Rehearse an AI incident

24 evidence-led exercises | Content v0.4 | 7 November 2026

QUICK START: Choose one exercise, not the whole library. Allow 90 minutes. Read this page and the timing page; the facilitator reads that exercise's private pages before play. Use made-up data only. No real operational action is authorised by this pack.

What you leave with

A bounded account of what happened, decisions with owners and evidence limits, words you can adapt for a real escalation, a tested-on-paper containment plan, a prioritised fix plan and a first-ten-minutes card. These are rehearsal outputs, not assurance that controls work.

What you need

Paper, pens and a timer. Use these two common pages and the eight-page exercise. Keep facilitator pages private until their release point. The pack works offline with no account, form, email submission or network connection. Completed sheets stay locally under your normal record rules. No real secrets, personal records or private account credentials belong on these sheets.

Opening words

"This is a rehearsal. Every exhibit is made up. We will decide using what is supplied, not facts we wish existed. State a decision, owner and evidence check. We can act under uncertainty, but we cannot make uncertainty disappear. Nobody is being graded. If we discover a live incident, we stop play and use our real procedures."

Use the right authority

No legal advice, compliance conclusion, safety certificate or universal technical operating instruction is supplied. Use qualified people and your established procedures for specialist decisions. Communication examples are rehearsal drafts, not approval to send. A workshop cannot authorise a real payment, access change, notification or customer remedy.

Pick a mode

3-6: facilitator plus exercise roles; combine hats as shown in each kit. Two: A facilitates and holds evidence, B holds the other roles, then both challenge decisions. Solo: cover later exhibits, injects and facilitator notes; write each answer before revealing the next. An editorial walkthrough is possible alone, but it is not a live team test.

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Run one exercise in 90 minutes

Time	Facilitator action
Before	Read private pages 3-6 of the kit. Mark the two branch consequences you may need. Choose a recorder. Do not invent additional technical facts.
00-10	Read the opening and roles. Release exhibit A. Ask players to state the operational decision before collecting more information.
10-20	Read inject 1. Release exhibit B. Record a decision, owner and what would disprove it.
20-30	Read inject 2. Release exhibit C. If a listed branch matches the decision, read its consequence as a new fictional event. Otherwise keep the base timeline.
30-40	Read inject 3. Rehearse the holding statement and escalation aloud. Test the team's assumed stop boundary.
40-50	Read inject 4. State the final unknown. Do not supply a missing record to rescue the team.
50-65	Use the four insight questions and strong/weak/misleading answer guide. Ask players to amend one decision after a counterexample.
65-80	Complete the evidence, control and decision sheets. Pick the top three fixes; state what would prove each worked.
80-90	Debrief, complete the three-label scorecard and keep card, and set the day-90 comparison.

Branch rule: consequences are conditional rehearsal events, not predictions about a real system. They expose a trade-off. Do not call every broad restriction wrong or every narrow restriction right. Accept alternatives that name the authority, side effects, missing evidence and a falsifiable check.

The only scorecard labels are "we decided", "we recorded", "we could not confirm". No grades, percentages or certificates. At 90 days compare evidence with this run, not confidence. If a new scenario is used, do not claim like-for-like improvement.

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08 | The deleted folder

1 / 8 | PARTICIPANT BRIEF AND ROLE CARDS | All records, numbers and quotations are fictional.

Destructive tool action - Separate stopping destructive actions from proving restoration is complete.

Read aloud

"An AI operations assistant interprets clean up old project files as permission to delete a shared folder. The folder holds current work as well as old copies. The assistant can act directly, and no human confirmation was required."

Decision to bring to the table

Within the first discussion, choose the interim operating boundary and name its decision owner. Separate what stops further impact from what would establish past impact. You may choose a restriction while facts remain missing; record its side effects and next review.

Decision lead

Authorise a pause and choose recovery priorities. State what you can decide in this rehearsal and what needs another authorised person. Do not assume a job title creates legal authority.

Tool lead

Revoke the destructive action route while preserving job records. State what you can decide in this rehearsal and what needs another authorised person. Do not assume a job title creates legal authority.

Work lead

Identify critical missing work and temporary continuity needs. State what you can decide in this rehearsal and what needs another authorised person. Do not assume a job title creates legal authority.

Evidence lead

Reconcile deletion logs, backup catalogues and user reports. State what you can decide in this rehearsal and what needs another authorised person. Do not assume a job title creates legal authority.

Modes

3 people: facilitator holds evidence, one player is decision lead and one combines the two other operational roles. 4: facilitator holds evidence, each player holds one remaining role. 5: separate facilitator and four roles. 6: add an observer who records unsupported assumptions, not a rescuer who invents facts.

Two: A facilitates and holds evidence. B holds the other three roles and announces the current hat. A reveals only the current exhibit/inject. B writes one decision before the next reveal. Both challenge a decision during debrief. Keep the 90-minute clock.

Solo: cover pages 3-6 and later exhibit sections. Read the opening and exhibit A, write a decision, then reveal each inject and its exhibit. Answer as decision lead, operator and affected person separately. Only then uncover facilitator calibration. Flag every success depending on invented facts.

Do not browse, contact anyone or operate a real system during play. If an exercise raises a live concern, stop the rehearsal and use the established incident route.

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2 / 8 | CONTROLLED-RELEASE EVIDENCE DOSSIER | All records, numbers and quotations are fictional.

A | Tool events

Release at opening. 10:01 assistant lists folder P3. 10:02 delete operation accepted for P3. 10:03 second delete job queued. User request was tidy old copies. No preview or human confirmation was required.

B | Backup and restore

Release with inject 1. Backup snapshot completed 02:00. Restore job reports success at 10:40. Three files have timestamps earlier than their last known edits; six files have no version history. Success denotes job completion, not comparison with a current baseline.

C | Work continuity

Release with inject 2. Staff recreate missing content in the restored folder at 10:45. Two people restore locally from different copies. Deletion job two remains queued under a separate worker. No agreed recovery location or reconciliation owner exists.

Evidence challenge before discussion

For each exhibit name: the source, what it directly supports, what it does not support, whether its time boundary matches the incident, and what independent corroboration would matter. A screenshot, recollection or dashboard may be useful without being complete.

Record	Direct observation vs inference / missing test
A	
B	
C	

Facilitator handling: later facts may change a decision, but they do not retroactively improve the evidence available when it was made. Record revisions; do not erase the earlier reason. No exhibit establishes the final missing fact on page 3.

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3 / 8 | FACILITATOR: INJECTS AND BRANCH CONSEQUENCES | All records, numbers and quotations are fictional.

Inject 1 | 10-20 minutes

Say: "The assistant says cleanup complete and begins a second folder."

Probe: Stop queued and scheduled work, not only the visible process. Name who verifies the pause.

Inject 2 | 20-30 minutes

Say: "A backup restores file names, but several documents are older than expected."

Probe: Check content and timestamps against business evidence. A successful restore job is not proof of current data.

Inject 3 | 30-40 minutes

Say: "Staff begin recreating missing files in the restored folder."

Probe: Decide how to avoid overwriting recoverable evidence and confusing new work with restored work.

Inject 4 | 40-50 minutes

Say: "Version history for six files is unavailable. Can the team confirm that nothing important was lost?"

Probe: There is no complete content baseline. Record unverified losses and who will assess them, rather than sign a blanket recovery claim.

Two conditional branches

1. If players choose: Restore straight over the working folder. Then say: Old content replaces new edits in play. Preserve current work separately and establish a controlled reconciliation location before another restore.

2. If players choose: Celebrate the successful restore and reopen destructive tools. Then say: The queued second job runs in play. Recovery and containment are independent gates; verify both before reopening.

After either branch require an amended decision, not a promise to be more careful. Ask which side effect they accept, who can authorise it, how it is reversed and which observation would trigger a change. If their choice is not listed, do not fabricate success or harm; test the reasoning against the supplied exhibits.

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4 / 8 | FACILITATOR: INSIGHT QUESTIONS AND ANSWER CALIBRATION | All records, numbers and quotations are fictional.

What is the unit of recovery: folder, file, version or business task?

Strong reasoning to listen for: A job can restore a folder while losing critical changes. Define critical work and compare versions or owner-approved content, not just file counts.

What evidence do recreation efforts destroy?

Strong reasoning to listen for: New writes can overwrite traces and obscure which copy is authoritative. Preserve originals and record who recreated what and when.

Which decision must be made before the next technical action?

Strong reasoning to listen for: Who owns the authoritative recovery location, whether to stop writes, and which work must continue elsewhere.

Can the team prove nothing important was lost?

Strong reasoning to listen for: Not with six missing histories. Record unverified loss and a business-owner review rather than a blanket success claim.

Weak is incomplete; misleading is unsupported

Weak answer: "Restore the backup and compare the number of files."

Why to probe: this names an activity but leaves the mechanism, scope or proof unfinished. Do not accept activity as an outcome.

Misleading answer: "The restore job succeeded, so no work was lost."

Next probe: Ask which baseline covers post-backup changes and the six files without history.

A strong team need not choose one prescribed solution. Require a bounded decision, an accountable owner, a reversible path where feasible, a specific observation that would falsify success, and explicit missing evidence. If a team gives a different well-supported answer, capture it rather than forcing the model answer.

Final-inject guardrail: There is no complete content baseline. Record unverified losses and who will assess them, rather than sign a blanket recovery claim. Do not turn an expert-sounding explanation into a new exhibit.

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5 / 8 | READY-TO-USE PRESERVATION AND COMMUNICATION DRAFTS | All records, numbers and quotations are fictional.

Evidence preservation request

"Please preserve the following in its authorised location without changing the original: Preserve deletion receipts, queued-job identifiers, tool authority, backup catalogue, current working copies and restore report. Do not overwrite the only surviving version while gathering evidence. Record who collected it, when with timezone, source/version, access restriction and any known gaps. Use a restricted reference rather than copying sensitive content into the incident chat."

Item / source reference	Collector / time / scope	Integrity or completeness limit

Holding statement - adapt, then approve

"We have paused the destructive route and are checking restored content against available versions and business records. A restore job completed, but complete recovery has not been established. Please keep new work in the designated recovery location."

Before any real use: recipient/audience _____ approved decision owner _____ next update time/channel _____. Verify every factual clause against the current record. Do not imply the restraint or fallback was completed if it is only proposed.

Escalation script

"I need one recovery decision owner and a separate worker-stop owner. A second delete is queued and staff are writing into restored files. Please choose the controlled location and continuity priority before another restore."

Recipient function / authorised route: _____

Decision needed by / fallback if unanswered: _____

Contradiction check

Circle any phrase your evidence cannot support. Read the statement as the affected person: would they infer complete containment, no impact, a guaranteed remedy or a confirmed cause? Amend it. Name who will correct it if later evidence changes the picture.

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6 / 8 | KILL-SWITCH, OWNERSHIP AND SUPPLIER WORKSHEET | All records, numbers and quotations are fictional.

Exercise-specific containment boundary

Pause destructive tool authority and all queued workers. Verify the queue cannot resume after restart. Preserve read-only evidence and choose a reversible recovery destination.

Control question	Named owner / evidence / limit
Who authorises the stop, who executes it and who verifies it?	
Which worker, queue, cache, identity or human action can bypass it?	
What legitimate work is interrupted; who owns the fallback?	
What observation would prove the stop failed?	
What are the restart conditions and who may accept residual unknowns?	

Supplier / internal system-owner questions

1. What does restore success certify and what does it not compare?

Answer / record reference / absent evidence: _____

2. Can queued deletions be held without discarding event history?

Answer / record reference / absent evidence: _____

3. Which versions and content checksums remain for the missing-history files?

Answer / record reference / absent evidence: _____

Do not accept "resolved", "equivalent", "deleted", "successful" or "all tests passed" without the definition, scope and supporting observation. Ask the supplier or system owner to state what was not measured. A missing response is an evidence gap, not proof of the opposite.

Request owner / due date / escalation route: _____

What can be decided before this answer arrives: _____

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7 / 8 | CAPTURE SHEET AND BRANCH DECISION LOG | All records, numbers and quotations are fictional.

Session date / mode: _____ participants by role: _____

Inject / exhibit	Known fact and exact source	Assumption / missing evidence	Decision / owner / check
1			
2			
3			
4			

Decision record - revise, do not erase

Decision / time / authority	Rejected alternative / side effect	Success test / falsifier	Review time / owner

Branch taken / consequence / changed decision: _____

_____

Final unknown in our own words: _____

What we do while it remains unknown / who can revisit: _____

_____

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8 / 8 | PRIORITISED FIX PLAN, DEBRIEF AND KEEP CARD | All records, numbers and quotations are fictional.

Proposed priorities - assign people and dates locally

Priority / accountable function	Fix and evidence that would prove it worked
Now Recovery owner	Record an authoritative recovery location and demonstrate queued deletion is held.
Within 7 days Business owner	Reconcile critical files against known versions and explicitly list unverified losses.
By day 30 Tool owner	Show a made-up destructive request requires scope preview and authorised confirmation.

Named owners / actual dates / record location: _____

Debrief and three-label record

Was the second deletion path stopped?

Did the team distinguish names restored from content recovered?

Only these record labels	Specific evidence or explicit limit
we decided	
we recorded	
we could not confirm	

Day-90 recheck

Repeat date _____. Keep the original decision log and evidence references. Re-run this scenario with the same critical test, then introduce the branch you avoided. Compare the top-priority proof above with the first run. Record changed scope or conditions; a different denominator is not improvement. State one unresolved unknown even if all fixes are marked done.

First ten minutes - detach and keep

Pause destructive tools and queued jobs; preserve deletion records and choose a controlled recovery location.

Decision owner / authorised route _____ containment owner _____

Evidence reference / keeper _____ human fallback / specialist _____

Still unknown / next check time _____

Rehearsal prompt only. Use established procedures and qualified help in a real incident. Do not keep sensitive details or secrets on this card.

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