

PROMPT LIBRARY FOR FIRE CHIEFS

15 ready-to-use prompts for the tasks that consume the most chief officer time.

HOW TO USE THESE PROMPTS

1. **BUILD YOUR CONTEXT DOCUMENT FIRST.** Prompt #15 is a template for your department context — a one-page description of your department's key characteristics. Paste it at the beginning of every AI conversation about department work. This single step improves every output.
2. **REPLACE THE BRACKETS.** Every prompt contains [placeholder text] in brackets. Replace these with your actual department details before submitting. The more specific your input, the more usable the output.
3. **REVIEW BEFORE YOU USE.** AI output requires human review. Never submit an AI-drafted grant application, policy, or official document without reading it in full and verifying accuracy against current program requirements.
4. **REFINE AND SAVE.** When a prompt produces a strong result, save your refined version as a template. The prompts here are starting points — your edited versions become your library.

PROMPTS BY CATEGORY

POLICY DRAFTING	Prompts 01-02	GRANT WRITING	Prompts 03-04
TRAINING	Prompts 05-06	DOCUMENTATION	Prompts 07-08
STRATEGIC	Prompts 09-10	COMMUNITY RISK & OUTREACH	Prompts 11-12
LEADERSHIP & OPERATIONS	Prompts 13-14	CONTEXT DOCUMENT	Prompts 15

POLICY DRAFTING #01**Policy Section with Department Context**

Draft a [department policy section on TOPIC] for a [career/combination/volunteer] fire department with [X] stations and [Y] personnel. The department operates under [NFPA 1710/1720]. Use numbered sections and action-oriented language. Flag any areas where [specific concern, e.g., career vs. volunteer protocols] may require separate treatment. Format consistently with attached style guide.

POLICY DRAFTING #02**Policy Gap Identification**

Review the following policy section and identify: (1) any language that may conflict with current NFPA standards, (2) any provisions that have not been updated in more than 3 years, (3) any gaps relative to common best practice for departments of this type. Provide specific line-by-line notes. [Paste policy text below]

GRANT WRITING #03**AFG Financial Need Narrative**

Draft the financial need section for an Assistance to Firefighters Grant application for a [career/combination/volunteer] department in [state]. The department has [X] apparatus, [Y] personnel, and an annual operating budget of approximately \$[Z]. Our primary need is [equipment/training/wellness]. The department has not received AFG funding in [X] years. Write in clear, factual prose consistent with FEMA scoring criteria for financial need.

GRANT WRITING #04**Grant Cost-Effectiveness Justification**

Draft a cost-effectiveness justification for a grant request of \$[amount] to purchase [item/program]. The department currently spends approximately \$[X] annually on [related cost — maintenance, overtime, external training, etc.]. Include a 5-year cost comparison showing the grant investment versus continuation of current practice. Use straightforward cost analysis language appropriate for a municipal grant application.

TRAINING #05

Structural Fire Scenario Script

Generate a tabletop exercise scenario for a [career/combination] fire department. Scenario type: residential structure fire with reported entrapment. Include: initial dispatch information, on-arrival conditions, three decision points requiring company officer or IC judgment, realistic complicating factors (wind shift, water supply issue, civilian contact), and discussion questions for after-action review. Write at a level appropriate for [lieutenant/captain/battalion chief] participants.

TRAINING #06

Training Needs Analysis from Incident Data

Based on the following summary of department incident data from the past 12 months, identify the top three training gaps and recommend a training response for each. For each gap, specify: the skill or knowledge area, the evidence from the data, a recommended training format (skills drill, tabletop, online, etc.), and a suggested timeline. [Paste incident summary or data highlights below]

DOCUMENTATION#07

After-Action Report from Incident Notes

Generate a structured after-action report from the following incident notes. Include: incident overview, timeline of key events, decisions made and rationale, what went well, areas for improvement, and recommended follow-up actions. Format for internal department use. Keep the tone factual and non-punitive. [Paste incident notes below]

DOCUMENTATION#08

Monthly Report Executive Summary

Generate an executive summary for a monthly fire department report based on the following data points. The summary should be 2-3 paragraphs, written for a city manager or elected official audience. Highlight significant trends, notable incidents (without identifying individuals), and any items requiring leadership attention. Keep tone professional and factual. [Paste data points below]

STRATEGIC #10

Strategic Plan Executive Summary

Draft a one-page executive summary for a 5-year fire department strategic plan. The plan covers the following priority areas: [list 3-5 priorities]. The summary should state the department's mission, identify the three most significant challenges the plan addresses, and describe the expected outcomes at year 5. Write for a general municipal government audience. Tone: direct, credible, accessible.

COMMUNITY #11

Community Risk Assessment Summary

Summarize the following community risk data into a clear, accessible overview for a city council presentation. Identify the three highest-risk areas or populations, explain the risk factors in plain language, and describe the department's current prevention program response. Recommend one prevention resource deployment adjustment based on the data. [Paste risk data or summary below]

COMMUNITY #12

Smoke Detector Program Outreach Message

Draft three versions of a community outreach message about a free smoke detector installation program: (1) a social media post (under 280 characters), (2) a neighborhood flyer (one paragraph), and (3) a brief email to community organization leaders. The program targets [neighborhood/demographic]. Tone should be warm, direct, and avoid condescending safety language.

LEADERSHIP #13

Staff Meeting Agenda from Priorities

Generate a structured 60-minute command staff meeting agenda based on the following priorities and updates. Include time allocations for each item, a standing opening item for safety or recognition, and a clear action item section at the end. [List priorities and updates below]

LEADERSHIP #14

Performance Feedback Framework

Generate a structured framework for a performance conversation with a [company officer/battalion chief] regarding [specific performance area]. Include: an opening that establishes collaborative tone, 3-4 specific observation prompts (not conclusions),