

THE INCIDENT-TO-PROTOCOL WORKSHEET

One fire, from capture to playbook. Fill this in as you run the six steps of the Fire Codes Method — it mirrors the method exactly, and a completed worksheet is everything the Fire Codes GPT needs to draft well. Write in plain words. Specific beats polished.

STEP 1 — CAPTURE THE INCIDENT

Write it while it's warm — during the fire or within a day. Four minutes, five answers.

WHAT HAPPENED (PLAIN WORDS, WITH SPECIFICS — TIMES, NAMES, NUMBERS):

WHO BROUGHT IT TO ME (NAME AND ROLE — OR "I CAUGHT IT MYSELF"):

WHAT I DID, STEP BY STEP (YOUR ACTUAL RESPONSE, IN ORDER):

WHAT IT INTERRUPTED (AND WHAT HAPPENED TO THAT WORK):

HOW MANY TIMES THIS HAS HAPPENED BEFORE (BEST GUESS IS FINE):

TEMPLATE

Example: "Cart-open email due 8am tomorrow. Draft came back Monday not sounding like us; I rewrote it from scratch, 9:40–11:15pm. This has happened every launch for the last five."

STEP 2 — NAME THE FIRE

The pattern test — check what's true:

- ☐ This has happened three or more times.
- ☐ I can roughly predict when it will happen again.

☐ My team would say "oh, that again."

Two or more checks: it's a pattern — keep going. One or none: log the capture and move on.
Playbooks are for climate, not weather.

THE FIRE'S NAME (SHORT, VIVID, SLIGHTLY UNFLATTERING — YOUR TEAM SHOULD SMIRK):

HOW OFTEN IT HAPPENS:

WHAT IT COSTS PER OCCURRENCE (FOUNDER-HOURS MINIMUM; ADD DISPLACED REVENUE WORK IF YOU CAN SEE IT):

STEP 3 — TRACE THE DEPENDENCY

First, answer this in one sentence: at the moment this fire needed me, what exactly was I supplying?

WHAT I WAS SUPPLYING:

Now run the nine symptom tests. Check every one that sounds like this fire:

- ☐ Direction & Decision — "The team checks with me before deciding or moving forward."
- ☐ Revenue — "It only works when I'm the one selling, launching, or being the face."
- ☐ Knowledge — "They ask me how to do it, or I'm the only one who knows the context."
- ☐ Execution & Delivery — "It doesn't move unless I push it."
- ☐ Quality & Risk — "They do the work, but I have to review it, fix it, or catch what they missed."
- ☐ Coordination — "I'm the one connecting people and keeping everyone on the same page."
- ☐ Relationship & Brand — "The client only trusts me with it."
- ☐ Culture — "It gets done the way I'd do it only when I'm watching."
- ☐ Systems & Infrastructure — "If I were unreachable for a week, things physically couldn't happen."

PRIMARY DEPENDENCY (THE ONE THAT NAMES WHAT I WAS SUPPLYING) — AND WHY:

SECONDARY DEPENDENCY (WHAT WOULD STILL LEAK IF THE PRIMARY WERE FIXED) — AND WHY:

Gut check before you move on: the cause you've written should be structural — a missing definition, extraction, or structure. If your trace ends in a complaint about a person, trace again.

STEP 4 — DRAFT THE RESPONSE PLAN

Feed the GPT (or your own AI, with the prompt pack) everything above, plus your team roster, tools, and constraints. Then capture the checked, founder-edited result here.

RESPONSE PLAN — THE STEPS MY TEAM RUNS NEXT TIME, NUMBERED, ONE OWNER PER STEP:

ESCALATION LINE — WHAT GOES UP, WHEN, AND TO WHOM (NOT ME):

STEP 5 — DRAFT THE PREVENTION PLAN

Which structures replace what I was supplying:

OWNERSHIP — ONE NAME ACCOUNTABLE FOR THE OUTCOME:

BOUNDARIES — WHAT THE OWNER DECIDES ALONE (THRESHOLDS IN REAL NUMBERS):

ESCALATION RULES — CONDITION + PERSON, ENDING SOMEWHERE THAT ISN'T ME:

STANDARDS — WHAT GREAT AND UNACCEPTABLE LOOK LIKE, WITH REAL EXAMPLES ATTACHED:

TRIGGERS — THE FACTS OR DATES THAT START THIS PROCESS WITHOUT ME NOTICING ANYTHING:

Handoff layers drafted for the owner (check as each is done):

☐ What [] When [] Why [] How [] Standard [] Judgment [] Voice (if relevant — and hand-written by me)

THE TWO CHECKS

Run both on the full draft, pen in hand, before anyone sees it.

Founder involvement check:

- ☐ I've highlighted and counted every place I appear.
- ☐ Every appearance has a genuine legal, financial, or strategic reason — not habit or politeness.
- ☐ Nothing waits on my calendar, inbox, or mood; anything I kept has a deadline and a default.
- ☐ I am not the trigger.

Escalation check:

- ☐ Every step has exactly one owner — a real person or role we employ today.
- ☐ Every foreseeable failure has a named next move.
- ☐ Every escalation names a condition and a person, and the first stop isn't me.

STEP 6 — ROLL OUT AND REVIEW

OWNER (NAME) AND THE DATE THEY SAID "I'VE GOT IT": _____

ROLLOUT DATE — WHEN I ANNOUNCED IT TO THE TEAM, PERSONALLY, OUT LOUD:

THE REDIRECT SENTENCE I SAID ("QUESTIONS ABOUT X NOW GO TO ___"):

BASELINE NUMBERS (OCCURRENCES + FOUNDER-HOURS, FROM STEP 2, WITH TODAY'S DATE):

TWO-WEEK CHECK-IN DATE (BOOKED ON THE CALENDAR): _____

30-DAY REVIEW DATE (BOOKED ON THE CALENDAR): _____

Relight log — one line per relight: date, what happened, which layer was thin:

RELIGHTS: _____

Retired on:

DATE THE FIRE WAS RETIRED — TWO OR THREE CLEAN RUNS, OWNER CONFIRMED, TEAM TOLD:

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