CONTINUITY HUB • HSEEP EXERCISE STARTER TOOLKIT

Master Scenario Events List (MSEL) — House Reference Sheet

Printable look-first preview of the editable MSEL workbook (.xlsx). Download the full .xlsx, SitMan (.docx), ExPlan (.docx), and AAR/IP (.docx) templates at continuityhub.org/hseep-exercise-design-guide/.

Status Rollup (Starter Set)	Planned: 4 (33.3%)	Ready: 2 (16.7%)	Delivered: 2 (16.7%)	Completed: 3 (25.0%)	Deferred: 1 (8.3%)

Sample MSEL Inject Matrix (INJ-01 to INJ-12 — Mirrors MSEL Injects Sheet)

Inject	Time	Obj	Type & Method	From (Source)	To (Target Player)	Inject Summary / Message	Expected Player Action	Status
INJ-01	T+00:00	OBJ-1	Admin / Verbal	Lead Controller	All Players	StartEx: Exercise begins; baseline normal ops 08:30.	Acknowledge ground rules & safety phrase.	Completed
INJ-02	T+00:10	OBJ-1	Planned / Alert	IT SimCell	IT Ops & IC	Primary WAN & IdP show intermittent 503 errors.	Acknowledge alert, open triage bridge, scope outage.	Completed
INJ-03	T+00:25	OBJ-2	Planned / Phone	Facilities SimCell	EOC Comms Unit	Substation fault hits HQ power; generator starts.	Establish voice contact across EOC/IT in 30 min.	Completed
INJ-04	T+00:40	OBJ-2	Sim / Email	HR SimCell	EOC Comms Unit	3 call-down roster numbers disconnected.	Use backup channel & log gap for AAR.	Delivered
INJ-05	T+01:00	OBJ-3	Planned / Email	Support SimCell	BC Lead	Tier-1 portal down 45 min; SLA inquiries spike.	Activate manual workaround SOP & update.	Delivered
INJ-06	T+01:15	OBJ-3	Contingency / Phone	Lead Controller	IT Recovery Lead	[CONTINGENCY] Backup failover link drops.	Re-route traffic to secondary cloud region.	Ready
INJ-07	T+01:30	OBJ-4	Planned / Media	Media SimCell	PIO / Exec	Outlet posts unverified multi-day outage rumor.	Draft & approve holding statement in 45 min.	Ready
INJ-08	T+01:50	OBJ-4	Planned / Email	Vendor SimCell	Procurement/Legal	Cloud vendor requests formal SLA incident notice.	Send compliant notice per contract window.	Planned
INJ-09	T+02:15	OBJ-5	Planned / Handout	Lead Controller	Functional Leads	Utility power restored; recovery phase begins.	Sequence restoration & validate data integrity.	Planned
INJ-10	T+02:35	OBJ-5	Sim / Email	Finance SimCell	IC & Finance	CFO requests cost estimate & claim log status.	Start incident cost log & assign owner.	Planned
INJ-11	T+02:55	OBJ-5	Contingency / Verbal	Lead Controller	BC Lead	[CONTINGENCY] Confirm return-to-normal criteria.	State formal demobilization sign-off criteria.	Deferred
INJ-12	T+03:15	OBJ-1	Admin / Verbal	Lead Controller	All Participants	EndEx announced; transition to Hot Wash.	Share strengths/gaps; collect feedback forms.	Planned

Included in the Continuity Hub HSEEP Starter Toolkit: (1) MSEL Workbook (.xlsx, 3 linked sheets, dropdowns & live rollups), (2) SitMan Template (.docx), (3) ExPlan Template (.docx), (4) AAR/IP Template (.docx).