

Leveraging ChatGPT for State Emergency Management Director

ChatGPT Enterprise

Introduction

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

For the State Emergency Management Director: support state-local preparedness coordination, exercises, and improvement tracking. 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

State-local preparedness

**State-local
planning brief**

Best used with: Chat.

Prepare a state-local planning brief for the State Emergency Management Director in [Jurisdiction], focused on state-local preparedness. Use the pasted [Approved preparedness framework and local planning updates] 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.

**County
coordination
questions**

Best used with: Chat.

Prepare a county coordination questions for the State Emergency Management Director in [Jurisdiction], focused on state-local preparedness. Use the pasted [Approved preparedness framework and local planning updates] 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
milestone table**

Best used with: Chat.

Prepare a preparedness milestone table for the State Emergency Management Director in [Jurisdiction], focused on state-local preparedness. Use the pasted [Approved preparedness framework and local planning updates] 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.

State-local preparedness

Plan review checklist

Best used with: Chat.

Prepare a plan review checklist for the State Emergency Management Director in [Jurisdiction], focused on state-local preparedness. Use the pasted [Approved preparedness framework and local planning updates] 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.

Statewide planning agenda

Best used with: Chat.

Prepare a statewide planning agenda for the State Emergency Management Director in [Jurisdiction], focused on state-local preparedness. Use the pasted [Approved preparedness framework and local planning updates] 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.

Multiagency exercises

Exercise discussion guide

Best used with: Chat.

Prepare a exercise discussion guide for the State Emergency Management Director in [Jurisdiction], focused on multiagency exercises. 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.

Agency participant briefing

Best used with: Chat.

Prepare a agency participant briefing for the State Emergency Management Director in [Jurisdiction], focused on multiagency exercises. 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.

Observer note template

Best used with: Chat.

Prepare a observer note template for the State Emergency Management Director in [Jurisdiction], focused on multiagency exercises. 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.

Multiagency exercises

Exercise schedule outline

Best used with: Chat.

Prepare a exercise schedule outline for the State Emergency Management Director in [Jurisdiction], focused on multiagency exercises. 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.

Exercise invitation

Best used with: Chat.

Prepare a exercise invitation for the State Emergency Management Director in [Jurisdiction], focused on multiagency exercises. 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.

Partner coordination

Interagency meeting agenda	Best used with: Chat. Prepare a interagency meeting agenda for the State Emergency Management Director in [Jurisdiction], focused on partner coordination. Use the pasted [Approved agency responsibilities and exercise meeting records] 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.
Responsibility clarification table	Best used with: Chat. Prepare a responsibility clarification table for the State Emergency Management Director in [Jurisdiction], focused on partner coordination. Use the pasted [Approved agency responsibilities and exercise meeting records] 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.
Partner contact checklist	Best used with: Chat. Prepare a partner contact checklist for the State Emergency Management Director in [Jurisdiction], focused on partner coordination. Use the pasted [Approved agency responsibilities and exercise meeting records] 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 coordination

Coordination commitment log

Best used with: Chat.

Prepare a coordination commitment log for the State Emergency Management Director in [Jurisdiction], focused on partner coordination. Use the pasted [Approved agency responsibilities and exercise meeting records] 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.

Handoff documentation template

Best used with: Chat.

Prepare a handoff documentation template for the State Emergency Management Director in [Jurisdiction], focused on partner coordination. Use the pasted [Approved agency responsibilities and exercise meeting records] 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.

Public preparedness communication

Statewide preparedness FAQ

Best used with: Chat.

Prepare a statewide preparedness faq for the State Emergency Management Director in [Jurisdiction], focused on public preparedness communication. Use the pasted [Approved preparedness messages and state 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.

Seasonal information bulletin

Best used with: Chat.

Prepare a seasonal information bulletin for the State Emergency Management Director in [Jurisdiction], focused on public preparedness communication. Use the pasted [Approved preparedness messages and state 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.

Local partner message kit

Best used with: Chat.

Prepare a local partner message kit for the State Emergency Management Director in [Jurisdiction], focused on public preparedness communication. Use the pasted [Approved preparedness messages and state 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 communication

Public guidance fact check

Best used with: Chat.

Prepare a public guidance fact check for the State Emergency Management Director in [Jurisdiction], focused on public preparedness communication. Use the pasted [Approved preparedness messages and state 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.

Community workshop outline

Best used with: Chat.

Prepare a community workshop outline for the State Emergency Management Director in [Jurisdiction], focused on public preparedness communication. Use the pasted [Approved preparedness messages and state 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.

Training programs

State training calendar

Best used with: Chat.

Prepare a state training calendar for the State Emergency Management Director in [Jurisdiction], focused on training programs. Use the pasted [Approved state training catalog 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.

County training invitation

Best used with: Chat.

Prepare a county training invitation for the State Emergency Management Director in [Jurisdiction], focused on training programs. Use the pasted [Approved state training catalog 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.

Program participation narrative

Best used with: Chat.

Prepare a program participation narrative for the State Emergency Management Director in [Jurisdiction], focused on training programs. Use the pasted [Approved state training catalog 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 programs

Training feedback questions

Best used with: Chat.

Prepare a training feedback questions for the State Emergency Management Director in [Jurisdiction], focused on training programs. Use the pasted [Approved state training catalog 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.

Documentation gap checklist

Best used with: Chat.

Prepare a documentation gap checklist for the State Emergency Management Director in [Jurisdiction], focused on training programs. Use the pasted [Approved state training catalog 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.

After-action improvement

After-action themes

Best used with: Chat.

Prepare a after-action themes for the State Emergency Management Director in [Jurisdiction], focused on after-action improvement. Use the pasted [Exercise observations and approved improvement tracking procedures] 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.

Improvement plan outline

Best used with: Chat.

Prepare a improvement plan outline for the State Emergency Management Director in [Jurisdiction], focused on after-action improvement. Use the pasted [Exercise observations and approved improvement tracking procedures] 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.

Agency action tracker

Best used with: Chat.

Prepare a agency action tracker for the State Emergency Management Director in [Jurisdiction], focused on after-action improvement. Use the pasted [Exercise observations and approved improvement tracking procedures] 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 improvement

Follow-up review agenda

Best used with: Chat.

Prepare a follow-up review agenda for the State Emergency Management Director in [Jurisdiction], focused on after-action improvement. Use the pasted [Exercise observations and approved improvement tracking procedures] 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.

Statewide progress narrative

Best used with: Chat.

Prepare a statewide progress narrative for the State Emergency Management Director in [Jurisdiction], focused on after-action improvement. Use the pasted [Exercise observations and approved improvement tracking procedures] 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.