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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14 | The sources that never existed

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

Fabricated evidence in a report - Withdraw unsupported claims and trace where they were relied on.

Read aloud

"A public briefing drafted with AI contains six research citations. A reader cannot find one source. The author checked the writing but not the underlying papers, and the briefing has already been downloaded."

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

Choose correction and withdrawal authority. State what you can decide in this rehearsal and what needs another authorised person. Do not assume a job title creates legal authority.

Research lead

Check each claim against retrievable primary evidence. State what you can decide in this rehearsal and what needs another authorised person. Do not assume a job title creates legal authority.

Communications lead

Prepare a correction that does not hide the error. 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

Track versions and known distribution routes. 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 | Briefing version B4

Release at opening. A public briefing contains six claims and six citations. Two cited titles cannot be found. One existing paper concerns a different population. A fourth supports an association, while the briefing states a cause.

B | Review history

Release with inject 1. Author checked that links opened, not that the papers supported the sentences. Reviewer approved the summary slide only. The original downloadable PDF has been replaced once without a version label.

C | Distribution

Release with inject 2. Email list records 28 recipients. Public server records total downloads but no reader identities. A partner copied a chart into its own briefing. Author proposes replacing citations while retaining all conclusions.

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: "Two citations are invented. One real paper exists but does not support the claim."

Probe: Require claim-by-claim checking. A real link is not proof of the statement beside it.

Inject 2 | 20-30 minutes

Say: "A partner copied a chart into their own presentation."

Probe: Plan a correction route beyond the source PDF. Preserve the original version for the record.

Inject 3 | 30-40 minutes

Say: "The author proposes replacing the citations without changing the conclusion."

Probe: Ask whether the conclusion still follows once unsupported evidence is removed.

Inject 4 | 40-50 minutes

Say: "The public download server kept no reader list. Can the team confirm everyone who relied on the briefing received the correction?"

Probe: No complete recipient list exists. Record the reach limit and choose visible correction channels rather than claim complete recall.

Two conditional branches

1. If players choose: Repair the references and leave conclusions unchanged. Then say: Unsupported causal and population claims remain. Require claim-by-claim support review, including whether the conclusion survives removal of invented evidence.

2. If players choose: Silently replace the public PDF. Then say: New readers get a changed version but prior readers cannot tell they relied on an error. Preserve the original and publish a visible correction only under separate approval, not silently in rehearsal.

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 review: link, paper or claim?

Strong reasoning to listen for: The exact claim, population and strength of inference. A real paper and working link can still be irrelevant evidence.

Which downstream item needs correction first?

Strong reasoning to listen for: Prioritise foreseeable reliance and consequential decisions, not just the easiest owned URL. The partner chart needs an accountable contact and verified corrected meaning.

Can 28 email recipients bound all readers?

Strong reasoning to listen for: No. Public downloads and partner copies add unknown reach. Distinguish known contacts from unconfirmable audience.

When should a conclusion be withdrawn rather than restated with weaker language?

Strong reasoning to listen for: When support does not justify even the narrower claim or the audience may still rely on the original implication. Record the reasoning and approving owner.

Weak is incomplete; misleading is unsupported

Weak answer: "Replace the two invented references and issue a fresh PDF."

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

Misleading answer: "Every remaining citation opens, so every claim is now supported."

Next probe: Ask them to map a specific sentence to population, inference strength and source passage.

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: No complete recipient list exists. Record the reach limit and choose visible correction channels rather than claim complete recall. 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 original PDF, claim-to-source map, source copies/identifiers, review history and distribution records. Version the correction; do not erase the erroneous record. 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 found unsupported claims in the earlier briefing and are reviewing the conclusions, not only the references. Please do not rely on the affected statements pending correction. We cannot identify every person who obtained a copy."

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

"The issue includes fabricated and misapplied evidence. Please name an editorial decision owner and a distribution owner. We need claim-level review and an approved visible correction route, including the partner chart."

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 new distribution and reliance on affected claims. Preserve earlier versions and known distribution routes. A new PDF does not recall existing copies.

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. Can every claim be mapped to retrievable source evidence?

Answer / record reference / absent evidence: _____

2. What review scope was actually completed?

Answer / record reference / absent evidence: _____

3. Which owned and partner distribution versions remain available?

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 Editorial owner	Create a claim-support map and state which conclusions are held or withdrawn.
Within 7 days Distribution owner	Document approved correction routes and known partner receipt without claiming complete reach.
By day 30 Review owner	Test a claim with a real but irrelevant source and show the review rejects it.

Named owners / actual dates / record location: _____

Debrief and three-label record

Did citation replacement mask an unsupported conclusion?

Did correction extend to known downstream copies?

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 distribution of the affected briefing and preserve its version while checking claims against the actual sources.

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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