist for the Local Emergency Management Director in [Jurisdiction], focused on training administration. Use the pasted [Approved training requirements and aggregate completion summaries] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Learning feedback summary

Best used with: Chat.

Prepare a learning feedback summary for the Local Emergency Management Director in [Jurisdiction], focused on training administration. Use the pasted [Approved training requirements and aggregate completion summaries] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

After-action learning

Observation themes	Best used with: Chat. Prepare a observation themes for the Local Emergency Management Director in [Jurisdiction], focused on after-action learning. Use the pasted [Exercise observations and approved improvement process] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.
Draft after-action outline	Best used with: Chat. Prepare a draft after-action outline for the Local Emergency Management Director in [Jurisdiction], focused on after-action learning. Use the pasted [Exercise observations and approved improvement process] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.
Improvement action tracker	Best used with: Chat. Prepare a improvement action tracker for the Local Emergency Management Director in [Jurisdiction], focused on after-action learning. Use the pasted [Exercise observations and approved improvement process] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

After-action learning

Follow-up meeting agenda

Best used with: Chat.

Prepare a follow-up meeting agenda for the Local Emergency Management Director in [Jurisdiction], focused on after-action learning. Use the pasted [Exercise observations and approved improvement process] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Progress update narrative

Best used with: Chat.

Prepare a progress update narrative for the Local Emergency Management Director in [Jurisdiction], focused on after-action learning. Use the pasted [Exercise observations and approved improvement process] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.