

Some questions to ask:

- What information is required for the Responders (Players) to take actions?
- How do you intend to use that information?
- When is it needed in the scenario?

Using this example, the following chart answers these questions.

| Example: Fire as An Initiating Event–Deciding What Is Needed | | |
|--|---|---|
| Information | Intent | Timing |
| Fire alarms and smoke detectors annunciate | Fire Department responds to the event scene | Beginning of the exercise – Time 00 |
| Use smoke generator | Provides visual stimulant to the Responders (Players) and allows them to report plume direction | Beginning of the exercise. The smoke should be visible when the Fire Department arrives – Time 00 |
| 911 calls | Reports information to the 24-hr notification point. If you want to test the ability of the 24-hr notification point, provide multiple 911 calls, each with incomplete information and have them construct a complete picture | Within the first two minutes – First 911 call at +01 |

The next step is to identify whom the Senior Controller or Timeline Coordinator will direct to take the action or provide the information.

In the above example, the Safety Officer may be responsible for the smoke generator; the Event Scene Controller for activating the alarms, and an Actor for the 911 calls.

Enter the message summary information into the MSEL. The specifics are in the actual message.

Remember, **contingency messages are developed to force actions.** Review the timeline and MSEL to determine “What is the impact if this does not happen?”

Using the previous notification example, what happens if notifications are not made? In this case, DOE HQ, the State, EOC and resources, and the county EOC and resources will not be activated—in other words, a major impact on the exercise.

The next question is, “How long can we delay the notification before it has a major impact on meeting DOE HQ, State, Tribal, and Local exercise objectives?” The answer to this question again is an estimate. Discuss and obtain concurrence from the affected organizations’ representative(s).

As with the rest of the messages, determine who the Senior Controller or Timeline Coordinator directs to issue the message. In this case, it may be the Lead Plant Shift Superintendent (PSS) Controller.

Once this is determined, add the contingency message to the MSEL. The contingency message should have a designator to indicate that it is a contingency. A common practice is to place a “C” behind the number of the message. Be sure and summarize the message when it is added to the MSEL.

This process is continued until all information requirements to force Responder (Player) actions are identified and placed in the MSEL.

The use of a contingency message normally means that the Response Organization has not met its exercise objective. The message is to force the action for continuation of the exercise and will be noted in the exercise evaluation.