



Training Transcript for Module 5 Guidelines and MSEL

This is Module 5 – Guidelines and Master Scenario Events List (MSEL) of the Exercise Builder Online Training.

In this module, you will learn how to navigate and add data into the Guidelines and MSEL sections of Exercise Builder. You will create guidelines for your exercise and build the exercise MSEL. At the end of this module, you will have entered your guidelines and MSEL and will be prepared to go to Module 6 – Directories.

The exercise guidelines describe any limitations placed on the design and development of the exercise, exercise protocols, or pre-approved simulations. The purpose of the exercise guidelines is to set the boundaries and provide a framework for the things that can be done in the development of the scenario and conduct of the exercise.

The MSEL identifies in detail what needs to be accomplished prior to the exercise start time, the sequence of events that sets up the scenario, and the expected emergency response during the exercise.

We'll walk through the development of the guidelines first.

Click the Next Arrow.

Click the Add button.

The Add New Exercise Guideline screen opens. Enter text associated with an exercise guideline and then click the OK button.

The Step 5.2 Develop Exercise Guidelines screen opens with your text added in the Exercise Guidelines box.

Notice the Add, Edit, and Delete buttons are now activated.

To edit the exercise guideline, click it and then click the Edit button. Make your change and then click the OK button.

To delete an exercise guideline, click it and then click the Delete button. You will be asked if you are sure you want to delete the selected Exercise Guideline.

If you want to delete, click the Yes button. If you do not want to delete it, click the No button.



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If you have more than one guideline, the Up and Down buttons activate so you can reorder the sequence of the guidelines.

As a caution, you can modify the exercise guidelines in Microsoft Word in Step 5.3; however the revisions will not be reflected in Exercise Builder.

Once you have completed your exercise guidelines, click the Next Arrow to go to Step 5.3 Review Exercise Guidelines.

Click the Generate & Save Document: Exercise Guidelines link.

Save the Word document to your computer in your Exercise Builder folder, and the document will open for reviewing.

Close the Word document to go back to Exercise Builder.

Click the Edit Current Guidelines Template link to edit the currently selected template.

Go to the Word document GUIDELINES_Temp.docx

Make any desired changes to the template just as you would any Word document. You may change the font, font size, styles, colors, underline/italicize, etc. You may also add any text or graphics to the template that you wish to include in the generated Guidelines document.

If you were editing the default template, you will need to save your modifications under a new filename. If you were already editing a modified template, you may save the modifications under the original filename.

If you saved your modified template using a new filename, you will need to select the new template in order to use it. To do this, close the Word template file and click the Select a Different Template link in Exercise Builder.

Select the new template and click the Open button. The Current Template will now display the name of the new template.

Click the Generate & Save Document link to generate the document using the new template.

This completes the Guidelines section. Let's now go to the MSEL section.



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Select Section 6. MSEL.

The MSEL identifies in detail what needs to be accomplished prior to the exercise start time, the sequence of events that sets up the scenario, and the expected emergency response during the exercise.

In this section, you will build the exercise MSEL and construct the exercise messages that will be used in the exercise.

Click the Next Arrow.

There are four steps for MSEL development.

A list of the selected exercise participants is displayed in the center of this screen. Each participant has an Objective Worksheet (Obj WS) and MSEL Worksheet (MSEL WS) status listed. The status is changed exactly like it was under the exercise objective development in Section 4 Objectives.

There are two worksheets that can be opened on this screen.

The first is the Open Participant MSEL Worksheet. To use this worksheet, highlight a participant. Select Open Participant MSEL Worksheet. The worksheet opens with a list of all the exercise objectives selected for the participant to demonstrate in this exercise.

The other worksheet is the Open MSEL Worksheet. This will open the Master Scenario Events List and show all the information that you have loaded in the MSEL.

It's important to note that any actions that apply to more than one participant, such as "Drill Start," should be captured in the Master MSEL Worksheet.

Let's first look at the Participant MSEL Worksheet.

Click Participant MSEL Worksheet to open.

In this worksheet, you will build the MSEL and Messages associated with the anticipated response of the participant.

Open the Exercise MSEL Worksheet from this screen.

Select an objective. You can adjust the status for this objective on the pull down arrow next to the objective. It is currently listed as Not Started by default.



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The anticipated time that each anticipated response should occur should be entered directly into the box as indicated.

Messages are added by clicking the Add Message link.

Along the bottom of the screen are the Down, Up, Add, Edit, and Delete buttons. The functions of these buttons are the same as used in developing your exercise objectives and associated response steps.

Ensure you save your work each time you make a change.

To add or edit an anticipated response, click the Add or Edit button.

When you select edit, the worksheet showing the time code, anticipated response, and comments will open.

This sheet allows for entering the time code. This code will be minus for before the exercise begins (-10) and just the number of minutes for after the exercise begins.

While you are in this worksheet, you can tailor the anticipated response specifically for your exercise. For example, you can replace correct EAL with EAL ERC-201, Chemical Release.

The comments section provides recommendations based on past experience in assigning times or ensuring consistency in your scenario materials.

Click OK.

The next step is to build a message.

Select Add Message link.

Exercise Builder will select the next number in numerical sequence to assign to your exercise message.

If the message is being designed as a contingency, click the box. This places a "C" by the message identification (1c).

- Enter who originates the message in the From field.
- Enter who is to receive the message in the To field. **Note:** You can place multiple receivers in the To field.



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- Enter the subject of the message in the subject field. This goes in the MSEL to identify the subject of the message for tracking purposes. For example, use Categorization Contingency as a subject.
- Finally, enter the information or instruction to be provided by the message and click the Save button and then the Close button.

Exercise Builder has the ability to add photographs to messages. These may include plume models, digitized photographs, and terrorist mug shots. In the field, place the caption you wish to use and then click the [Select a Photo/Image](#) link. Browse the location of the photo and select it.

Next, we will go back to Exercise Builder Step 6.2

Select Open MSEL Worksheet.

This worksheet shows all of the anticipated responses or events, regardless of the participant, in time sequence order. You can sequence the Anticipated Response/Event rows within a specific time. For example, highlight the second row on this screen then select the Down or Up buttons on the lower left corner of the Worksheet.

Note the entries in the Time and Msg ID columns are blue in color and are also underlined. If you click either the time or the message ID from this screen, Exercise Builder will bring up the screen where it was developed. For example, if you select 15, Exercise Builder brings up the participant MSEL worksheet for the Duty Officer objective #3.

Since you add messages by participant, and Exercise Builder assigns the next available number, you may see that your messages are out of order in accordance with time sequence. For example, at time 10 you may have message number 15 and time 20. You may have message number 2.

To re-sequence the message numbers, click the Re-sequence button. This will place the message numbers in the time sequence of the MSEL.

As you review the MSEL, you can search and replace message information from the Exercise MSEL Worksheet. For example, you may have assigned the message From the Senior Controller in one message and Exercise Sr. Controller in another message. Ensure the names of these positions are the same (i.e., spelled out or abbreviated)



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since Exercise Builder uses them in Step 7 Directories to assist in developing your evaluator/controller organization.

Click the Search and Replace button and identify your search.

You can add events to your MSEL by clicking the Add MSEL/Timeline Events button. Enter a time code, MSEL/Timeline Event and optional Comments. Click OK to save the event. You'll notice the event is displayed in the Exercise MSEL Worksheet as highlighted in blue. This is to indicate it is a stand-alone event and not tied to a particular participant. Click Save to save your addition and then select Close.

You may also remove an anticipated response/event row from the MSEL using the Remove From MSEL button. Highlight a row in the MSEL and select Remove From MSEL.

You can delete messages from the Exercise MSEL Worksheet. This is done by placing your cursor on the message and right clicking your mouse.

You can sequence the Anticipated Response/Event rows in the Exercise MSEL Worksheet within a specific time. For example, if you have multiple anticipated responses/events all occurring at a time stamp of 2, you can select the up or down buttons in the lower left corner of the worksheet to rearrange the occurrence of all the anticipated Responses/events occurring at a time stamp of 2.

- Be sure to save any changes you make to the MSEL Worksheet.
- Select Save and then select Close.
- Select the next arrow to go to Step 6.3

Exercise Builder Steps 6.3 and 6.4 are for printing messages and the MSEL. The print function and associated templates work the same as those you used in Step 4.3 to print your exercise objectives.

Two print templates are built into Exercise Builder. MSEL_Temp prints the MSEL without the Message text. MSELAlternate_Temp prints the MSEL with the Message Text embedded in the MSEL.



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It's important to note that you can also modify the MSEL template to list the response on the left rather than the right. This can make it easier for new controllers/evaluators to use your document.

This concludes the video portion of Module 5 — Guidelines and MSEL.

You are now ready to begin the practical application of the Exercise Builder Online Training.

For this activity, you will create a MSEL for the MSEL section of Exercise Builder.

You will use the Microsoft Word document titled, *EB Online Training Activity – Module 5 MSEL.doc* located in the Exercise Builder Online Training Activities Folder.

You may print the Exercise Builder Online Training Activity information sheet and enter information into Exercise Builder as outlined in the document.

When you have completed entering the MSEL steps, go to the video portion of Module 6 — Directories.