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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) |  |