

Example: Pre-Exercise Messages

The information/instructions that you develop goes into the script, information, or instruction section of the message and may cover the following:

- Public address announcement the day prior to and the day of the exercise informing the plant population that an exercise will be conducted and all employees will follow emergency instructions
- Pre-exercise conditions, such as informing the Fire Department and Shift Superintendent that specific alarms or systems are tagged out for repair
- Instructions to personnel to change automated systems to pre-exercise conditions such as the meteorological tower light emitting diodes (LEDs) to predetermined wind speed and direction
- Instructions to the Administration/Logistics Group to pre-stage simulations and Actors and provide a setup diagram
- Instructions to the Administration/Logistics Group to transport Evaluators, Controllers, and Observers to pre-designated locations
- Instructions to Exercise Control to provide a time and communications check
- The request for permission to open the exercise window. This ensures that there are no pre-existing conditions onsite that would preclude running the exercise
- Instructions to environmental, safety, and/or security Lead Controllers to implement their plans
- Instructions to Exercise Control to check with offsite agencies to ensure they are ready to begin the exercise
- The final message in this set is the expected exercise start time for the Control Organization. This gives them a 3–5 minute “heads-up” before the exercise starts