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| **Action** | **Reference** |
| **Participants** |
| [ ]  | Develop invite list | DGL Pages 64 |
| [ ]  | Send invites to participants |  |
| **Consequence Table: Elements and Thresholds** |
| [ ]  | Review the consequence table template. Add or amend elements for assessment. | DGL Page 61 |
| [ ]  | Update and/or assign consequence criteria for each element (consistent with base thresholds). |
| **Scenario Development** |
| [ ]  | Develop scenario(s) using reports, studies, models and expert advice | DGL Page 63 |
| **Presentations** |
| [ ]  | Develop hazard context PowerPoint | DGL Page 65 & Online Toolbox |
| [ ]  | Develop vulnerabilities PowerPoint |
| [ ]  | Develop scenario PowerPoint |
| [ ]  | Customise ‘risk steps’ PowerPoint (available in the toolbox) |
| **Risk Analysis Tool** |
| [ ]  | Set up scenarios in the ‘Scenarios’ tab including:* Hazard type
* Scenario Name
* Likelihood (use the ‘Likelihood Calculator’ tab to calculate likelihood)
* Scenario notes
 | Online Toolbox |
| [ ]  | Update the elements tab to reflect the customised consequence table |
| [ ]  | Populate the ‘Risk Analysis’ tab including:* Scenario code (from dropdown)
* Environment (from dropdown)
* Element (from dropdown)
 |
| **Printing** |
| [ ]  | Consequence table (1 per participant) | Online Toolbox |
| [ ]  | Confidence table (1 per participant) |
| [ ]  | Scenario handouts (if applicable) |  |