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# LIST OF SUPPLIES FOR VULNERABILITY ASSESSMENT WORKSHOP

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*The following list is not intended to be comprehensive or mandatory.*

## Entrance

- ▶ Direction signs pointing to the workshop location (as needed - check with your venue)
- ▶ Identification sign at room entrance (as needed - check with your venue)

## Registration Table

- ▶ Sign-in sheets for participants – Name, employer/organization, email
- ▶ Participant and facilitator name tags
- ▶ Extra blank name tags
- ▶ Participant packets

## General materials

- ▶ Notepads and pens
- ▶ Tape (check with venue - usually painter's tape is ok), or thumb tacks (check with venue)
- ▶ Markers/sharpies (enough for each breakout group to have a set, plus extras)
- ▶ Scissors
- ▶ Stapler / paper clips
- ▶ Extra flip charts

## Presentations

- ▶ Computer, projector, and screen (if needed)
- ▶ Flash drive or other backup of presentation(s)
- ▶ Laser pointer

## Participant Packets

- ▶ Agenda, with a sentence describing the purpose of the workshop

- ▶ Vulnerability Assessment Examples handout
- ▶ Climate trends primer (2 per table)
- ▶ Workshop Evaluation Survey
- ▶ Additional information, such as relevant fact sheets or other reports

## System breakout groups

- ▶ Flip chart markers, ball point pens
- ▶ Notepads on tables or loose sheets color coded for additional information
- ▶ Risk worksheet on wall, using flip chart sheets (see example below)
- ▶ Extra flip chart paper (the adhesive kind, or use tape)

## Hospitality

- ▶ Coffee, tea, water, juice
- ▶ Morning light breakfast (pastries, bagels, fruit, etc.)
- ▶ Lunch
- ▶ Afternoon snacks, trail mix, chocolate, fruit, etc.
- ▶ Plates, napkins, utensils, cups (reusable or compostable rather than disposable, if possible)
- ▶ Recycling/Compost bins and signs

## Breakout Group Worksheets


Using the layout diagramed below, create a risk worksheet for each breakout group, using approximately 6 large sheets of flip chart paper per group (bring extras so groups can add to theirs as they work through the information)

Prepare the sheets with their headings ahead of time so you just have to hang them on the wall when you arrive.

Try to find enough wall/window space so that each group can have the sheets in a single row, left to right. It is much easier for visually working through each risk. Try to hang them high enough that a second row can be added, if the first ones become full. If there is not enough horizontal space, you can also stack them as you see below, but make sure the breakout group facilitators know to number the information as it is captured on the sheets.

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<u>RISK</u>	<u>EXPOSURE</u>	<u>TIMEFRAME</u>	<u>CERTAINTY</u>	<u>SENSITIVITY</u>	<u>RANK: H, M, L</u>
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Groups will work this matrix from left to right, top to bottom. Make sure to use some identifier (numbers/letters) as information is filled in across sheets to aid in data entry later.

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<u>ADAPTIVE CAPACITY</u>	<u>RANK: H, M, L</u>	<u>SECONDARY VULNERABILITIES</u>	<u>OTHER STRESSORS</u>	<u>SOLUTIONS</u>
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